

	Committee	Action Item	Indicator	Metric	Due Date	Stratgic Objective	Status				Comments
							Q1	Q2	Q3	Q4	
MEMBERSHIP GOAL: Promote and organize noncompetitive fitness activities that encourage lifelong fun, fitness and friendship for all ages and abilities.	MEMBERSHIP DEVELOPMENT Erin Grosso, Chair	Draft a proposal for a new membership structure.	Implement new membership structure	DRAFT completed/approved by Q3 100 % completed/approved by Q4	by Q4	Obj. 1 A & 3A	25%	35%			FIRST DRAFT DUE Q3 2020 Met on June 8th, 2020. Focusing a dual membership (club/AVA) . 6,596 club members that are not AVA members. Survey clubs members Why are not becoming AVA members? Also exploring a Corporate Membership. Cmte. feels that AVA needs to have an APP to attract younger members. Discussed value proposition oto catch up from loss time due to COV-19.
		Move AVA members to GroupWorks system	Members integrated into GroupWorks systems	30% Implemented	by 12/31/20	Obj. 1 A & 3A	15%	25%			Discussed incentives to get members to get on to Groupworks. Will focus on using social media and the Checkpoint to encourage members. Focus on upcoming meeting will include a "Get on Groupworks Campaign".
		Implement Element3 Health Referral System to increase AVA event participation	# of referrals participating in AVA events	30%	by 12/31/20	Obj. 1 A & 3A	11%	60%			Program just launched March 1, 2020-24 clubs engaged. E3H referrals on hold due to Covid-19 restrictions. Communication and planning continuing between AVA and E3H. Stamps/E3H Walker Packets and Materials prepared
	CLUB PROGRAMS Tim Miner, Chair	Promote new concept of National Walking Week	% increase in participation	New Metric	12/31/2020	Obj. 1.B.		100%			This program was interrupted by COVID 19 cancelations, The Commonwealth of Virginia demonstrated the "possibilities." There was a declaration of Virginia Walking Week and support in two counties and cities by local leadership. County leadership walked with one club. Work has begun on Nat'l Walking Week 2021.
		Select new Special Programs with alliances/collaborations	# of new special programs implemented	2 program for 2020	12/31/2020	Obj. 1.B.		75%			The Board asked if 2020 programs could be extended due to COVID 19 restrictions. This is possible for the one program set to expire in Dec 2020. The CENTURIAN program doesn't want to extend into 2021. Two new programs are available and selected. However,all new programs will have "partnering organizations" and the two new programs are delayed with the partnerships because of COVID 19 . No problems anticipated by Dec 2020.
		Promote AVA Brand Programs	% increase in ACE and Guided Walks	10% increase	12/31/2020	Obj. 1.B.		50%			COVID 19 allowed the opportunity to promote and program "Neighborhood walks" with AVA Guided Walking stamp program. Many communities delayed activities/social events which limited ACE events.
		Promote youth participation	% increase in youth participation over last year.	10% increase from 2019	12/31/2020	Obj. 1.B.		20%			COVID 19 restrictions curtailed all programs associated with these programs. Many youth programs ceased operations.
	CLUB DEVELOPMENT, John McClellan, Chair	Develop new Club Model	ED/Board approve changes to create new model	Deliver new club model and recommendations to DEC Board EIM	12/31/2020	Obj. 1.C.	5%	20%			No consensus recommendation on a “new” club model Working ICW Membership Committee to develop future membership model
		Assist ED Devof strategy for “Element3 Health Initiative.”	Enrolled clubs begin program with E3 referrals	Achieve 20% clubs enrolled (40) in 2020 start-up	12/31/2020	Obj. 1.C	10%	70% 28 clubs			Most committee activities suspended during 2Q (COVID-19). No substantial progress on top priorities. E3 Health program start-up suspended due to COVID-19
		Respond to Club requests for support.	More clubs make requests, # of requests fulfilled % up	100% of requests are acted on	ongoing	Obj. 1.C	100% (1)	No requests			2019-Iowa State Parks Centennial-GDMVA \$700 Cash Grant+Inkind Printing (\$500)
		Improve Club Capacity	Clubs demonstrate increase capacity through more events, membership	AVA participation and membership up 5% in 2020	6/30/2021	Obj 1.C	Participation & Membership down in 2019	OSB use UP C-9 video +			SHOW HOW MUCH THE # WENT UP FROM A BASELINE PER QUARTER. Met 28 May to discuss re-opening criteria. Good team effort Working ICW IT Comte and ED to refine implementation of policy change (4/20) on parallel use of OSB and physical start boxes for YREs. ICW Training Cmte to deliver online training to clubs on important topics> increase club “capacity”
			(____) # of States without a club	Reduce by 20% a year, next 5 years	6/30/2021	Obj 1.C	-25% Sts. w/o	3 CLUBS [195]			SHOW HOW MANY STATES WITHOUT CLUBS AND SHOW % REDUCED AND # OF STATES PER QTR. 3% REDUCTION A YEAR IS TARGET. RECOMMEND National Office provide RDs with sorted list(s) of clubs w/ closing balances < \$500 as of 15 Nov 2019 Financial Reports > for followup
	NATIONAL & INT'L PROGRAMS Susan Medlin, Chair	Increase # of walks over the 3 days.	% increase in # of walks (from ____ to ____)	10% increase	12/31/2020	Obj 1D.	637	100%			SHOW increase from ____ to _____. The 3 year effort to set up an IML event in San Antonio was successful. Progress will by increase in number of walks walked and increase in actual number of walkers annually
			% increase # of walkers	10% increase	12/31/2020	Obj 1D.	10%	100%			Ongoing annual measure
		Submit application and presentation materials to support 2023 Olympic Bid	Support 2023 Olympiad bid.	100 % support materials submitted	5/1/2020	Obj 1D.	10%	50%			Application was submitted on time. Decision meeting postponed due to pandemic No progress possible till we find out if the proposal is successful. Meeting a (T) for October. Working on the supporting documents and presentation materials, letters or support, etc.
		Implement a national event calendar and approval process	Approved and published Calendar & Process	100 % implemented	12/31/2020	Obj 1D.	not started	not started			ADDED BACK IN FROM CLUB PROGRAMS PER HENRY Submitted on time. Decision meeting postponed due to pandemic No progress possible till we find out if the proposal is successful. Meeting a (T) for October

	COMMITTEE	ACTION ITEM	INDICATOR	METRIC	DUE DATE	STRATGIC OBJECTIVE	STATUS				COMMENTS
							Q1	Q2	Q3	Q4	
FINANCIAL GOAL: Ensure long-term sustainability	FUND DEVELOPMENT Nancy Wittenburg, Chair	Institutionalize a fund development plan to diversify/increase revenue.	Set annual planning process	100 % implementation	By 8/31/20	Obj 2A	25%	25%			DRAFT FUND DEVELOPMENT PLAN DUE BY AUGUST 2020 AND FINAL PLAN BY SEPT 2020
			increase overall fundraising revenue	\$ amount raised	By 4/31/20	Obj 2A	\$39,094	\$18,264			Total YTD \$57,358 Working on metrics for total/amount for each source of revenue as compared to 2019.
		Create a new Business Model to sustain the organization long-term.	Create new Business Model to sustain organization long-term.	100% implementation	by 12/31/20	Obj 2A	15%	15%			Received two proposals from consultants, <b>Work has been suspended for Qtr 2 and 3 due to COVID 19.</b>
OPERATIONAL GOAL: Increase public awareness, operational capacity and efficiency.	MARKETING & PUBLICITY Henry Rosales, Chair	Hire a national marketing firm.	Signed contract to begin work	100% completed Q1	By end of Q1	Obj. 1 A	100%				Retain and grow all levels of membership as well as, 3A. “Develop and implement a long-range national publicity campaign. Hired Mass Media
		Create a national marketing plan to increase participation and awareness of AVA events.	Produce a comprehensive marketing plan	100% completed	By end of Q1	Obj. 1 A	100%				Plan was completed May 2019
		Implement a national marketing plan to increase participation and awareness of AVA and its events.	% implementation of marketing plan.	100% implemented	by 12/31/2020	Obj. 1 A & 3A	50%	50%			Work has been stalled due to COVID 19 Contract Suspension and as a result the contract may be cancelled after 70% work completion.
			% increase participation in AVA events.	15% annual increase	by 12/31/2020	Obj. 1 A & 3A	3%	3%			Empahsis has been soley in marketing via social medai/Facebook. Strategy will will be changed to an integrated approach with Social Media and local marketing efforts. CONTRACT MAY BE CANCELLED!
		Create National Partnerships supporting the mission of AVA.	Signed partnership agreement	2 Nat’l Partners	by 12/31/2020	Obj. 1 A & 3A	1	100%			Work in progress with AMAVA; Signed agreement with Element 3 Health; America Walks CEO Retired
		Develop and implement a strategy to promote National Convention.	% of strategies implemented	100% implemented	by 12/31/2020	Obj. 1 A & 3A	15%	55%			Marketing plan is stalled due to Mass Media contract suspension
	INFORMATION TECHNOLOGY Mike Green, Chair	Complete transition of ESR/Club Database to the new platform.	Implementation of the new database platform	100% implemented	by 12/31/2022	Objective 1.B.” Improve membership benefits, programs and services.”	0%	15%			my.ava.org maintains a synchronized copy of legacy ESR event data. New event related features are developed only on my.ava.org. The legacy ESR system features will be transitioned to my.ava.org; includes necessary backoffice interfaces. Legacy ESR system is stable as long system security updates are promptly installed
		Develop event features to enhance user interface for viewing event lists and details	Implement new event detail features including option to display printer friendly event details (so legacy ESR event details link can be abandoned)	100% implemented	by 12/31/2020	Objective 1.B	0%	100%			Event enhance features implemented on my.ava.org including: Sell-It - Elevator pitch, Brochure Club Upload / Usar Download, and up to 4 event pictures LOCATION - displays event map location. Clubs place pin at exact location of starting point (instead of just the city) and indicated county of event. CONTACT POC - POC contact info displayed as image to reduce Internet Bot data scaping/support for contacting POC via email entry form. (Chris Zeglin)
		Develop improved event search and mapping features	Implemented: 1) event search based on text matching. 2) listing Traditional Events in chronological order with additional filtering options. 3) event search based on based on Special Programs.	100% implemented	by 12/31/2020	Objective 1.B	0%	80%			IMPLEMENTED: Text based searching for events; Mapping of events; Listing of events by state and by club implemented with filtering based on event type, rating, and distances. (Chris Zeglin); Event listings display the event status (if set by club) Chronological Traditional Event listing filtered by region for next week,month, and year. ( Jeffrey Giddings)
		Develop features to support clubs, cancelling, temporarily closing, or postponing of events. Help clubs avoid closing events when a physical stamp is lost or becomes unavailable.	Implement an Event Status alert/message that clearly indicates status.(when configured by the club) Implement the capability for clubs to create stamp image pdfs for distribution to paid participants when a physical stamp is unavailable. Also support stamp image pdfs for OSB users instead of insert cards.	100% implemented	by 6/1/2020	Objective 1.B	0%	90%			Status and Stamp Image PDF features quickly implemented to support clubs with events impacted by COVID-19 shutdowns. Due popularity of the stamp image pdfs, this feature will also be made an option for OSB paid participants insteand in stamped insert card pdfs.(Chris Zeglin)
		Upgrade registration system for Conventions, National Programs, Traditional Events.	Implement a new registration system for Conventions, National Programs, Traditional Events	100% implemented	by 12/31/2020	Objective 1.B	0%	75%			Completed integration with AVA membership database to confirm registration discounts for AVA associate members. A Table driven scheme has been developed that will allow changing of information as to the offered registration packages and their content (events, meals, awards, and merchandise) as well as optional merchandise) by administratively editing table contents (without editing php/html files). (Jeffrey Giddings)

INFORMATION TECHNOLOGY Mike Green, Chair	Improve AVA National Office efficiency with respect to Event Sanctioning and Participation Billing	Automate Import of Billing data into Quickbooks. Club download of sanctioning and participation Invoices instead of National Office sending out Invoices.	100% implemented	by 12/31/2022	Objective 1.B	0%	75%			Quickbooks import implemented for YRE/SE/TE Sanctioning and YRE/SE Quarterly Participation Billing Club Invoice Download implemented for YRE/SE Quarterly Partiticipation. Proposal to put TE participation and YRE/SE/TE sanction into a quarterly invoice on hold due to cash flow concerns. (Mike Green)
	Improve Club efficiency with respect to YRE/SE Participation Data entry.	Implement "One Form" data entry scheme that includes automatic import of OSB participation data and club download of Invoice	100% implemented	by 12/31/2019	Objective 1.B	0%	100%			Only 3 clubs have requested the National Office to send a paper copy of their 2020Q1 invoice, all other clubs use the downloaded invoice. (Mike Green)
	Futher automate quarterly preparation for YRE/SE participation data entry	Implement AVA HQ interface to prepare for and enable quarterly YRE/SE participation	100% implemented	by 12/31/2020	Obj. 1.B.	0%	60%			Currently preparation for club entry of participation requires: The manual triggering of OSB data import with some additional manual handling of "Orphan" participations. Querying the my.ava.org database for ACE-WG sanction and participation info, then manually entering this data for quarterly invoicing for participating clubs. (Mike Green)
	Develop Element3 Referral and Voucher System	Implement Referral system to track clubs participating in the Referral program as well as Referees. Implement Voucher system to create and track status of vouchers sent to (and used by) Referees. Apply credit to clubs who turn in used Vouchers.	100% implemented	by 12/31/2020	Obj. 1.B.	0%	80%			Club, Referee, and Voucher database system in place with support for creation of Voucher info merge files suitable for use a separate Ticket creation package. The system Includes the ability to Track and Change Voucher status (ready to create, created, sent, received, credited). Ability to mark vouchers as received using barcode scanner is under development. Ability to apply credit to club quarterly invoices for Vouchers received is under development. (Mike Green)
	Framework for user and club help for my.ava.org	Implement support for my.ava.org user and club help including help, FAQ, tutorials, videos, and documents.	100% implemented	by 12/31/2019	Obj. 1.B.	0%	100%			Framework developed by Chris Zeglin. Population of help structures with help info done by Darrel Neily.
	Provide access for users (possilby limited to associate members) to their event and distance award status.	Implement awards page for my.ava.org users with hooks to limit to associate members to awards data in Azure membership database	100% implemented	by 12/31/2019	Obj. 1.B.	0%	60%			Proof principle Awards page developed that displays member awards info include images of award pins and patches based on relaying Azrue awards data through nodegreen.com. (GoDaddy service does not support direct access to Azure database.) (Mike Green)
	Customer support (users, clubs, RDs, and AVA HQ) for OSB , my.ava.org, and legacy ESR features including confirmation and documentation of SW bugs for repair.	Approve OSB event direction pdfs. Support clubs in converting AVA sanctioned events to OSB events. Support clubs use of my.ava.org features. Support clubs and AVA HQ use of legacy ESR features.	Ongoing on Demand Effort	None	Obj. 1.B.	0%	On Going			OSB user/club and my.ava.org user support is done by Darrel Neily. Club my.ava.org feature support done by Mike Green. Legacy ESR support done by Mike Green.
	NATIONAL CONVENTIONS Jerry Wilson	Develop a Convention community event that will engage the local community.	% of plan is approved and preparations made	100% approved 100% prepared	by 3/31/20	Obj. 1.B.	5%	5%		No comment
			% annual increase in local community engagement at events in their area.	100% prepared	by 12/31/21	Obj. 1.B.	0%	0%		This is a lagging indicator that is measured after the convention
		Increase convention participation with a platform attractive to non-members.	increase in non-member participation	10 % annual increase	by 12/31/21	Obj. 1.B.	0%	0%		This is a lagging indicator that is measured after the convention Consider adding a metric for non-member registrations.
		Increase AVA Member Attendance at the 2021 Biennial Convention	% annual increase in overall convention participation	10 % annual increase	by 12/31/21	Obj. 1.B.	0%	0%		This is a lagging indicator that is measured after the convention
	STRATEGIC PERFORMANCE Sammy Hunnicutt, Chair	Work with other committees to determine annual training programs.	Implementation of the new Club Training Platform	100 % implemented	by 12/31/20	Obj. 1.B.	< 5%	100%		Working with 2021 Convention Committee developing workshops. Most workshops have been identified and set in place. The remaining few will require simply setting in time slots on the schedule
		Create RFP process for convention wkshp applicants.	Implement new Request for Proposal (RFP) process	100% Implementation	by 12/31/20	Obj. 1.B.	50%	100%		Conducted a survey of the general membership via Survey Monkey on training. Only 40 responded and completed the survey. Survey information was used in developing the outline of what workshops will be presented at the 2021 convention.
		Establish a Risk Mgmt. Plan	Implemented by Q2	100 % implemented	by 12/31/20	Obj. 1.B.	100%			Completed in First Quarter

LEGEND	GREEN: Making Progress, on Track
	YELLOW: Behind Schedule/ Facing Challenge
	RED: Behind/Not Working
	BLUE: Completed
	GRAY: Not started

**Recent Accomplishments**

1. **Sell-It** (Chris Z.)
  - a. Club entry and user display of 200-character Elevator Pitch
  - b. Club upload and user display of event brochures
  - c. Club upload and user display of up to 4 pictures
2. **Cut and Paste Stamp Images PDF** (Chris Z.)
  - a. Personalized with unique control #
  - b. Useful to provide stamps to paid participants who use remote registration
3. **Status** (Chris Z.)
  - a. Supports YRE/SE or TE specific Status indications with comments used to postpone, cancel, temporarily close, etc.
  - b. Status Indication and comment is displayed at top of event details pages.
  - c. Support for entering a date to later remove the status indication and comment
4. **Location** (Chris Z.)
  - a. Club drops a pin on a map indicating the exact location of the starting point.
  - b. Select the county of the event.
  - c. Event Detail view shows map with zoom feature start point location as well as county name
5. **Find a ...** (Chris Z.)
  - a. Search for events by event name or city - Type a few characters of name or city, display lists events that match
  - b. Time-ordered list of TEs filtered by region for the next week, month, or year. (Jeffrey G.)
  - c. Improved Tutorial Listing with expandable topics and new Tutorials. (Mike G., Darrell N.)
  - d. New topics added to FAQ including interface for my.ava.org admins to easily add/edit FAQs (Chris Z., Darrell N., Mike G.)
6. **My Awards** (Mike G., Chris Z.)
  - a. Displays Event and Distance award levels (including pin and patch images) when AVA books Registration Number is submitted.
  - b. Displays AVA Membership status when AVA Membership Number is submitted including names and addresses of individual members for family memberships.
7. **One Page Quarterly Participation** (Mike G.)
  - a. Automatic import of OSB participation data and credit
  - b. Club downloads invoice and sends in payment (no AVA HQ Invoice handling required)
  - c. Back Office interface to monitor club data entry and import completed invoice data into Quickbooks.
8. **Online Convention / Major Event Registration system** (Jeffrey G.)
  - a. Online registration for 2019 AVA Convention deployed and used
9. **Online Start Box Customer Support** (Darrell N.)
  - a. Email and Phone support for both users and clubs
  - b. TAW article on how to create an my.ava.org account (recently converted to Tutorial)
10. **Convention Website** (Eileen S.)
  - a. Complete schedule and event descriptions for 2019 AVA Convention.

## Current Projects

1. **Support for Physical Start Box (PSB) with an Online Start Box (OSB)** (Chris Z.)
  - a. Club is provided a checkbox to indicate a PSB is supported for an OSB event.
  - b. When PSB checkbox is checked, legacy ESR "Location" and "Start Point/Driving Directions" fields are displayed (not overridden by OSB boilerplate) in event details page.
2. **Club control of number stamps per event** (Chris Z.)
  - a. Allows club to change stamp right up until stamp scheduled for production.
  - b. End of quarter report for billing for extra stamps.
3. **Improve AVA HQ interface for Stamp manufacture and handling SW** (Chris Z.)
4. **Option for OSB participants to select "cut and paste" stamps pdfs instead of stamped insert cards.** (Chris Z.)
5. **Improved map-based event search with filtering on, for example, Special Programs** (Chris Z.)
6. **Move AVA Club info and web interfaces from legacy ESR to my.ava.org** (Chris Z., Mike G.)
7. **Move club management login from legacy ESR to my.ava.org** (Chris Z, Mike G.)
  - a. Support only using personal my.ava.org accounts with club privileges
  - b. Add links to my.ava.org to continue use of legacy ESR for event creation, editing, renewal, participation data entry, etc.
8. **Improve management interface for One Page Quarterly Participation my.ava.org data importation.** (Mike G.)
9. **Online registration for 2021 AVA Convention with major improvements** (Jeffrey G.)
  - a. Positive identification/confirmation of enter AVA Membership Number for discount and autofill of address information.
  - b. Back-end management for easy customization of schedule, offered merchandise, food choices, etc. and generation of accounting reports.
10. **OSB and my.ava.org Customer Support** (Darrell N.)
  - a. Email and Phone support for both users and clubs.
  - b. Step by Step guide for getting an approved AVA event to be approved as an OSB event.
  - c. More helpful tutorials and FAQs are planned.
11. **Walker (Element3) Referral System** (Mike G.)
  - a. Support maintaining list of clubs who are actively participating in referral program
  - b. Support maintaining list of Referees and the clubs they have been referred to.
  - c. Support for creation of Referral Vouchers with multiple vouchers in a single pdf
  - d. Support for validation of used Referral Vouchers when turned in by clubs using barcode scanner
  - e. Support for applying credit to Club quarterly invoices based on Vouchers turned in.

## Club Development & Support Committee

AVA has a new website portal for Training Videos -- <http://ava.org/training-videos/>

- ✓ COVID-19 Guidelines / best Practices posted

### Proposed Topics for AVA Training Videos (recommendations from > Club Development & Spt)

#### How to Use AVA Technology / Programs

- Use of the Online Startbox
- Submitting a Quarterly Participation Report
- How to engage your Club in ACE Events (ESR process)
- New Enhanced Features on ESR
- Use of the Groupworks platform for E3 (*do we have one of Spencer's previous webinars taped?*)
- How to register and participate in AVA Virtual Online (VOP) challenges

#### How to Find / Register For AVA Year-Round (self administered) Events

- How to Search the AVA Database of A Event Near You (*with intro to AVA overall*)
- How to Register & Complete a Year-Round Event (at Walk Box)
- How to "keep books" – use the IVV Achievement Program and NWP

#### How to Conduct Club Financial Business

- How to submit your IRS 990
- How to submit your AVA 102C3F annual report
- How to Register your club as a non-profit corporation in your state
- How to file an annual (state) corporate report

#### How to Hold Traditional Events

- Planning a Traditional Event
- Setting Up a TE Registration Area
- Setting Up a TE Checkpoint

#### How to Pursue Club Publicity & Advertising

- How to use the AVA New Publicity Toolkit (<http://ava.org/new-publicity-toolkit/>)
- How to get help building a club website / website tips
- How to set-up a club Facebook page and tips to operate it
- How to set-up a club MeetUp.com page and operate it

**AMERICAN VOLKSSPORT ASSOCIATION  
COMMITTEE REPORT**

9(f)

**FOR THE FUND DEVELOPMENT SPECIAL COMMITTEE**

**FOR THE June, 2020 Board Meeting**

**FROM (Name):** Nancy Wittenberg, Fund Development Chair

**ACCOMPLISHMENTS:**

1. The efforts of the Fund Development committee as an operational committee this year were to focus on the Big Give and on reviewing proposals of consultants to assist in developing a new business model. Although we received two proposals, nothing was done by this committee.
2. I co-chaired the Big Give subcommittee from the volunteer side with Staff member Samanta Sanchez who was lead on this effort and participated in several call-in meetings to discuss the plans for the 2020 Big Give annual campaign that were developed by staff.
3. I wrote a short article for the TAW on supporting a cause we believe in and will provide another article for the next TAW. I was also filmed for a Big Give video at the Texas Trail Roundup in February.
4. The committee decided having a regional challenge for the Big Give and I found a walking stick carver who has created a stick as a trophy to pass to the region with the most donations each year.
5. We were all stopped in our tracks with the onslaught of Covid-19. The Big Give S.A. went into emergency mode and our online Big Give day will be September 10. Our annual campaign continues through that date. And we are working toward our \$80,000 goal.
6. The legacy giving program, **AVA's Angels** was launched at the Albany, NY convention and the brochure is available on AVA's website. Our Sustained Giving program of monthly giving is part of our Donations page.

**ACTIVITIES:**

1. Provided on-going support for the fund development efforts of the National Office and Executive Director.
2. Encouraged the board to support a Big Give match. Our goal is to have 100% of current board members give to the Big Give.
7. Reported to the board what we are asking each board member to do for the Big Give and the support they will get to do these tasks.
8. Although the Big Give S.A. has been a successful platform for our annual campaign. Our Charity Proud donor software can support us for Peer to Peer fund raising in the future and AVA will need to decide to what extent we will participate in the Big Give online program

**CONCERNS and RECOMMENDATIONS:**

1. Making sure each board member is fully committed and involved in our fund raising efforts.



AMERICAN VOLKSSPORT ASSOCIATION, INC. (AVA)					
PROPOSED BUDGET MODIFICATIONS JAN 1, 2020 - DEC 31, 2020					
AS OF 6/11/2020				New	
REVENUES		2020 BUDGET	COVID-19 Adjustment	MODIFIED BUDGET	Comments
40320 & 40330	VOLKSSPORTS ASSOCIATE / FAMILY MEMBERS/LIF	31,500		31,500	
40340	CHARTER MEMBERSHIPS	200		200	
40345	CLUB ANNUAL DUES	15,600		15,600	
40211	SANCTION FEE INCOME - TRADITIONAL	19,400	(1,300)	10,350	CXL/Not Schedule
40211	SANCTION FEE INCOME - YRE/SEAS/ACE	78,000	(3,000)	75,000	CXL/Not Schedule
40112	PARTICIPATION FEE - TRADITIONAL EVENTS	51,700	(22,000)	27,008	
40111	PARTICIPATION FEE - YRE/SEASONAL EVENTS	92,518	(41,882)	59,636	
40113	PARTICIPATION FEE - RD - EVENTS	1,300		1,300	
40114	PARTICIPATION FEE - PPSF EVENTS	1,300		1,300	
40115	PARTICIPATION FEE - ACE EVENTS	200		200	
40350	MERCHANDISE INCOME	40,000		40,000	
40600	SALES RETURNS AND ALLOWANCES	(50)		(50)	
40700	MEMBER DISCOUNTS	(6,500)		(6,500)	
40360	ADVERTISING INCOME (TAW & WEBSITE)	5,000		5,000	
40280	YOUTH PROGRAM INCOME	1,000		1,000	
40270	VIRTUAL ONLINE PROGRAM INC. (Walk Canada)	12,250	2,000	14,250	
40530	IN-KIND DONATIONS	500		500	
40550	GRANT AND SPONSORSHIP INCOME	5,200		55,600	PPP Loan/Grant
40250	NATIONAL PROGRAM INCOME	8,000		8,000	
40260	SPECIAL PROGRAM INCOME	1,000		1,000	
40510	DONATIONS - UNRESTRICTED	92,000		92,000	
40520	DONATIONS - RESTRICTED- GIFTS	300		300	
40800	INCOME - OTHER & FREIGHT/LATE FEES/STAMPS	5,000		5,000	
40900	INCOME - INVESTMENT & INTEREST INCOME	15,000		15,000	
TOTAL REVENUE		470,418		453,194	
COST OF SALES					
TOTAL COST OF SALES		24,000		24,000	
Deposit from Investment Account				55,017	
GROSS PROFIT		446,418		484,211	
		FYE 12/31/2020		FYE 12/31/2020	
EXPENSES		2020 BUDGET	COVID-19 Adjustm	MODIFIED BUDGET	
60500	BANK SERVICE & CREDIT CARD CHARGES	4,000		4,000	
60600	CLUB DEVELOPMENT/SUPPORT	2,000		2,000	
61000	COMPUTER/SOFTWARE/WEBSITE	1,500		1,500	
61500	DEPRECIATION EXPENSE	6,000		6,000	
62010	EQUIPMENT MAINTENANCE	-		-	
62020	EQUIPMENT RENTAL	12,183		12,183	
62500	FUND DEVELOPMENT	2,000		2,000	
63210	INSURANCE - EVENT LIABILITY	26,700		26,700	
63220	INSURANCE - HQ PROP/ OFFICER & DIR. LIAB.	2,514		2,514	
63400	INTEREST EXPENSE	-		-	
63500	INTERNATIONAL IVV MEETINGS/TRAVEL	5,000		5,000	
63600	IVV DUES EXPENSE	3,200		3,200	
64000	PROMOTIONAL - MARKETING/PUBLIC RELATIONS	4,000		4,000	
64500	PUBLICATION DUES/MEMBERSHIP DUES	1,000		1,000	
64800	OPERATIONS - MISCELLANEOUS	1,500		1,500	



65200	NATIONAL OFFICE TRAVEL & MGMT EXPENSE	2,000		2,000	
65210	EXECUTIVE COUNCIL - TRAVEL & NEC MEETINGS	11,000	(10,000)	1,000	In person mtg CXL
65220	NEC - REIMBURSABLE EXPENSES	1,500		1,500	
65300	NON-DEPREC ASSET PURCHASES	-		-	
65600	OFFICE REPAIR & IMPROVEMENT	200		200	
66010	PAYROLL BENEFITS	30,000		30,000	
66020	WAGES- NAT'L HQ STAFF	253,000	(17,198)	239,680	Furlough Fridays
66030	PAYROLL TAX	19,400	(1,315)	18,410	
66110	POSTAGE NATIONAL HEADQUARTERS	2,500		2,500	
66200	PROFESSIONAL/CONSULTING FEES	18,000		18,000	
66310	AWARD PROGRAM EXPENSE	5,000		4,000	
66320	MEMBERSHIP PROGRAM EXPENSE	2,000		2,000	
66330	EVENT PROGRAM EXPENSE	5,000		5,000	
66335	CONSULTANT - VOP PROF. FEE/STIPEND	1,200		1,200	
66335	VIRTUAL ONLINE PROGRAMS (WALKER TRACKER)	8,000		8,000	
66360	YOUTH PROGRAM EXPENSE	-		-	
66380	NATIONAL & Intl. PROGRAM DEVELOPMENT	2,000		10,000	TTR/Olympiad
66390	SPECIAL PROGRAMS EXPENSE	100		100	
66700	RENT - NATIONAL HEADQUARTERS	40,908		40,908	
67000	EMPLOYEE DEVELOPMENT	1,770		1,770	
67100	SUPPLIES - NATIONAL HEADQUARTERS	4,000		4,000	
68100	TAW CONTRACT	18,400		18,400	
68200	TELEPHONE - NATIONAL HEADQUARTERS	3,860		3,860	
60750	2021 CONVENTION EXPENSES				
<b>TOTAL EXPENSES</b>		501,435		484,125	
<b>Net Gain/Loss</b>		(55,017)		86	
	Balance of Mass Media Contract	77,722			
	Projected 4/mo Retainer (Sept-Dec/\$4,500/mo)	18,000			
	June 11, 2020 Edits by Henry & Erin				



11(b)

## **American Volkssport Association**

### **Agenda Item Form**

**Proposed Motion** – That the terms of office be increased to four years for National Officers, Regional Directors and Deputy Regional Directors to allow sufficient time for such members of the National Leadership Team to effect the changes necessary for the orderly and efficient operation of the American Volkssport Association and its growth & survival.

**We move that: the AVA Bylaws be amended as follows:**

**Change the term of office from two to four years for AVA National Officers (President, Vice President, Treasurer and Secretary) contained in Article V, paragraph 5-7**

**Change term of office from two to four years for Regional Directors contained in Article VI, paragraph 6-7**

**Change term of office from two to four years for Deputy Regional Directors contained in Article VI, paragraph 6-8**

**Summary of Proposed Action:** The current Bylaws of the American Volkssport Association provide the National Leadership Team with terms of only two year's duration. During the past twenty years there have been many changes in the national leadership of the American Volkssport Association, as it attempts to maintain an orderly and efficient operation during a time of stalled growth and increasing challenges. Each change in leadership has resulted in inconsistent and constantly changing efforts to maintain an orderly during this period of stalled growth and increasing challenges. By increasing the term of office the National Leadership Team will be better able to direct and effect the necessary changes to maintain an orderly and efficient operation and reverse the effect of stalled growth and other existential challenges.

**Submitted by: Cliff Terry, President, Indiana Volkssport Association, Mid-America Region**

**Seconded by:**



11(c)

## **American Volkssport Association**

### **Agenda Item Form**

**Proposed Motion –** Remove all references to OSB from my.ava.org. This includes the output of queries and menu items.

How clubs do their registration is a club thing, not an AVA thing. After all, I also have an online event registration system, and mine is not on the menus of my.ava.org. If you are going to show a club is using OSB in the search results (Wyoming, for example), then you have to show my club is using my own online registration system when anyone searches for events in Colorado or Arizona or Montana. Likewise, in Colorado the Falcon Wanderers are using their own online registration system, so that should be identified as well.

Or, as I am proposing, no one gets preference.

**We move that:** all references to OSB be removed from my.ava.org effective immediately.

**Summary of Proposed Action:** Remove all OSB references from all pages of my.ava.org.

**Submitted by:** Woodland Wanderers, AVA-0915

**Seconded by:**

# BOD – July 2020

## IT Committee

**AVApay – What is it, where is it, why it's important.**

# What is it

- Provides the ability to pay for any event using funds in your OSB event bank.
  - ☐ At any physical start box.
  - ☐ At any traditional event
- Works with a smart phone.
  - ☐ It is not an app, so clubs / AVA retain all the money.
  - ☐ You can also use a tablet or desktop. Uses any browser.
- For clubs / AVA to truly benefit, we need most if not all clubs to support this.
  - ☐ They may choose not to.

# Where is it

- Showed how it would work at last AVA convention. Demo was functional.
  - Little interest since then because people did not believe it was possible.
  - The feature set is not complete.
- “Does that mean AVA will have all my club’s money!”
- “My club cannot survive without donations. How does that work?”



# Why it's important

- It's all about what can you do when it is accepted and prevalent. It is a step to...
  - Virtual books, automatic recognition and encouragement.
  - In a post Covid world, physical start boxes will be discouraged. This is a path to a solution.
  - Much better platform to engage with participants.
- “All you can do” pricing plans.



# Thank you

- AVApay gives volkssporting options for the future that better align with the expectations of younger generations and a wider audience.
- Questions....

# 10 Things You May Not Know About [my.ava.org](http://my.ava.org) and the OSB

**Darrell Neily**  
**OSB HelpDesk &  
Customer Support**

# 1. Account Management & Event Registration for others



## Walk Friends

- Register for events
- Complete the Finish Table, including selection of books that qualify for each event
- One can use your own Event Bank to pay for a Walk Friend, but cannot manipulate the Event Bank of a Walk Friend

## Account Management

- The Walk Friends capabilities listed above plus ...
- Event Bank
- Special Programs and Challenges
- IVV Events, Distance, Bike Distance Books
- Secondary e-mail address, change account name
- View and print insert cards

## Neither will allow the following

- Signature or removal of athletic waiver
- Change of login username or password

## 2. Availability of Physical Stamps & Cut-and-Paste Stamps



# 3. Capability for Group Events including non-OSB participants

# 4. One-time AVA athletic waiver

# 5. Sell it features



## 6. Innovations in OSB Event Directions

- a. GPS Coordinates, Plus Codes
- b. Links to resources
- c. Photo galleries
- d. Tourist information
- e. etc.

# 7. Quarterly Participation Reports and Sign-in Sheet Reports





# 8. Search Features



## 9. Tutorials, FAQs and other Help Features



10. Contact us feature,  
[osbhelp@ava.org](mailto:osbhelp@ava.org)

**AMERICAN VOLKSSPORT ASSOCIATION  
OFFICER REPORT**

10(a)

**FOR THE OFFICE OF** \_\_\_\_\_ **MID-AMERICA REGIONAL DIRECTOR**

**FOR THE** \_\_\_\_\_ **JULY 2020** \_\_\_\_\_ **EXECUTIVE COUNCIL MEETING**

**FROM (Name):** \_\_\_\_\_ **BOB BUZOLICH**

**ACCOMPLISHMENTS:**

1) SCHEDULED TWO REGIONAL DIRECTOR EVENTS IN KENTUCKY FOR NATIONAL WALKING WEEK TO FOSTER CLUB DEVELOPMENT, WHERE CLUB PRESENCE IS LACKING. ESTABLISHED A GOOD WORKING RELATIONSHIP AND INTEREST IN VOLKSSPORTING WITH THE ADMINISTRATORS OF THE LOCATIONS, WHERE THE EVENTS WILL BE CONDUCTED.

2) RE-SCHEDULED, VICE CANCELLING, EVENTS EFFECTED BY COVID-19 RESTRICTIONS.

3) BY THE 4TH QUARTER OF 2019 AND 1ST QUARTER OF 2020 HAD ALL CLUBS OF THE REGION MAKING TIMELY SUBMISSIONS OF YEAR-ROUND AND SEASONAL EVENT AFTER ACTION REPORTS.

4) TOOK OVER A PRIOR YEAR-ROUND EVENT IN KENTUCKY, WHEN THE CURRENTLY SOLE CLUB IN KENTUCKY OPTED TO DROP THE EVENT IN COVINGTON, KENTUCKY. THIS REGIONAL DIRECTOR SEASONAL EVENT IS HOSTED AS AN ONLINE START BOX EVENT TO EXPAND OSB USE IN REGION.

**ACTIVITIES:**

1) MADE FOUR ON-SITE PRESENTATIONS OF CLUB ANNIVERSARY CERTIFICATES.

2) ATTENDED ONE MEETING OF THE OHIO VOLKSSPORT ASSOCIATION AND TWO MEETING OF THE INDIANA VOLKSSPORT ASSOCIATION AS THE MID-AMERICA REGIONAL DIRECTOR.

3) PREPARED FOR, ATTENDED AND PARTICIPATED IN ALL AVA BOARD MEETINGS.

4) MAINTAINED TIMELY COMMUNICATIONS WITH THE CLUBS OF THE MID-AMERICA REGION THROUGH EMAILS AND IN-PERSON INTERACTIONS.

**CONCERNS:**

- 1) CURRENT SOLE CLUB IN KENTUCKY LACKS CAPACITY AND WILL TO ACTIVELY PURSUE AVA OBJECTIVES. CLUB MAY PURSUE DEACTIVATION DUE TO DECLINING MEMBERSHIP AND LACK OF INTEREST.
- 2) THE SLOW PACE OF REWRITING THE AVA BYLAWS, AND THE ASSUMPTION THAT THE CLUBS WILL APPROVE, WHEN PRESENTED WITH THE OPPORTUNITY.
- 3) APPARENT LACK OF PROGRESS ON RE-WRITE OF POLICY MANUALS.
- 4) THE FAILURE OF MANY CLUBS TO ADEQUATELY PLAN AND EXECUTE PUBLICITY CAMPAIGNS FOR LOCAL AVA EVENTS, WHICH NEGATIVELY EFFECTS MEMBERSHIP GROWTH AND EVENT PARTICIPATION.

**RECOMMENDATIONS:**

- 1) THAT THE GOVERNANCE COMMITTEE SPEARHEAD THE RE-WRITES OF THE BYLAWS AND POLICY MANUALS, AS THE CONTENTS OF THESE DOCUMENTS EFFECT AVA OPERATIONS AND AVA STRATEGY.
- 2) PUBLICITY COMMITTEE SHOULD PROVIDE GUIDANCE ON PLANNING, EXECUTING AND EVALUATING PUBLICITY CAMPAIGNS, VICE CANNED NEWS RELEASES AND CANNED FLYERS/BROCHURES.

*Please attach any additional material that is part of your report.*

Print Form

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Submit AVA Officer Report to AVA Headquarters by Email

## AMERICAN VOLKSSPORT ASSOCIATION OFFICER REPORT

FOR THE OFFICE OF Northwest Regional Director  
 FOR THE July 2020 **EXECUTIVE COUNCIL MEETING**  
 FROM (Name): Thomas Baltess, RD

### ACCOMPLISHMENTS:

- Continued hosting of exciting multi-day events in the region, including the Salute to Central Oregon, Regional Conference, Four Plus Foolhardy Folks high adventure hikes, Seabreeze Festivals, and partnerships with our Canadian Volkssporting friends.
- The Northwest continues to lead AVA in total paid participation and has made great strides toward reducing free walking.
- Clubs and state associations have quickly transitioned to using Zoom.com and other electronic means to maintain contact with members and to continue planning for the time when we can officially begin to organize events again.

### ACTIVITIES:

- Closed three small clubs: Key Peninsula Volkssport (Lions Club), Volkssport USA, and Border Crossers. Despite closures, nearly all YRE/Seasonal events of those clubs have been transferred to other clubs.
- Increasing use of Traveling Guided Walks as a way to adapt to smaller event turnouts and great flexibility to host walks in remote areas. Because many of our members have a long history with us, our clubs are working hard to find fresh, new trails to keep our members engaged.
- Meetup.com has been a great boost to attendance at weekly walks and Traditional Events and has added some new membership to our clubs.



### **CONCERNS:**

Continuing issues of aging membership; inability to turnover leadership positions, with some exceptions of a few clubs and state associations; decreasing attendance at Traditional Events leading smaller clubs to opt for TGWs; and impact of high fixed costs of club operations on clubs' ability to grow or maintain their financial reserves. Fixed costs include club annual charter fee, sanction fees for events, mailbox rent, website and advertising expenses, trailer or storage fees, state association fees, state non-profit fees, etc.

COVID-19 has dramatically impacted our program in the short term, but I'm concerned also that in the long-term we'll lose membership and walkbox hosts. We're also losing contact with walkers we've met through Meetup.com.

### **RECOMMENDATIONS:**

- I continue to receive requests from membership in the region to not only expand the use of OSB, but also to develop an app to allow Android phone users to download directions and do walks on the fly. Understanding that cost of development is our barrier, we should continue to keep app development as as a goal.

***Please attach any additional material that is part of your report.***

Print Form

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Submit AVA Officer Report to AVA Headquarters by Email

AMERICAN VOLKSSPORT ASSOCIATION  
COMMITTEE REPORT

FOR THE South Central Region COMMITTEE  
FOR THE June 2020 EXECUTIVE COUNCIL MEETING  
FROM (Name) Lucy Yother

**ACCOMPLISHMENTS:**

From July 2019 through June 2020

I have attended all AVA Board meetings (SAT AUG 2019) including monthly Electronic Board Meetings using Teams.

I attended the 2020 Texas Trail Roundup in San Antonio, TX, in February and the 2019 US FreedomWalk Festival in Arlington, VA, in October.

**ACTIVITIES:**

Traditional event sanctions and fielding administrative questions.

Regular e-mail updates to Region Club Presidents on COVID-19 guidance.

**CONCERNS:**

Recruiting new volkssporters from outside our own ranks.

**RECOMMENDATIONS:**

Increase efforts to raise AVA national brand recognition and recruit new volkssporters from outside our own ranks.

### **South Central Region (AR, KS, LA, MO, OK)**

- ★ **Arkansas** – Pea Ridge Civil War Military Park has a Phased Reopening due to COVID-19. The visitor center is temporarily closed, but park grounds, tour road and trails are open. Visit [www.nps.gov/coronavirus](http://www.nps.gov/coronavirus) for NPS updates. Before visiting Park, please check park website to determine its operating status.
- ★ All other YREs are open to the public. Contact POC with questions.
- ★ Arkansas group walks restarted May 27.
- ★ Traditional events scheduled in July and October. Currently scheduled traditional events for 2020 are proceeding in accordance with local guidelines. Check with POC prior to events for any changes.
- ★ South Central Regional Roundup is being held in Arkansas for the first time ever, OCT 23-25, in Bentonville. Should be perfect walking weather!
- ★ **Kansas** – Tallgrass Prairie National Preserve (TPNP) has a Phased Reopening due to COVID-19. The visitor center is temporarily closed, but hiking trails, restrooms, and all historic buildings are open. Rangers are available to assist you outside the visitor center. Visit [www.nps.gov/coronavirus](http://www.nps.gov/coronavirus) for NPS updates. Before visiting TPNP, please check park website to determine its operating status.
- ★ All other YREs are open to public. Contact POC with questions.
- ★ Kansas JayWalker group walks restarted June 3.
- ★ Traditional events scheduled in August and October, seasonal walks and swim events scheduled for September 16 through December 16. Currently scheduled traditional events for 2020 are proceeding in accordance with local guidelines. Check with POC prior to events for any changes.
- ★ **Louisiana** – Most YREs open to public. Contact POC with questions.
- ★ **Missouri** – Independence Truman Home Ticket Center start point has a Phased Reopening due to COVID-19, but the Online Start Box is available for this YRE.
- ★ Watkins Woolen Mill State Park and State Historic Site has a Phased Reopening due to COVID-19. The visitor center is temporarily closed, but hiking trails are open. Before visiting Watkins Mill State Park, please check park website to determine its operating status.
- ★ Wilson's Creek National Battlefield has a Phased Reopening due to COVID-19. The visitor center is temporarily closed, but park grounds, tour road and trails are open. Visit [www.nps.gov/coronavirus](http://www.nps.gov/coronavirus) for NPS updates. Before visiting park, please check park website to determine its operating status.
- ★ Most YREs open to public. Contact POC with questions.
- ★ Joplin club (Dogwood Trailblazers) group walks restarted May 20.
- ★ Kansas City area group walks restarted June 3.
- ★ Kansas City club is using online start box to minimize contact for several of their YREs.
- ★ Traditional events scheduled July through October. Currently scheduled traditional events for 2020 are proceeding in accordance with local guidelines. Check with POC prior to events for any changes.
- ★ **Oklahoma** – Most YREs open to public. Contact POC with questions.
- ★ Tulsa Walking Club group walks restarted May 19.
- ★ Traditional events scheduled August through November. Currently scheduled traditional events for 2020 are proceeding in accordance with local guidelines. Check with POC prior to events for any changes.
- ★ Masks recommended for all walkers.
- ★ Clubs are opening in this region under state and local requirements.

**AMERICAN VOLKSSPORT ASSOCIATION  
OFFICER REPORT**

6/30/20  
SE RD

**FOR THE OFFICE OF** \_\_\_\_\_ **Director, Southeast Region**  
**FOR THE** \_\_\_\_\_ **11 July 2020** **EXECUTIVE COUNCIL MEETING**  
**FROM (Name):** \_\_\_\_\_ **John McClellan**

**ACCOMPLISHMENTS:**

1. Kept clubs in SE Region informed regarding the COVID-19 pandemic and guidance from the National Office.
2. Completed scanning the records of the Florida Volkssporting Association (FVA) and Meandering Manatees (MM) into digital files. Both these organizations closed in 2017 and provided the RD with file boxes of (analog) archived records. This is noteworthy (other than keeping the files required by IRS), as any walk directions and maps from the events these organizations previously hosted have been preserved, for possible future use.

**ACTIVITIES:**

1. RD and DRD conducted the normal business of AVA in the Southeast Region, to include:
  - sanctioning events; including several short-fused new sanctions as a result of the COVID-19 pandemic.
  - keeping clubs informed of new AVA policies and programs such as new features on the ESR or changes to policy in the use of the OSB
  - recognizing deserving clubs members with AVA Regional Awards
  - recognizing IVV milestones achieved with "congrats" notes
  - updating contact information on AVA Associates in the Region
2. Regional support of the AVA VOD programs for 2020. SE Region has 32 team members in the various online activities.
3. Regional support of the AVA SABigGive 2020 annual fundraising campaign. The RD has a peer-to-peer site ongoing.
4. Continuing to support AVA through AmazonSmile and Goodshop/Search, and lobbying CharityMiles to become an approved charity recipient organization. Supporting a CharityMiles AVA-wide "team" of now 101 members, raising \$\$s for their chosen causes until CharityMiles lists AVA.

## CONCERNS:

- AVA Participation, #s of clubs and #s of active club members continues to drop in 2020, even before the COVID-19 outbreak. The pandemic is severely depressing events and participation even further, putting AVA in an increasingly bad financial position.
- Efforts to expand AVA fundraising outside of our own comfort zone (our own members) have been mostly unsuccessful. We continue to have little appeal or brand awareness outside those who embrace volkssporting and we receive very little OPM (other people's money.)
- Median age of existing club members continues to rise and this impacts club "capacity" in terms of embracing 21st century trends and technology, and in core volunteers having the wherewithal to put on traditional events. TEs continue to decrease.
- Impact of the COVID-19 pandemic on AVA's strategic plan and fiscal resources is significant. Timing is very bad vis-a-vis our MassMedia awareness program (which was just getting going) and has now been dampened by the lack of activity in clubs forced by the closures and restrictions. The interruption in our media campaign also makes it difficult to assess the success of MassMedia in carrying out our objectives. Added to this, the Element3 Health members referral initiative was reaching a jumping off point - and now all momentum lost on that effort as well.

## RECOMMENDATIONS:

1. Make plans to re-initiate our media campaign, E3, SABigGive, etc. now - during this lull so that when condition warrant re-boots, we can give these efforts maximum exposure and effort immediately.
2. For Fund Development - more emphasis must be placed on OPM (other people's money.) Recommend whatever list we have of potential sponsors/partners be briefed to the board and each member "adopt" one outside fundraising initiative to champion.
3. Complete implementing the policy change to OSB allowing clubs to open more walks to digital registration with the option of keeping physical start boxes if they choose to do so.
4. Support new efforts from the Training Development Committee to get more digital training products on our website and onto YouTube.

***Please attach any additional material that is part of your report.***

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