**Minutes of CMAC Board Meeting**

**December 11, 2017 – 6:00-8:00 p.m.**

**Held at Yankee Grill, Renton, Washington**

## Board Members Present/Not Present:

1. Rob Wright – not present
2. Tom Honeybone
3. Tracy Ballweber
4. Tom Loeser
5. Eric Van Valkenburg
6. Kelly McCann – not present
7. Barney Cohen
8. Dave Derwin
9. Brian Janssen
10. Maureen Valasses – not present
11. Andy Stines
12. Andy Caine
13. KC Holm – not present
14. Peter O’Kane – not present
15. Clark Lindsay

**Invited Guests:**

Dale Koetke – Program Administrator – not present

Alan Lauba – Program Director

Laura Derwin – Director of Advancement (Sponsorship/Fundraising) – not present

# Approval of minutes

Mr. Janssen motioned to approve the minutes from the last Board meeting. Motion seconded by Mr. Lindsay. Unanimously approved by remaining Board members.

# Reporting / Action Items

## Financial Update

* Mr. Wright was unable to attend the Board meeting; budget discussions postponed until the next Board meeting.
* Discussion took place regarding number of racers in Saturday and Sunday programs, attrition rates and effect on anticipated revenues.
* Suggestion from Mr. Loeser regarding taking a survey of parents to obtain feedback in order to help facilitate further discussions/planning.
* Mr. Janssen agreed that this would be a good topic for the Board retreat in April and that we need to dedicate some time to this.
* Despite lower numbers at older ages, we are anticipating a positive $17K revenue forecast.
* The new shacks cost a little more to build than originally anticipated, but this was largely covered by the proceeds from the last auction. Mr. Stines agreed to increase the coverage amount on the new shacks to $50K per shack.
* Brian Holm volunteered to lead the effort for building a new finish shack for next year.
* Discussions took place regarding refinishing/reuse of the existing finish shack.

## Advancement Report

* Looked at samples of new JP Morgan bibs and the Board agreed they looked great.
* Need volunteers to own the trophies/T-shirts/medals? Medals / trophies are ordered, just need a volunteer per Derwin.
* Mr. Loeser suggested that we also consider unique medals such as mugs, bells, etc.

## Program Administrators Report

* Impact testing – if parents are interested, refer them to Dave Thompson and follow USSA protocol. Board agreed that this should not be mandatory/sponsored by CMAC at this time.

## Alan’s Director Report

##

* Challenges early season finding space to set courses. Working with Crystal Mountain, Inc. (CMI) to ensure balance between CMAC needs and traditional customers.
* Man-made snow is a little too soft, but as you train it gets better.
* Camps were full this year.
* Bought new camera for U12s.
* Mental training with Dr. Taylor was very good. U14 coaches and above all attended.
* Off-season training good!
* Suggestion to place all training-related materials, etc., on CMAC website.

## Coaching Excellence

* Send out surveys to race parents/athletes in December and then everyone monthly starting in January after Prep program starts.
* Discussion regarding group assignments. Works itself out typically after first few weekends.

## Race Ops

* Need to lock down race officials; need PNSA official “officials list.”
* Will be running surface wire following damage to the existing wire, which was cut.
* New laptops ordered ($2500) per Mr. Derwin.

## Other Items

* Race Jackets need to be re-ordered for next year. Mr. Van Valkenburg will begin research.
* Discussed preliminary report of an alleged bullying issue.
* Bullying policy – will review and revise current Code of Conduct as necessary.
* Board agrees that bullying is a serious issue; can only be addressed if occurs during CMAC training/racing or related CMAC event.
* Sexual Harassment Risk Policy – Mr. Loeser discussed draft policy and plans to communicate.

## Adjournment: ~ 8:00 p.m.

* + Motion to adjourn the meeting proposed by Mr. Janssen; seconded by Mr. Stines; approved unanimously.