

Minutes

AVA Board of Directors (BOD) Electronic Board Meeting (EBM)
June 16, 2020

1. Meeting was called to order at 10:00 a.m. EDT by President David Bonewitz.
2. All were present except for SW RD. Representing the National Office (NO) were Henry Rosales, Executive Director (ED); and Erin Grosso, Finance Director. Also participating were DRDs from Atlantic, North Central, Northeast, and Rocky Mountain Regions. A quorum was declared.
3. Minutes of the May 19 will be considered at the July meeting.
4. Executive Director Report (Henry Rosales)
 - a. The NO is monitoring AVA's financial situation daily. Revenue has slowed as anticipated. The NO projected \$10K in revenue for May, June, July, and in the last 30 days, revenue has been tight. Henry is considering cost cutting measures such as making the Starting Point electronic only, suspending the December TAW contract and further reducing workdays for NO staff. On the plus side, Henry is hopeful for a bump in the Big Give, which is extended to September, and is working on a grant proposal for \$25K. Also, the Convention hotel started with a block of 500 room nights, and 661 room nights have been booked so far. When registration starts, AVA can start tapping that source of revenue. John McClellan (SE RD) asked how AVA will communicate the financial situation to members? Henry responded that it would be something for the Publicity Committee to consider.
 - b. The offices are open, but staff is rotating 50% of employees in the office at one time, with the others working from home. The NO has placed distancing markers and physical shields to protect employees and visitors, and anyone visiting the office must wear a mask. Texas is seeing an increase in COVID cases, which is in keeping with the predicted June peak.
 - c. Bylaws are with the attorney, who is reviewing changes the BOD made to make sure they don't conflict with Texas laws. Henry will send out a Board packet for review and discussion next month. He would like to bring the attorney in for no more than 20-30 minutes. Please send any questions to Henry so the attorney will have them in advance, and we can use the attorney's time wisely. Expect to have this session on Saturday morning of the July meeting.
5. Feedback on COVID-19 recovery and lessons learned – RDs
 - a. Atlantic – Jeff Giddings (AR DRD). One club is moving YREs and seasonals to parallel registration on the Online Start Box (OSB) and requests the BOD put out detailed guidance on parallel registration to clubs. Due to closures, clubs have not yet taken advantage of Traveling Guided Walk (TGW) stamps yet.
 - b. Southeast – John McClellan (SE RD). There is conflicting information remaining on the website regarding OSB. Several clubs are using the safety guidelines sent by the NO and have added additional measures. No negative reports.

c. Northeast – No report

d. Mid America – Bob Buzolich (MA RD). Region is slowly opening up with Traditional Events (TE) in Indiana and Michigan and will soon have one in Ohio. In Illinois, there have been group walks following COVID guidance. Some additional YREs are moving to parallel registration. Clubs would like additional guidance concerning the OSB. Once OSB is selected, they note there are two paragraphs of the ESR that cannot be edited by the club, so they have been noting in the comment box that the walk is being operated with both a physical start box and the OSB. With respect to TGWs, one club requested credit for the \$75 cost of the stamp. Bob has told them they could still have as many walks as they want for the rest of the year, and it should not be credited. Jeff Giddings will find OSB information Mike Green (AT RD) has on his own website and reshare. Else, clubs have been using the Extended Comments area of the ESR to indicate physical start box location and availability, but this step has to be done on the legacy site. It's a two-step process, and Jeff can share it with the Board.

e. Northwest – Tom Baltés (NW RD). One club has asked to roll a TE into the next year with a TGW stamp. He believes the answer is no because the TGW is for only one year. Clubs that have requested TGW stamps are using them, with many small groups. Tom met with region leaders and endorsed the AVA guidelines. States in the region are still opening by county and so are scattered between phases. The region has a TGW planned limited to 25 people in 3 groups registering in half-hour increments. The region has started a financial challenge to stimulate more activity. About a third of start boxes are still not available. Once club has converted all its events to OSB in addition to physical start boxes. Tom talked with Marian at the NO about how to merge the money flow under the dual system at the end of the quarter. Club treasurers need to know, since dual registration is new to most. The region still can't have Canadians come down to walk, and some of them are club members, so that adds to a drop in participation. Best practices:

- Masks worn at reg and carried on walk
- Masks worn where distancing can't be maintained
- Carry own water/snacks
- Registration cards online for participants to print out, sign, and drop in box at the walk
- Bring correct change and drop in box
- Bring own pen
- One person to stamp books.

f. South Central – Lucy Yother (SC RD). All clubs are doing group walks. Some national and state parks are still closed, but most YREs are open. The Independence, Missouri, walk is using parallel registration on the OSB. The Kansas City club has done likewise with its walks. Clubs are following COVID guidelines. They had 13 for a group walk last week. Regional roundup is still scheduled for October.

g. North Central – Butch Spaulding (NC RD). A couple of clubs are starting group walks again, and some are taking advantage of the OSB. Regional roundup is still scheduled for October, but clubs are concerned about social distancing. Crazy Horse may have the same issue.

h. Southwest – No report

i. Pacific – Carl Cordes (PA RD). Most YREs have reopened, but some state and national parks are still not open, as well as some start points. Six TEs for the months March – June have been rescheduled for later this year. Six others cannot be rescheduled for this year, and Carl will have to work those. For Hawaii, the mandatory 14-day quarantine is still in effect for visitors.

j. Rocky Mountain – Sherry Sayers (RM RD). Sherry expressed thanks to Las Vegas High Rollers and Strollers for quickly creating a walk in St. George, Utah, based on a request. One club working to get two TEs for the U.S. Air Force Academy rescheduled to October. People are not walking the YREs/seasonals, so numbers are down. There will be a TE on July 25. Colorado is reopening, so hoping fall will be better.

k. Others. John McClellan (SE RD) revisited the adoption of multiple event registration routes to help clubs continue during COVID shutdowns, which was approved by the Board at the May EBM. Based on that decision, John sent recommended changes for the policy manual and noted existence of outdated information on the AVA website. He expressed concern that action to proceed with policy changes and correct old information is lagging.

6. Big Give update – Vice President, ED

a. The Big Give Committee will meet after July meeting packets go out. The committee will ask the following of the Board:

- Every Board member should have a peer-to-peer page, which Emily will set up. In July, will get a set of questions to prepare. Not sure when the P2P pages will go live, though should be able to set them up in August. All money given through the P2P pages will count toward end-of-day total for September 10.
- Call people in the region that have given money. The BG Committee will provide scripts.

b. Henry – To date, donations are \$57,537

7. Further plans for July extended EBM

- Agenda is out. David will work with Henry on time needed for committee reports and publish when people need to be online. Will meet for blocks of time (1-2 hours) with breaks of 30 minutes.
- Need to work out how to include others who wish to participate, since the meeting is public.
- Henry will send out a link Friday, but it hasn't been tested with larger groups. The NO Purchased the enhanced service for 1000 people to stay with Microsoft Teams. Club members will just need to click the link to join as attendees. They won't be able to present but can submit questions through chat. There will be a new link for each day. Hector will be the administrator.

8. Other topics.

a. Lucy Yother (SC RD) asked when new banners would be out. Henry answered not for at least three months, because AVA is not making any major purchases right now.

b. John McClellan (SE RD) conducted a follow-up discussion on ESR/OSB issues. David listed issues: Clubs need more information, some information on the website is outdated, and club treasurers need a better understanding of cash flow with multiple registration options.

For clubs, John noted newly launched quarterly report automatically brings in participation numbers from the OSB and has a separate line for each event to enter additional participation. After completing the quarterly report, a club will either owe AVA or have a credit with AVA.

Bob Buzolich (MA RD) would like to see the ESR readdressed to eliminate the problem of not being able to edit some information once the OSB option has been chosen. Mike Green (IT Committee) responded that the advertised workaround is to put information from that part of the ESR into Comments and the Event Description. In addition, the Elevator Speech section can reflect that the event supports both the OSB and a physical start box. Due the complexity of changes, and the shortage of volunteers for IT, this is the solution for the time being.

Erin Grosso (Financial Director) described how OSB reimbursement works. Participants register and create a bank. When someone registers, \$2.00 goes to OSB to buy directions. If the person does not complete the walk, \$2.00 stays at AVA, since neither the club nor the AVA has incurred liability. If they do complete the walk, the other \$1.00 comes out of the person's bank (total \$3.00), AVA keeps the \$1.25 participation fee and credits the club with \$1.75. If the club has a credit at the end of the quarter, it is either carried over, or, if over \$100, a check goes to the club.

John McClellan (SE RD) suggested the \$2.00 up-front charge is like giving a discount for people who don't participate in the achievement program. Erin answered the issue is the liability, in that the money collected secures the map and directions as the property of AVA that cannot be reproduced without permission. The later dollar provides an end date for the insurer, who wants to know when the walk was done. That said, Henry would like to revisit the \$3.00 issue with the insurance provider. Mike Green suggested a possible alternative: Charge \$4.00 up front for both the map and the walk. When the participant signs back in for completion, \$1.00 is returned to the walker's bank.

John McClellan (SE RD) stated the need for something in the Checkpoint for club treasurers. Tom Baltes (NW RD) agreed, since use of OSB is expanding, and it's new territory for some treasurers. In addition, the policy manual needs updating, and suggested language has been submitted. Also, conflicting info still exists online and needs to be removed.

David Bonewitz (President): To summarize, there are two main issues: One, do treasurers understand? Two, do clubs understand the workaround that communicates registration routes? It never hurts to overcommunicate. He acknowledges the policy manual is out of date, and it will be updated. He and Henry will work offline.

9. At 10:50, the President called the Board into Executive Session. At 11:10, Board resumed its regular meeting and adjourned at 11:47 EDT. Next meeting is July 10-11, 2020.

Respectfully submitted,

Cecilia Miner
AVA Secretary