

Minutes

AVA Board of Directors (BOD) Electronic Board Meeting (EBM) February 16, 2021

1. Meeting was called to order at 10:02 a.m. EST by President David Bonewitz.
2. All were present, except for the Southwest RD, who was represented by DRD Susan Medlin (also Chair, National Programs Committee). Representing the National Office (NO) were Henry Rosales, Executive Director (ED) and CEO; Erin Grosso, Finance Manager; and Samanta Sanchez, Communications and Publicity Specialist. Also participating were the At-large Member; DRDs from Atlantic, North Central, Northeast, Northwest, and Rocky Mountain Regions; Committee Chairs Tom Jackson (Nominating) and Tim Miner (Programs and Special Programs – Club Hosted); Natasha Wampach, Vice President, Network for Element 3 Health, Inc. (E3H); and guest Andy Thomas. A quorum was declared.
3. Agenda. Approved (Attachment 1)
4. Minutes of the January 19, 2021, Board meeting were approved.
5. Officer Reports.
 - a. President (Attachment 2).

b. Vice President. Participated in all Board and Executive Committee meetings. Participated in new business model development meetings. Worked with the Big Give, providing the award of a walking stick to be presented to Southwest Region. Assisted with packaging AVA's vote for the IVV Presidium.
 - c. Secretary (Attachment 3)
 - d. Treasurer. Touched base with the audit committee and determined there was no money in the budget for a 2020 audit. Would like to discuss a 2020 audit at the next meeting.
5. CEO Report (Henry Rosales) See Attachment 4. Additional discussion:
 - a. Element 3 Health (E3H). Henry introduced Natasha Wampach from E3H. So far 51 clubs have signed up to participate, and there have been 52 referrals (updated numbers). E3H has a partnership with several health plans in the country to provide services to people over 65 by connecting them with avenues for activity in their areas. The partnership program with AVA kicked off in January, and E3H is working around closures and cancellations to provide walk information to participants. They have provided several webinars, which are available for review. Susan Medlin's (SW DRD) E3H representative said there were over 800,000 E3H participants in Texas, and Susan asked if there was a way for E3H and AVA to reach out to those people? Natasha responded that direct outreach to health plan members is not possible for privacy reasons. Instead, E3H offerings are included on health plan websites and in the plans' own direct marketing campaigns. John McClellan (SE RD) urged AVA to advertise heavily, especially when reaching a milestone, such as 100 or 500 referrals.

b. Henry presented the club deactivation report (Attachment 5), noting six clubs are pending deactivation. Nancy Wittenberg (VP) moved to accept the report of new and deactivated clubs. Bob Buzolich (MA RD) seconded.

Discussion: none

Voice vote: Unanimous yes

Motion carried

c. March 15 General Membership Meeting to vote on amended AVA Bylaws and the Certificate of Formation (section I of CEO report). Henry emphasized that ballots must be postmarked by March 24 and received at AVA by March 31. Butch Spaulding (NC RD) asked if mail-in ballots could be sent before the March 15 meeting. President David Bonewitz replied that the March 15 meeting is for final discussion, but ballots could be sent in early. Mike Green (AT RD) asked how an attendee would be identified as a voting club representative. Tim Miner answered that attendees will need to register in advance and provide an e-mail address. Prior to the meeting, he will ask each person to list what club they are representing or if they are a Board member. He anticipates there will be a flurry of last-minute registrations. Bob Buzolich (MA RD) asked if there will be proxies at this meeting? David Bonewitz responded that there would not be proxies, so clubs would need a representative on the call or would need to mail in a ballot. Clubs need to coordinate on their votes. Bob Buzolich requested that there be explicit guidance on club representation. Nancy Wittenberg asked what takes precedence, a mailed ballot or an online ballot? David reiterated that clubs should coordinate such that there is only one vote, but if multiple votes come in, the NO will try to resolve with the club president. Also, members can attend even if they aren't the delegate.

d. Because AVA has been awarded the 2023 Olympiad, Henry requested approval to extend the lease on the new Alamo Street location to December 2023 (would expire December 2022). Chris Mellon (NE RD) moved to extend the lease to 2023 as presented by the CEO. Carl Cordes (PA RD) seconded.

Discussion: none

Voice vote: Unanimous yes

Motion carried

e. Under the Publicity and Marketing Committee section, Susan Medlin asked if AVA had marketing material that could be used by local clubs for National Walking Week (NWW). Henry recommended seeing the information at <https://www.walkvirginia.org/national-walking-week> and signing onto the webinar this evening on the topic.

f. In discussion on the upcoming Convention, John McClellan (SE RD) noted that AVA members have discussed alternatives to an in-person meeting on Facebook. Mike Green (AT RD) asked if we delayed the Convention, would we still have a virtual meeting near Convention time to elect officers? President David Bonewitz replied that we are required by Bylaws to have a general membership meeting, so yes. John McClellan (SE RD), who has volunteered to facilitate the State Association meeting at Convention, said his intention was to discuss State Association roles in growing the organization. Bob Buzolich (MA RD) stated it would be useful for the March EBM to have financial information available on impact(s) of changing venues

and/or delaying Convention. Mike Green recommended the Convention Committee consider delaying to the fall and suggest potential weekends (not football weekends).

g. Business Model Development.

(1) Henry showed a video prepared by Samanta describing a plan for an AVA phone app and suggested AVA could partner with other organizations, such as E3H, to create one. Acknowledging that there are costs associated, Henry asked the Board to approve an exploratory effort to identify an existing walk application for AVA events or, if feasible, develop a new one by 2023.

(2) Discussion. David Bonewitz opened discussion by noting that the Olympiad in France used an app rather than paper maps and said AVA should consider an app for 2023. Mike Green, speaking as IT Committee Chair, stated there is currently no data to support an app, adding that out of 1800 YREs with physical start boxes, fewer than 200 have start addresses listed separately at my.ava.org, and only about a third have put the walks on the Online Start Box (OSB). Ben McDonald (Member At-large) commented that business organizations have apps and appeal to people by including deals they can't get elsewhere, so we have to appeal to people in their language. People in their 40s and below use apps for almost everything and don't go to websites. Nancy Wittenburg (Vice President) agreed that data is incomplete, but suggested AVA work at the region level to fix the data problem. She also feels the best approach is to develop an app in pieces to demonstrate the concept. John McClellan (SE RD) conceded there would be a start-up burden, but he noted 25% of clubs have partnered with E3H, so they are not afraid of change. Tom Baltes (NW RD) pointed out we can already search on the website, and that effort could be adapted before we start something totally new. The OSB walks are likely closest to being ready for an app.

(3) Ben McDonald made a motion that the Board approve a study initiative with the goal of putting app development on the Board's radar formally.

Second: Tom Baltes (NW RD)

David restated the motion: Approve the CEO to begin the process to identify an existing walk application or develop a new walk application for AVA events by 2023.

Discussion on motion:

Jeff Giddings (AT DRD) asked who owns the data. Currently clubs, not AVA, own the routes. David answered that was an issue that would need to be resolved. Ben McDonald noted that McDonald's developed an app when they didn't need any more advertising to stay relevant. Mike Green pointed out McDonald's has many software developers on the payroll, and developing an app is a major undertaking, so AVA would need to find people to do the work. Bob Buzolich (MA RD) recommended Henry start an ad hoc operational committee to handle the study.

Voice vote: Unanimous yes

Motion carried

h. Finance (section II of CEO report).

(1) Henry presented the 2020 year-end financial statements (Attachments 6 and 7) See discussion in the CEO report for details.

(2) An audit will be discussed in the March EBM. In the interim, the Treasurer and Finance Committee will review and discuss with the CEO.

(3) Paycheck Protection Program: AVA's loan application was successful and received a second stimulus payment of \$50,700, which can help offset loss of revenue should we not have Convention or have a loss. Butch Spaulding (NC RD) asked if AVA still planned to sublet part of the Alamo Street location. Henry answered that the space was tighter than expected, but he plans to lease space on First Fridays rather than as a permanent sublease and will rent the outside lot. Chris Mellen (NE RD) recommended that the Executive Committee (minus the CEO) discuss salary increase for the CEO. David Bonewitz replied that the EC had already discussed the topic.

6. Committee Reports.

a. Board Committees

(1) Nominating (Tom Jackson, Chair). See report at Attachment 8. David Bonewitz noted that if the new bylaws are approved, they do not authorize nominations from the floor. Tom Baltes said Convention usually has a workshop on meet the candidates. If there are no nominations from the floor, we need to consider what that workshop should look like.

(2) Finance (Chase Davis, Chair). No report

(3) Governance (David Bonewitz, Chair). David reminded attendees about the up-or-down vote coming up on governance documents. Once the bylaws are approved, there is nothing to keep amendments to the bylaws from being introduced. However, typos and word changes that do not change meaning should be corrected without the need for an amendment. That said, if someone wants to reintroduce nominations from the floor, they can.

(4) Awards and Recognition (Carl Cordes, Chair). See report at Attachment 9. Carl urged RDs to forward award recipients since last Convention by March 1. Recipients do not need to have received their awards by then.

(5) Executive Committee (David Bonewitz, Chair). No report.

b. Operational Committees. See overview report at Attachment 10. Additional points:

(1) Convention Committee. Chair Jerry Wilson was not available. Refer to section I of the CEO report.

(2) National Programs (Susan Medlin, Chair) See report at Attachment 11.

(3) Programs and Special Programs (Tim Miner, Chair). See report at Attachment 12. Additional discussion:

(a) The Committee is pressing ahead with National Walking Week (NWW), which will be the topic of a February 16 webinar and will highlight new logos designed by Austin Peay interns. The goal of NWW is to have clubs highlight their walks, so the webinar will feature useful social media posts, draft declarations, draft press releases, and other materials, which are also available at www.walkvirginia.org.

(b) The committee is working on 2022 special programs. The Veterans Program that started this year is going well with 140 signed up. Veterans organizations are showing interest, though COVID restrictions still keep them from opening up.

(4) IT Report (Mike Green, Chair). See report at Attachment 13.
Tom Baltes (NW RD) asked when replacement directions are uploaded to the OSB, are the old directions still available until the new ones are approved? Yes.

(5) Club Development and Support (John McClellan, Chair). Green on the spreadsheet is E3H. The goal was to get to 20% of all clubs with E3H by the end of 2020, but we're now at 25%. Part of the committee's job is to field requests for support for clubs, but there have been no formal requests lately for assistance or resources. The last club to do so was one in Iowa requesting marketing support. As for growth, AVA is now down to 200 organizations: 190 clubs, 10 RDs. Club membership down 9% in 2020, which isn't a bigger decrease than in previous years. The number of states with no AVA clubs is now 6, and 29 states have 2 clubs or fewer. John expressed surprised that the pandemic hadn't accelerated the decline, but he noted the decline has not slowed down, either. John concluded by saying but traditional events in his area were down 57% in 2020, but YREs were off only 2% compared to 2019, so people were walking. Chris Mellen (NE RD) suggested AVA think of a newer model for traditional events, perhaps more like group walks (30-minute start window vice 3 hours).

(6) Fund Development (Nancy Wittenberg, Chair). Most work has been done by the NO, especially by Samanta's efforts on the Big Give, which will again be in September. Another possible effort supporting fund development is the new business model. Sustained giving is increasing. See section III of the CEO report for additional discussion.

(7) Publicity and Marketing (Henry). A strategic effort was the marketing plan. There is not enough money for national marketing, but Henry has worked on getting branding materials (logo, etc.). He hopes to ship a new banner to each club. Finally, the committee has created three new partnerships and are working on elevator speeches.

(8) Membership (Erin). Membership committee put on hold until the new business model is developed and the decision made where membership would fit in the new model.

(9) Training Standards and Evaluation (Sammy). No report

7. Other topics as needed

a. Reminder that the special membership meeting will be Monday, March 15, 8 pm EDT, by Zoom.

b. Chris Mellen expressed concern that an estimated profit of \$200,000 from Convention is too ambitious. Erin Grosso responded that the figure came from a collaboration based on 350 whole convention registrations. Henry added he will revisit the budget prior to March. Also, he reminded the Board the state association meeting is June 30, and he is still expecting to have the Board retreat in San Antonio, possibly in July.

c. John McClellan (SE RD) announced the multi-day weekend in Memphis March 19-21. The notice is on the Facebook page, or those interested can contact the organizer or John for the brochure.

d. A final note, the latest incident report was included materials supplied to the Board, but it was not discussed. The report is at Attachment 14.

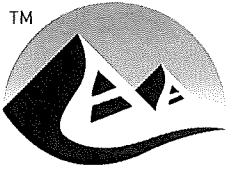
8. Next EBM Tuesday, March 16, 10:00 am EDT. Adjourned 1:05 pm EST.

Respectfully submitted,

Cecilia Miner
AVA Secretary

Attachments:

1. Agenda
2. President's Report
3. Secretary's Report
4. CEO's Report
5. Club Deactivation Status
6. 2020 Year-end Profit and Loss Statement
7. 2020 Year-end Balance Sheet
8. Nominating Committee Report
9. Awards and Recognition Committee Report
10. 2020 Operational Committees Overview
11. National Programs Committee Report
12. Special Programs Committee Report
13. IT Committee Report
14. Incident Report

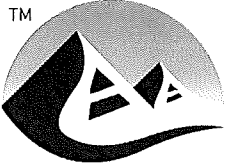


National Board of Directors Meeting Agenda

Tuesday, February 16, 2021 | 10:00 a.m. – 1:00 p.m. ET

1. Call to Order (Welcome and Electronic Board Meeting Procedures)
2. Roll Call of AVA Board - Secretary
3. Call for Introduction of Guests - President
4. Approval of Agenda
5. Approval of January Electronic Board Meeting Minutes
6. Reports of Officers
 - a. President – David Bonewitz, Ph.D.
 - b. Vice President – Nancy Wittenberg
 - c. Secretary – Cecilia Miner, Ph.D.
 - d. Treasurer – Chase Davis
7. Report of Executive Director
 - a. Acceptance of New and Reactivated Clubs & Declaration of Deactivated Clubs
 - b. Executive Director's Report – Henry Rosales
 1. Special Guest – Natasha Wambach, V.P. of Network, Element3 Health, Inc.
8. Reports of Standing Committees
 - a. Nominating – Tom Jackson
 - b. Finance – Chase Davis
 - c. Governance – David Bonewitz, Ph.D.,
 - d. Awards & Recognition – Carl Cordes
 - e. Executive Committee – David Bonewitz, Ph.D.
9. Reports of Operational Committees
 - a. National Convention – Jerry Wilson





**AMERICA'S
WALKING CLUB**
— ESTABLISHED 1976 —

American Volkssport Association

1008 S. Alamo Street
San Antonio, TX 78210
210.659.2112 [^] 210.659.1212 *Fax*
[^] www.ava.org

- b. National Programs – Susan Medlin
- c. Programs & Special Programs – Tim Miner
- d. Information & Technology – Mike Green, Ph.D.
- e. Club Development & Support – John McClellan
- f. Fund Development – Nancy Wittenberg
- g. Publicity and Marketing – Henry Rosales
- h. Membership – Erin Grosso
- i. Training, Standards and Evaluation – Sammy Hunnicutt

10. Unfinished Business

11. New Business

12. Next Meeting:

Special General Membership Meeting - Monday, March 15, 2021, 7pm CT (Electronic)

Monthly Board Meeting - Tuesday, March 16, 2021, 9am CT (Electronic)

13. Audience Comments

14. Board Member Comments

15. Adjournment



AMERICAN VOLKSSPORT ASSOCIATION
OFFICER REPORT FOR THE OFFICE OF PRESIDENT
FOR THE February Electronic Board Meeting

FROM: David Bonewitz

This is a summary of the verbal report that was presented at the February 16, 2021 Electronic Board Meeting. I have tried to keep this pretty simple and short. Since the last report:

1. Prepared for and conducted monthly EBMS
2. Wrote the President's Message for TAW
3. Worked with the Governance Committee, our attorney, and this Board in preparation of draft Restated and Amended Bylaws and Restated and Amended Certificate of Formation. Working on the Called Membership Meeting to seek up-or-down vote on these two documents. Working with Tim Miner and the National Office to set up this important meeting. Our goal is to have these documents approved prior to the Madison Convention in order to save valuable time at the convention. This will also allow the membership to submit further amendments to be considered at the Madison Convention. I would also note that typos and minor changes to the text (that does not change the meaning) can be done administratively and do not require an amendment.
4. Worked with the Business Model ad hoc Committee under the CEO
5. Worked with the CEO and VP to determine AVA's votes in the IVV virtual Congress. Submitted those votes. Of note with IVV:
 - a. AVA was approved by the membership to hold the IVV Olympiad in 2023
 - b. I will be serving on the IVV Disciplinary Board for (I believe) the next 4 years.
 - c. Also, I have been asked to assist in the development of a Strategic Plan for IVV. The original request was made at the IVV Congress in 2018. This request was repeated this year, and I have agreed to assist with the strategic planning in IVV.

6(c)

**AMERICAN VOLKSSPORT ASSOCIATION
OFFICER REPORT**

FOR THE OFFICE OF _____ **Secretary**

FOR THE _____ **February 16, 2021** **EXECUTIVE COUNCIL MEETING**

FROM (Name): _____ **Cecilia Miner**

ACCOMPLISHMENTS:

Call to Convention completed and posted to Checkpoint

ACTIVITIES:

Standing Convention Rules drafted pending vote on Amended Bylaws in March, 2021.

CONCERNS:

None

RECOMMENDATIONS:

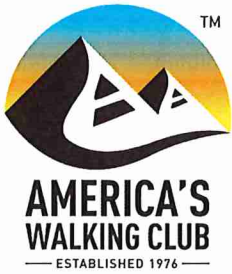
None

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

Print Form

Reset Form

Submit AVA Officer Report to AVA Headquarters by Email



AMERICAN VOLKSSPORT ASSOCIATION, Inc EXECUTIVE DIRECTOR'S REPORT

February 16, 2021
Virtual Meeting

I. ADMINISTRATION/OPERATIONS

Personnel

Work hours for hourly employees have been increased to 32 hours effective February 8, 2020. The office will remain closed on Fridays until further notices. Exempt employees will continue to work on Fridays. We will be hiring a full time AmeriCorps intern in March. The intern will office at the Rivas Street location and her/his main responsibility will be to engage the local community in our events. Eventually we hope this will develop into to a walking group/club. The cost for the full-time intern is \$7,500 for 10 months.

March 15, 2021 Special General Membership Meeting

Notice and meeting information regarding this Special meeting was emailed to all club officers and posted in the January and February Checkpoint. The purpose of this electronic meeting will be to vote on the revised AVA Bylaws and Certificate of Formation (formerly called the Articles of Incorporation). If club officers cannot attend this meeting, they may still vote by downloading the ballot from the AVA website or by calling Samanta to request a ballot. **Ballots must be postmarked by March 24th and received by March 31, 2021.**

Relocation and Open House/Press Conference

Thanks to support of AVA volunteers and employees, the relocation of the National Office has been completed without any major issues. The lease on the Alamo Street location expires December 2022 and the lease on Rivas Street expires December 2021. The total moving costs were **\$12,795.**

Because the AVA has been awarded the 2023 IVV Olympiad in San Antonio, Texas, I request approval to extend the current lease on Alamo Street through December 2023.

An open house/press conference will be scheduled during National Walk Week on **April 1, 2021.** The AVA Board of Directors, local club members, volunteers, business owners, community leaders, and public officials will be invited to attend. The month of April has been targeted for this event due to current COVID guidelines in San Antonio. It is unlikely we will get any national exposure for this event therefore the ideal time would be when more locals can attend.

VOP

Thanks to the support of all our AVA participants and Jan Van Vlack, program administrator, the Virtual Online Programs 2021 (VOP) has 269 registrants generating \$10,363 in revenues!

National Partnerships

The partnership with *Element3 Health, Inc.* (E3 H) has reached a new level of success with the marketing of all club YRE's on their membership platform. This program kicked off January 1 and according to the most recent report from Natasha Wampach, Vice President of Network, **49 AVA clubs**

have already joined the E3 H network and 35 E3 H members have signed up for AVA events! An additional 17 participants had RSVP'd but had to cancel due to COVID related closures. Natasha has been invited to the Board meeting to update everyone and answer any of your questions.

New partnerships are in the works with HOKA Shoes an international shoe company and HGA Fundraising, a fundraising company that specializes in auction items and events. Both companies have expressed interest in support of the Olympiad!

Publicity & Marketing Committee

The Publicity Committee will be working with Tim Miner to support the marketing of National Walk Week and utilization of the \$1,000 grant awarded by Austin Peay State University for promotional/marketing items like t-shirts, water bottles, stickers, and certificates. The Committee will also support the marketing of Convention and the Olympiad. For more info on the accomplishments of the Committee please refer to the Operational Committee Reports.

2021 AVA Convention, Madison, WI

In preparation for the March Board meeting, the National Office will continue to monitor the COVID-19 related health situation in Madison, WI, in consultation with Jerry Wilson, the Madison Sports Commission and local health officials. We are starting to see more pro and con comments on Facebook about the convention. Thus far we have 65 attendees registered for convention.

Some convention options the Board and Deputy Directors may want to consider and discuss with clubs prior to the March meeting include:

1. Host the Convention in June as scheduled.
2. Postponement of the Convention to a later date this year;
3. Cancellation of the Convention;
4. Hosting of a Virtual Convention and General Membership Meeting sometime this year.

A **State Association meeting** has been scheduled during the 2021 Convention at 12:30 pm in the Monona Terrace convention center. This meeting is open to all AVA State Association Officers and AVA Regional and Deputy Directors. The purpose of this meeting is to solicit input from State Association Officers regarding how the AVA can better support State Associations so they can better support their clubs. Please encourage State Association Officers to attend.

The following funds have been raised to support the convention:

Up to **\$7,650** in Event Booking Assistance Funds from the Madison Sports Commission;
A sponsorship donation of **\$2,250** from DOCUmentation to support the President's Reception.

Special thanks to Jerry Wilson, the convention committee, and AVA Clubs and volunteers!

AVA Business Model Development

An ad hoc committee met last Fall to explore *new* business model ideas for the AVA. These ideas were prioritized according to the AVA's existing capacity to implement and the amount of potential revenue these initiatives could generate in a short period of time. The top 3 priorities in ranking order are:

1. Element3 Health Participant Referral Initiative
2. No longer allowing free walkers at AVA events
3. An AVA Walk Application

The Element3 Health initiative has already been implemented. Allowing free walkers has been addressed several times yet it continues to surface as a revenue strategy. The development of a walk application has also been discussed in the past but failed to gain any traction. Other ideas included the development of partnerships and sponsorships, two things we are already working on.

Based on the findings of this group, I request the Board of Directors approve the initiation of a process to identify an existing walk application or develop a new walk application for AVA events by 2023.

https://avahq-my.sharepoint.com/:v:/g/personal/samanta_ava_org/EW2HWES6asJGt-hYiuM47AkBEPq7_CCAoSMdO_x6fE2S9w?e=0bgbzV

II. FINANCE (Unaudited Report)

The December 2020 Profit Loss statement reflects a net income loss of (\$86,834.19) in comparison to the forecasted (\$105,436.00) loss in the **modified budget** for 2020. Mass Media consulting expenses of \$27,000 and moving expenses of \$7,469 were paid with approved investment funds leaving an operational gap of (\$52,365) which was covered by approved investment funds of \$55,017. The end result is an operational net gain of (\$2,652).

IT expenses were higher due to relocation expenses, payroll benefits were higher due to additional employees on the insurance policy and consulting services were higher due to additional legal costs for bylaws revisions.

Annual revenues were higher than projected in the modified budget by \$11,203.78. This can be attributed primarily to higher revenues in YRE participation fees and fundraising/The Big Give. Sanction fees and Traditional event participation fee revenues were lower than projected.

Annual Audit

A 2020 audit was not budgeted primarily because we are not required by our bylaws or any other legal entity to conduct an annual audit at this time. Annual audits cost the organization a minimum of \$10,000. These are funds that can be better utilized for operations during this time of uncertainty.

However, audits are a best practice, and it is not a bad idea to conduct an audit during convention years when the organization has additional revenue and a formal review in years an audit is not conducted. An audit review engagement requires the auditor to conduct analytical procedures and make inquiries to ascertain whether the information contained within the financial statements is correct. A review engagement will cost approximately \$5,200.

For more on year end 2020 refer to ~~Attachment 7 (b) 2 & 3~~ Attachments 6 and 7

Account Balances as of 02.08.2021:

Savings Account	\$98,390.00 (Includes 2021 PPP Loan of \$50,700)
Credit Card Account	\$ 5,293.00
Operational Account	\$12,994.00
Online Start Box	\$24,844.00
Convention Accounts	\$ 8,989.00 (Natl)
	\$ 2,500.00 (WI)
Accounts Receivables	\$14,767.00

AVA Investments Account = \$450,393.88

Total Mass Media Contract = \$81,278

Paycheck Protection Program Loans (PPP)

The AVA has been awarded a second round of PPP stimulus funds in the amount of **\$50,700**. The loan forgiveness application for the first PPP loan of **\$50,700** has already been submitted.

The AVA also accepted to participate in the TWC Shared Work Program stimulus program which allow employers to "partner" with the Texas Workforce Commission to cover a percentage of employee's lost work hours due to Covid-19.

III. FUND DEVELOPMENT

A grant application of \$10,000 was submitted to KEEN Footwear/Kids Grant Program to support a youth walking group in San Antonio, Texas. Awards will be announced March 2021.

The AVA's *Sustained Giving Program* raised **\$4,621!** Please encourage friends and family to sign up as a monthly donor! No amount is too small!

Special thanks to Nancy Wittenberg, Susan Medlin, Phyllis Olsen, Bob Hall, Charlotte Phillips, and the AVA National Team led by Samanta Sanchez for all the work they put into the Big Give Annual Donor Campaign! Their hard work paid off!

The Big Give 2020 Final Numbers

Regional Challenge							
Region	Amount Raised	Individuals	Individuals Raised	Clubs	Clubs Raised	Total Donors	New Donors
SW	\$ 17,758.54	84	\$ 15,618.25	13	\$ 2,140.29	97	24 (1 new club)
NW	\$ 17,407.41	86	\$ 12,872.41	22	\$ 4,535.00	108	37
AT	\$ 17,017.68	75	\$ 13,842.68	16	\$ 3,175.00	91	24 (1 new club)
PA	\$ 10,341.98	43	\$ 8,671.98	11	\$ 1,670.00	54	16 (1 new club)
NC	\$ 8,764.63	33	\$ 7,661.00	7	\$ 1,103.63	40	10
SE	\$ 6,909.64	49	\$ 4,139.64	10	\$ 2,770.00	59	9
SC	\$ 3,816.81	30	\$ 2,866.81	7	\$ 950.00	37	10
MA	\$ 3,482.17	46	\$ 2,417.17	8	\$ 1,065.00	54	20 (1 new club & Foundation Match)
NE	\$ 2,076.25	24	\$ 1,547.25	5	\$ 529.00	29	6
RM	\$ 1,620.91	12	\$ 1,545.91	2	\$ 75.00	14	5
Total	\$ 89,196.02	482	\$ 71,183.10	101	\$ 18,012.92	583	161

Total Raised \$104,196.02

* Total amount does not include Nancy Wittenberg's \$10,000 or \$5,000 Anonymous Match

Business/Vendors Total: \$3,750

Employee Match / Foundation Match total (3): \$1,178.48

Match Minutes: \$2,330

Total: \$7,258.48

Eagle Print donated in-kind: worth \$153.30 (not included in total)

Overall, given the drastic change in home and work environments we have all been forced to live in, 2020 was a year the AVA can celebrate its ability to sustain operations and keep the doors open.

2020 Accomplishments Worth Celebrating

Convention Planning & Club Events
Planted the AVA Footprint in an Underserved Community
Awarding of the 2023 Olympiad
Revision of AVA's Articles of Incorporation and Bylaws
Element3 Health, Inc. Partnership

Relocation of the National Office
Grant from Austin Peay State Univ.
Retention of all employees
Secured \$101,400 Stimulus Funds
First ever At-Large Board Member

RESPECTFULLY SUBMITTED:

Henry J. Rosales
AVA Executive Director

February 12, 2021



7(a)

**American Volkssport Association
Acceptance of New, Reactivated, and Deactivated Clubs**

February 2021

New

Reactivated

None

Deactivated

NW Region 06-AVA-0695 Yachats Coastal Gems Volkssport Club (15 members; 6 YREs; 1 Trad)	1/25/2021
RM Region 08-AVA-0731 Gadabout (2 members; 1 YRE; 0 Trad)	1/26/2021
PA Region 07-AVA-0556 Davis Dynamos (8 members; 4 YREs; 0 Trad)	2/1/2021
*RM Region 08-AVA-0436 Golden Spike Striders (5 members; 1 YRS; 0 SE; 0 Trad)	
*NC Region 04-AVA-0102 Lincoln Volkssport Club, Inc. (30 members; 4 YREs; 0 SE; 2 Trad)	
*NW Region 06-AVA-0679 Turnaround Trekkers (6 members; 10 YREs; 0 SE; 0 Trad)	
*MA Region 03-AVA-0397 Lebanon Cedar Cruisers (12 members; 6 YREs, 2 SE, 0 Trad)	
*NC Region 04-AVA-0032 Red River Volkssport Association (12 members; 2 YREs, 1 SE, 0 Trad)	
*RM Region 08-AVA-0859 Northern Front Range Wanderers (5 members; 3 YREs; 2 SE; 0 Trad)	

*Deactivation status is pending receipt of all required documents.

Reasons for Closing

- Lack of interest & participation
- Decline in membership
- Unable to recruit new members and officers
- Aging members
- Lack of activity, RD and State Association requested club closure

Total clubs to date: 200 clubs (includes State Associations). As of February 8, 2021.

American Volkssport Association, Inc.
Profit & Loss Budget vs. Actual
January through December 2020

		Total	
		Jan - Dec 20	Modified Budget
Income			
40000 · OPERATIONS REVENUE			
40100 · PROGRAM INCOME			
40110 · PARTICIPATION FEES			
40111 · YRE/SEASONAL EVENTS	85,351.00	50,636.00	
40112 · TRADITIONAL EVENTS	24,128.75	27,700.00	
40113 · RD EVENTS	570.00	1,300.00	
40114 · PPSF EVENTS	2,121.00	1,300.00	
40115 · ACE EVENTS	0.00	200.00	
Total 40110 · PARTICIPATION FEES	112,170.75	81,136.00	
40210 · SANCTION FEES			
40211 · IVV YRE/SEASONAL EVENTS	62,630.00	75,000.00	
40212 · IVV TRADITIONAL EVENTS	8,460.00	10,350.00	
40213 · AVA GUIDED EVENTS	1,335.00		
40215 · AVA ACE WEEKDAY GUIDED EVENTS	228.00		
Total 40210 · SANCTION FEES	72,653.00	85,350.00	
40250 · NATIONAL PROGRAM INCOME	4,607.90	8,000.00	
40260 · SPECIAL PROGRAM INCOME	655.00	1,000.00	
40270 · VIRTUAL ONLINE PROGRAM INCOME	11,667.81	14,250.00	
40280 · YOUTH PROGRAM INCOME	0.00	1,000.00	
Total 40100 · PROGRAM INCOME	201,754.46	190,736.00	
40300 · MEMBERSHIP INCOME			
40310 · LIFETIME MEMBERSHIP	10,418.00		
40320 · ASSOCIATE MEMBERSHIP	10,300.00	0.00	
40330 · ASSOCIATE FAMILY MEMBERSHIP	7,980.00		
40300 · MEMBERSHIP INCOME - Other	0.00	31,500.00	
Total 40300 · MEMBERSHIP INCOME	28,698.00	31,500.00	
40340 · CHARTER INCOME - NEW CLUB	100.00	200.00	
40345 · ANNUAL CLUB DUES	14,925.00	15,600.00	
40350 · MERCHANDISE INCOME	32,912.64	40,000.00	
40360 · ADVERTISING INCOME	0.00	5,000.00	
40500 · FUND DEVELOPMENT REVENUE			
40510 · DONATIONS - UNRESTRICTED			
40511 · SUSTAINED GIVING DONATIONS	4,621.24		
40540 · BIG GIVE - DONATIONS	102,680.15		
40510 · DONATIONS - UNRESTRICTED - Other	5,341.32	92,000.00	
Total 40510 · DONATIONS - UNRESTRICTED	112,642.71	92,000.00	
40520 · DONATIONS - RESTRICTED	206.97	300.00	
40530 · IN-KIND DONATIONS	0.00	500.00	
40550 · GRANTS	0.00	5,200.00	
40560 · SPONSORSHIPS	1,000.00		

	Jan - Dec 20	Modified Budget
Total 40500 · FUND DEVELOPMENT REVENUE	113,849.68	98,000.00
Total 40000 · OPERATIONS REVENUE	392,239.78	381,036.00
40600 · SALES RETURNS & ALLOWANCES	0.00	-50.00
40700 · CLUB / MEMBER DISCOUNTS	-4,275.14	-6,500.00
40750 · CONVENTION 2021 INCOME	2,640.00	
40800 · INCOME-OTHER	3,826.42	5,000.00
40900 · INCOME-INTEREST & INVESTMENT	9,366.65	15,000.00
Total Income	403,797.71	394,486.00
Cost of Goods Sold		
50000 · COST OF GOODS SOLD	22,946.73	24,000.00
Total COGS	22,946.73	24,000.00
Gross Profit	380,850.98	370,486.00
Expense		
60000 · EXPENSES		
60500 · BANK/CREDIT CARD/ SERVICE CHGS	2,488.02	4,000.00
60600 · CLUB DEVELOPMENT/SUPPORT	2,029.25	2,000.00
61000 · COMPUTER-SOFTWARE-WEBSITE EXP	2,695.15	1,500.00
61500 · DEPRECIATION EXPENSE	6,000.36	6,000.00
62000 · EQUIPMENT		
62020 · EQUIPMENT RENTAL	14,340.91	12,183.00
Total 62000 · EQUIPMENT	14,340.91	12,183.00
62500 · FUND DEVELOPMENT EXPENSE		
62570 · BIG GIVE EXPENSE	1,300.41	
62500 · FUND DEVELOPMENT EXPENSE - Other	0.00	2,000.00
Total 62500 · FUND DEVELOPMENT EXPENSE	1,300.41	2,000.00
63200 · INSURANCE		
63210 · INSURANCE - EVENT LIABILITY	26,700.00	26,700.00
63220 · INSURANCE - NAT'L OFFICE LIAB.	2,607.96	2,514.00
Total 63200 · INSURANCE	29,307.96	29,214.00
63500 · INTERNATIONAL TRAVEL EXPENSE	75.00	5,000.00
63600 · IVV EXPENSE	3,558.61	3,200.00
64000 · MARKETING & PUBLIC RELATIONS	3,171.88	4,000.00
64500 · MEMBERSHIP / PUBLICATIONS DUES	165.00	1,000.00
64600 · MOVING EXPENSES - ALAMO & WSFC	7,469.53	
64800 · MISC. OPERATIONS EXPENSE	1,313.54	1,500.00
65000 · NEC TRAVEL & EXPENSES		
65210 · NEC TRAVEL EXPENSE	172.50	1,000.00
65220 · NEC REIMBURSEABLE EXPENSES	385.70	1,500.00
65000 · NEC TRAVEL & EXPENSES - Other	0.00	2,000.00
Total 65000 · NEC TRAVEL & EXPENSES	558.20	4,500.00
65600 · OFFICE REPAIRS & MAINTENANCE	641.02	200.00
66000 · PAYROLL BENEFITS & WAGES		
66010 · PAYROLL BENEFITS	39,367.22	30,000.00
66020 · WAGES - NATIONAL HQ STAFF	192,016.91	235,802.00

	Jan - Dec 20	Modified Budget
66025 · WAGES & INTERNSHIP STIPEND	1,325.00	
66030 · PAYROLL TAX	19,096.70	18,085.00
Total 66000 · PAYROLL BENEFITS & WAGES	251,805.83	283,887.00
66100 · POSTAGE		
66110 · POSTAGE - NATIONAL OFFICE	1,866.03	
66100 · POSTAGE - Other	0.00	2,500.00
Total 66100 · POSTAGE	1,866.03	2,500.00
66200 · PROFESSIONAL FEES		
66205 · CONSULTING SERVICES	29,185.00	2,000.00
66220 · LEGAL SERVICES	5,185.00	
66230 · FINANCIAL SERVICES	3,600.00	
66240 · STRATEGIC PLANNING SERVICES	1,000.00	
66200 · PROFESSIONAL FEES - Other	0.00	16,000.00
Total 66200 · PROFESSIONAL FEES	38,970.00	18,000.00
66300 · PROGRAM EXPENSE		
66310 · AWARD PROGRAM EXPENSE	5,257.38	5,000.00
66320 · MEMBERSHIP PROGRAM EXPENSE	1,989.03	2,000.00
66330 · EVENT PROGRAM EXPENSE	2,266.36	5,000.00
66335 · VIRTUAL ONLINE PROGRAMS		
66340 · APPALACHIAN TRAIL PROGRAM	6,200.00	
66341 · WALK CANADA PROGRAM EXPENSE	2,895.54	
66335 · VIRTUAL ONLINE PROGRAMS - Other	0.00	9,200.00
Total 66335 · VIRTUAL ONLINE PROGRAMS	9,095.54	9,200.00
66380 · NATIONAL/INTERNATIONAL PROGRAMS	7,872.12	5,000.00
66390 · SPECIAL PROGRAM EXPENSE	0.00	100.00
Total 66300 · PROGRAM EXPENSE	26,480.43	26,300.00
66700 · RENT	37,056.75	40,908.00
67000 · STAFF TRAINING	1,060.70	1,770.00
67100 · SUPPLIES - NATIONAL OFFICE	1,677.45	4,000.00
68100 · TAW EXPENSES	19,792.24	18,400.00
68150 · TAXES	307.40	
68200 · TELEPHONE & UTILITY	4,666.88	3,860.00
Total 60000 · EXPENSES	458,798.55	475,922.00
66600 · Payroll Expenses	8,443.12	
66900 · Reconciliation Discrepancies	0.00	
69030 · Bank Service Charges	443.50	
Total Expense	467,685.17	475,922.00
Net Income	-86,834.19	-105,436.00

Notes:

Mass Media - Covered by Investments	27,000
Moving Expenses - Covered by Investments	7,469
BOD - Approved draw from Investments to cover budgeted loss	55,017
Total Expenses covered by investments	89,486

		Ti
	Jan - Dec 20	Modified Budget
Operational Net Income	2,651.81	

American Volkssport Association, Inc.
Profit & Loss Budget vs. Actual
January through December 2020

5:47 AM
02/12/2021
Accrual Basis

	OTAL	
	\$ Over Budget	% of Budget
Income		
40000 · OPERATIONS REVENUE		
40100 · PROGRAM INCOME		
40110 · PARTICIPATION FEES		
40111 · YRE/SEASONAL EVENTS	34,715.00	168.56%
40112 · TRADITIONAL EVENTS	-3,571.25	87.11%
40113 · RD EVENTS	-730.00	43.85%
40114 · PPSF EVENTS	821.00	163.15%
40115 · ACE EVENTS	-200.00	0.0%
Total 40110 · PARTICIPATION FEES	31,034.75	138.25%
40210 · SANCTION FEES		
40211 · IVV YRE/SEASONAL EVENTS	-12,370.00	83.51%
40212 · IVV TRADITIONAL EVENTS	-1,890.00	81.74%
40213 · AVA GUIDED EVENTS		
40215 · AVA ACE WEEKDAY GUIDED EVENTS		
Total 40210 · SANCTION FEES	-12,697.00	85.12%
40250 · NATIONAL PROGRAM INCOME	-3,392.10	57.6%
40260 · SPECIAL PROGRAM INCOME	-345.00	65.5%
40270 · VIRTUAL ONLINE PROGRAM INCOME	-2,582.19	81.88%
40280 · YOUTH PROGRAM INCOME	-1,000.00	0.0%
Total 40100 · PROGRAM INCOME	11,018.46	105.78%
40300 · MEMBERSHIP INCOME		
40310 · LIFETIME MEMBERSHIP		
40320 · ASSOCIATE MEMBERSHIP	10,300.00	100.0%
40330 · ASSOCIATE FAMILY MEMBERSHIP		
40300 · MEMBERSHIP INCOME - Other	-31,500.00	0.0%
Total 40300 · MEMBERSHIP INCOME	-2,802.00	91.11%
40340 · CHARTER INCOME - NEW CLUB	-100.00	50.0%
40345 · ANNUAL CLUB DUES	-675.00	95.67%
40350 · MERCHANDISE INCOME	-7,087.36	82.28%
40360 · ADVERTISING INCOME	-5,000.00	0.0%
40500 · FUND DEVELOPMENT REVENUE		
40510 · DONATIONS - UNRESTRICTED		
40511 · SUSTAINED GIVING DONATIONS		
40540 · BIG GIVE - DONATIONS		
40510 · DONATIONS - UNRESTRICTED - Other	-86,658.68	5.81%
Total 40510 · DONATIONS - UNRESTRICTED	20,642.71	122.44%
40520 · DONATIONS - RESTRICTED	-93.03	68.99%
40530 · IN-KIND DONATIONS	-500.00	0.0%
40550 · GRANTS	-5,200.00	0.0%
40560 · SPONSORSHIPS		

	OTAL	
	\$ Over Budget	% of Budget
Total 40500 · FUND DEVELOPMENT REVENUE	15,849.68	116.17%
Total 40000 · OPERATIONS REVENUE	11,203.78	102.94%
40600 · SALES RETURNS & ALLOWANCES	50.00	0.0%
40700 · CLUB / MEMBER DISCOUNTS	2,224.86	65.77%
40750 · CONVENTION 2021 INCOME		
40800 · INCOME-OTHER	-1,173.58	76.53%
40900 · INCOME-INTEREST & INVESTMENT	-5,633.35	62.44%
Total Income	9,311.71	102.36%
Cost of Goods Sold		
50000 · COST OF GOODS SOLD	-1,053.27	95.61%
Total COGS	-1,053.27	95.61%
Gross Profit	10,364.98	102.8%
Expense		
60000 · EXPENSES		
60500 · BANK/CREDIT CARD/ SERVICE CHGS	-1,511.98	62.2%
60600 · CLUB DEVELOPMENT/SUPPORT	29.25	101.46%
61000 · COMPUTER-SOFTWARE-WEBSITE EXP	1,195.15	179.68%
61500 · DEPRECIATION EXPENSE	0.36	100.01%
62000 · EQUIPMENT		
62020 · EQUIPMENT RENTAL	2,157.91	117.71%
Total 62000 · EQUIPMENT	2,157.91	117.71%
62500 · FUND DEVELOPMENT EXPENSE		
62570 · BIG GIVE EXPENSE		
62500 · FUND DEVELOPMENT EXPENSE - Other	-2,000.00	0.0%
Total 62500 · FUND DEVELOPMENT EXPENSE	-699.59	65.02%
63200 · INSURANCE		
63210 · INSURANCE - EVENT LIABILITY	0.00	100.0%
63220 · INSURANCE - NAT'L OFFICE LIAB.	93.96	103.74%
Total 63200 · INSURANCE	93.96	100.32%
63500 · INTERNATIONAL TRAVEL EXPENSE	-4,925.00	1.5%
63600 · IVV EXPENSE	358.61	111.21%
64000 · MARKETING & PUBLIC RELATIONS	-828.12	79.3%
64500 · MEMBERSHIP / PUBLICATIONS DUES	-835.00	16.5%
64600 · MOVING EXPENSES - ALAMO & WSFC		
64800 · MISC. OPERATIONS EXPENSE	-186.46	87.57%
65000 · NEC TRAVEL & EXPENSES		
65210 · NEC TRAVEL EXPENSE	-827.50	17.25%
65220 · NEC REIMBURSEABLE EXPENSES	-1,114.30	25.71%
65000 · NEC TRAVEL & EXPENSES - Other	-2,000.00	0.0%
Total 65000 · NEC TRAVEL & EXPENSES	-3,941.80	12.4%
65600 · OFFICE REPAIRS & MAINTENANCE	441.02	320.51%
66000 · PAYROLL BENEFITS & WAGES		
66010 · PAYROLL BENEFITS	9,367.22	131.22%
66020 · WAGES - NATIONAL HQ STAFF	-43,785.09	81.43%

		OTAL	
		\$ Over Budget	% of Budget
66025 · WAGES & INTERNSHIP STIPEND			
66030 · PAYROLL TAX		1,011.70	105.59%
Total 66000 · PAYROLL BENEFITS & WAGES		-32,081.17	88.7%
66100 · POSTAGE			
66110 · POSTAGE - NATIONAL OFFICE			
66100 · POSTAGE - Other		-2,500.00	0.0%
Total 66100 · POSTAGE		-633.97	74.64%
66200 · PROFESSIONAL FEES			
66205 · CONSULTING SERVICES		27,185.00	1,459.25%
66220 · LEGAL SERVICES			
66230 · FINANCIAL SERVICES			
66240 · STRATEGIC PLANNING SERVICES			
66200 · PROFESSIONAL FEES - Other		-16,000.00	0.0%
Total 66200 · PROFESSIONAL FEES		20,970.00	216.5%
66300 · PROGRAM EXPENSE			
66310 · AWARD PROGRAM EXPENSE		257.38	105.15%
66320 · MEMBERSHIP PROGRAM EXPENSE		-10.97	99.45%
66330 · EVENT PROGRAM EXPENSE		-2,733.64	45.33%
66335 · VIRTUAL ONLINE PROGRAMS			
66340 · APPALACHIAN TRAIL PROGRAM			
66341 · WALK CANADA PROGRAM EXPENSE			
66335 · VIRTUAL ONLINE PROGRAMS - Other		-9,200.00	0.0%
Total 66335 · VIRTUAL ONLINE PROGRAMS		-104.46	98.87%
66380 · NATIONAL/INTERNATIONAL PROGRAMS		2,872.12	157.44%
66390 · SPECIAL PROGRAM EXPENSE		-100.00	0.0%
Total 66300 · PROGRAM EXPENSE		180.43	100.69%
66700 · RENT		-3,851.25	90.59%
67000 · STAFF TRAINING		-709.30	59.93%
67100 · SUPPLIES - NATIONAL OFFICE		-2,322.55	41.94%
68100 · TAW EXPENSES		1,392.24	107.57%
68150 · TAXES			
68200 · TELEPHONE & UTILITY		806.88	120.9%
Total 60000 · EXPENSES		-17,123.45	96.4%
66600 · Payroll Expenses			
66900 · Reconciliation Discrepancies			
69030 · Bank Service Charges			
Total Expense		-8,236.83	98.27%
Net Income		18,601.81	82.36%

Notes:

Mass Media - Covered by Investments

Moving Expenses - Covered by Investments

BOD - Approved draw from Investments to cover budgeted loss

Total Expenses covered by investments

	OTAL	
	\$ Over Budget	% of Budget
Operational Net Income		

American Volkssport Association, Inc.

Balance Sheet

02/12/21

As of December 31, 2020

Accrual Basis

	Dec 31, 20
ASSETS	
Current Assets	
Checking/Savings	
10000 · CASH ACCOUNTS	
10010 · CASH OPERATIONS TEXSTAR BANK	21,886.03
10020 · CREDIT CARD ACCT TEXSTAR BANK	8,497.70
10030 · SAVINGS ACCOUNT TEXSTAR	57,689.89
10040 · CONVENTION ACCOUNT TEXSTAR	165.25
10050 · MADISON BANK ACCOUNT	2,131.69
10060 · PETTY CASH FUND	100.00
10070 · CASH REGISTER FUND	200.00
10090 · OSB ACCOUNT TEXSTAR	25,667.30
10000 · CASH ACCOUNTS - Other	-321.66
Total 10000 · CASH ACCOUNTS	116,016.20
10100 · INVESTMENTS - EDWARD JONES & CO	
10110 · MONEY MARKET EDWARD JONES & CO	150,451.86
10120 · CD PORTFOLIO EDWARD JONES	71,621.71
10130 · BOND PORTFOLIO EDWARD JONES	228,320.31
Total 10100 · INVESTMENTS - EDWARD JONES & CO	450,393.88
Total Checking/Savings	566,410.08
Accounts Receivable	
10200 · ACCOUNTS RECEIVABLE	
10210 · ACCOUNTS RECEIVABLE TRADE	8,987.44
Total 10200 · ACCOUNTS RECEIVABLE	8,987.44
Total Accounts Receivable	8,987.44
Other Current Assets	
10300 · PRE PAID EXPENSES	
10310 · PRE PAID INSURANCE - EVENT	17,346.00
10320 · PRE PAID INSURANCE WORKMAN COMP	-314.45
10330 · PRE PAID INSURANCE OFFICE LIAB	786.03
10340 · PREPAID POSTAGE	4,835.15
10350 · PREPAID EQUIPMENT RENTAL	814.63
10370 · PRE PAID RENT	3,500.00
Total 10300 · PRE PAID EXPENSES	26,967.36
10380 · ACCRUED PARTICIPATION	
10381 · ACCRUED PARTICIPATION YRE	24,488.50
Total 10380 · ACCRUED PARTICIPATION	24,488.50
10395 · ACCRUED CONVENTION 2021 -INCOME	1,266.28
12100 · Inventory Asset	-12,540.92
Total Other Current Assets	40,181.22
Total Current Assets	615,578.74
Fixed Assets	
10500 · FIXED ASSETS	
10510 · FURNITURE, FIXTURES & EQUIPMENT	67,607.85
10520 · ACCUMULATED DEPRECIATION F,F&E	-61,908.41
Total 10500 · FIXED ASSETS	5,699.44
Total Fixed Assets	5,699.44
TOTAL ASSETS	621,278.18

Balance Sheet

As of December 31, 2020

	Dec 31, 20
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20100 · ACCOUNTS PAYABLE	
20110 · ACCOUNTS PAYABLE - TRADE	13,837.11
20120 · ACCOUNTS PAYABLE - OTHER	-1,603.67
Total 20100 · ACCOUNTS PAYABLE	12,233.44
Total Accounts Payable	12,233.44
Credit Cards	
20125 · TEXTSTAR CREDIT CARD PAYABLE	4,055.08
Total Credit Cards	4,055.08
Other Current Liabilities	
20000 · CURRENT LIABILITIES	
20130 · SUNSHINE ACCOUNT	481.79
Total 20000 · CURRENT LIABILITIES	481.79
20200 · PAYROLL LIABILITIES	
20220 · FIT WITHHOLDING PAYABLE	55.39
20230 · TEC PAYABLE	350.50
20200 · PAYROLL LIABILITIES - Other	7,564.08
Total 20200 · PAYROLL LIABILITIES	7,969.97
20300 · OTHER LIABILITIES	
20320 · TEC TAX PAYABLE	-384.02
20330 · ACCRUED WAGES PAYABLE	4,828.18
20340 · ACCRUED VACATION & SICK PAY	8,800.78
20375 · DEFERRED OSB PARTICIPATION FEE	25,840.38
Total 20300 · OTHER LIABILITIES	39,085.32
20400 · ACCRUED CONVENTION 2021 PAYABLE	-7,157.00
25500 · SALES TAX PAYABLE	40.67
Total Other Current Liabilities	40,420.75
Total Current Liabilities	56,709.27
Long Term Liabilities	
20500 · LONG TERM LIABILITIES	
20510 · DEFERRED LIFE VAM MEMBERSHIP	33,908.00
Total 20500 · LONG TERM LIABILITIES	33,908.00
Total Long Term Liabilities	33,908.00
Total Liabilities	90,617.27
Equity	
30000 · EQUITY	
30020 · PRIOR PERIOD ADJUSTMENTS	-3,250.00
30030 · RETAINED EARNINGS-CURRENT YEAR	761,567.50
30040 · RETAINED EARNINGS-PRIOR YEAR	-608,582.35
30050 · BOARD DESIGNATED FUND BALANCE	625,000.00
30000 · EQUITY - Other	18,518.57
Total 30000 · EQUITY	793,253.72
32000 · Unrestricted Net Assets	-175,758.62
Net Income	-86,834.19
Total Equity	530,660.91
TOTAL LIABILITIES & EQUITY	621,278.18

AMERICAN VOLKSSPORT ASSOCIATION
COMMITTEE REPORT

8(a)

FOR THE _____ Nominating _____ COMMITTEE

FOR THE _____ February 16, 2021 _____ EXECUTIVE COUNCIL MEETING

FROM (Name): _____ Tom Jackson

ACCOMPLISHMENTS:

We have one candidate for each of the AVA National Officer positions for the term of office from July 3, 2021, to June 30, 2023. Elections will be at the Meeting at the AVA Convention in Madison, Wisconsin.

The candidates are:

AVA President: Nancy Wittenberg from Puyallup, Washington

AVA Vice President: Susan Medlin from San Antonio, Texas

AVA Secretary: Cecilia Miner from Woodbridge, Virginia

AVA Treasurer: Ed McCabe from Dripping Springs, Texas

Additional candidates may be nominated from the floor at the AVA Meeting.

ACTIVITIES:

List of candidates has been announced in the TAW and in Checkpoint:

CONCERNS:

None

RECOMMENDATIONS:

I plan to publicize in May that before nominating anyone from the floor,

1. Make sure the person will accept the nomination.
2. The person is prepared to make a short speech at the AWA Meeting.
3. Let me know in advance.

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

Print Form

Reset Form

Submit AWA Committee Report to AWA Headquarters by Email

8(d)

**AMERICAN VOLKSSPORT ASSOCIATION
COMMITTEE REPORT**

FOR THE _____ **Awards and Recognition** _____ **COMMITTEE**

FOR THE _____ **February 16, 2021** _____ **EXECUTIVE COUNCIL MEETING**

FROM (Name): _____ **Carl Cordes, Chair** _____

ACCOMPLISHMENTS:

1. The committee met and reviewed national award nominations in December, providing recommendations to the Board of Directors.
2. Committee chair presented nominations to the Board in January for approval. Those nominations approved were forwarded to AVA HQ to plan presentation at 2021 AVA Biennial Convention.
3. The revised Nomination for National Award form 302, Nomination for Regional Award form 303 and Nomination for President's Award form 304 have been uploaded to the AVA web site in the Club Forms section.

ACTIVITIES:

1. Compiling names for the Biennial Awards Booklet has begun.
2. Directors must submit regional award recipients since 2019 convention to the Awards Committee Chair, Carl Cordes, no later than March 1, 2021. Information may be presented in Word or Excel format. Details needed include:
 - Meritorious Service: Name/City/State and award citation (50 words or less)
 - Commendable Service: Name/City/State
 - Certificate of Appreciation: Name or Business/City/State
3. The Committee is reviewing the Awards section of Policy Manual for possible updates to reflect recent changes and clarify procedures as appropriate.

CONCERNS:

None at this time.

RECOMMENDATIONS:

None at this time.

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

Print Form

Reset Form

Submit AVA Committee Report to AVA Headquarters by Email

COMMITTEE	ACTION ITEM	INDICATOR	METRIC	DUE DATE	STRATGIC OBJECTIVE	STATUS				COMMENTS
						Q1	Q2	Q3	Q4	
MEMBERSHIP DEVELOPMENT Erin Grosso, Chair (Assigned to Ad-hoc team)	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%			A new membership structure is on hold until the Business Model Ad-Hoc Team completes their work. Erin will then take the new Business Model and create a Membership Model that aligns to it.
	Move AVA members to GroupWorks	Members integrated into GroupWorks systems	30% Implemented	by 12/31/20	Obj. 1 A & 3A	15%	25%	25%	25%	All AVA members have been inputted into the GroupWorks system. Membership renewals are yet to be implemented.
	Implement E3H Ref System/increase AVA event participation	100% implemented	30%	by 12/31/20	Obj. 1 A & 3A	11%	60%	75%	100%	Completed
CLUB PROGRAMS Tim Miner, Chair	Promote new concept of Natl Walking Week	% increase in participation	New Metric	12/31/2020	Obj. 1.B.		100%			Completed. Promote National Walking Week - During 2020 we created and set in motion the National Walking Week. Will be competed at FEB EBM and on AVA Webinar on Feb 15, 2021.
	Select new Special Programs with alliances/collaborations	# of new special programs implemented	2 program for 2020	12/31/2020	Obj. 1.B.		75%	100%		Completed in Q3/ Two new club special programs with relationships for co-marketing activities. Veterans programs returns volkssports to its traditional roots with veterans.
	Promote AVA Brand Programs	% increase in ACE and Guided Walks	10% increase	12/31/2020	Obj. 1.B.		50%			No further action to report due to COVID restrictions of group activities in many locations. Waiting for limitations to open up travel and group activities.
	Promote youth participation	% increase in youth participation over last year.	10% increase from 2019	12/31/2020	Obj. 1.B.		20%			No further action to report due to COVID restrictions in many locations.Waiting for limitations to open up travel and group activities.
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%			Q4 - recommendations on "new models" provided to the ED
	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	90%	104% total	Exceeded our 2020 Goal Increased # of clubs partnered with E3H: We exceeded our goal of 40 to 49 a 22.5% increase.
	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			No update
	Improve Club Capacity	Clubs demonstrate increase capacity through more events, membership	AVA participation\ membership up 5% in 2020	6/30/2021	Obj 1.C	Participation & Membership down in 2019	OSB use UP C-9 video +			CLUB MEMBERSHIP is DOWN -9% across AVA. Q2/3 "Club Tips" published in the Checkpoint3Q. Completed 1 new club interview
		(____) # of States without a club	Reduce by 20% a year, next 5 years	6/30/2021	Obj 1.C	-50% Sts. w/o 4 > 6	4 States [205]	5 States [203]	6 States [200]	now at 200 clubs (-7) with 6 states (+1) without a club. UP, not down.
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%	100%	100%	San Antonio IML: given the spread of Covid-19 the event was canceled for 2021. Now working hard on the Feb 19-20 event in 2022!
		% increase # of walkers	10% increase	12/31/2020	Obj 1D.	10%	100%	100%	100%	
	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%			IVV Olympiad Update: the Spring meeting in Belgium was cancelled. Wioll have an online query in Sept to conduct IVV elections and determination of the IVV Congress for 2022 and 2023. We bid on Santonio for 2023. Hoping for mass inoculation in 2021 so we can hold the 2022 Event
	Implement a national event calendar and approval process	Approved and published Calendar & Process	100 % implemented	12/31/2020	Obj 1D.	not started	not started			Developed an Event Approval Process (Need board approval for National Events) for which events will be promoted and published on a National AVA Calendar - Cirteria could be - Nominated by RD, Multi-day events, Local club support and ability to surge as #s grow, Unique Opportunity. We could start by capping National events a 2 per RD. A 2-tiered system would help. Events that are truly Natl/intl need appropriate promotion. Regional focused events are best promoted regionally. If structure is approved will look at required support structure.
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%	25%	25%	Completed the annual planning process
		increase the Big Give, overall fundraising revenue to \$92,000.	% amount raised	By 4/31/20	Obj 2A	\$39,094 to date	\$57,358 to date	\$110,143 to date	\$112,643 total	We exceeded our Goal of \$92,000 by 22.4% overall. We raised a total of \$112,643. We exceeded annual individual donor campaign goal by \$14,196.
	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%	15%	15%	Reassigned objective to an ad-hoc committee to discuss business model ideas and priorities. The CEO is chair. Top Priorities in new business model include: Partnerships, National Sponsors, A walk application and consolidating AVA National Membership with Club Memberships We are still in the planning phase.
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%				Completed
	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%				Delivered: New Logo, AVA Brand Guide, Marketing Flyers, AVA Banner Templates, Club Event Brochures, AVA Promotional Video, Medial Wall; New AVA Website and Facebook Training Video
	Implement a national marketing plan to increase participation and awareness of AVA and its events.	% implementation of marketing plan.	100% implemented	by 12/31/20	Obj. 1 A & 3A	50%	50%		80%	Marketing of Club Events with Element3 Health; Marketing of the TTR event in San Antonio, Texas
		% increase participation in AVA events.	15% annual increase	by 12/31/20	Obj. 1 A & 3A	3%	3%			Planned for 2021: Implemt a marketing strategy for Convention, Olympiad and other Natli events; Link all clubs Facebook Pages to AVA's Facebook Business page; Set up clubs with their own website and linkage to the AVA's Website. Challenge: Some clubs are resisting their own FB and Web Page, or linking to AVA's website or Facebook for fear of losing their club identity!! Help!
	Create National Partnerships supporting the mission of AVA.	Signed partnership agreement	2 Nat'l Partners	by 12/31/20	Obj. 1 A & 3A	1	100%			80% Contract cancelled to COVID. The last phase of the project was not fully completed.-Qtr 3
NATIONAL CONVENTIONS Jerry Wilson	Develop and implement a strategy to promote National Convention.	% of strategies implemented	100% implemented	by 12/31/20	Obj. 1 A & 3A	15%	55%			Completed, Element3 Health and America Walks/New CEO, and Austin Peay State Univ.-Qtr 4
	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%			0% this is on hold because convention might be cancelled due to COVID
		% annual increase in local community engagement at events in their area.	100% prepared	by 12/31/21	Obj. 1.B.					Examine need and viability to hold a 2023 AVA Biennial Convention when AVA was awarded the 2023 IVV Olympiad. Reported to the Board, with a motion to not hold a 2023 AVA Biennial Convention. Quarter 4.
	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.					Gather information and make local contacts to explore the viability of holding an in-person 2021 AVA Biennial Convention in Madison WI, under Covid-19 health restrictions. An information flow has been established between local representatives and AVA to share public health orders being issued monthly. The health orders being issued March 10, 2021 will be used to determine the effect on holding a gathering of several hundred attendees when addressing the Board.
	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.					Assist regions in publicizing and holding regional conventions, injecting more training where possible. - On hold pending Covid-19 restrictions nationwide.
	Other Accomplishments: A AVA Board motion was made and passed (1/21) to not request 2023 Convention applications. A general membership meeting will convene in 2023 as required by by-laws. A Convention Registration System for the 2021 AVA Biennial Convention was designed and implemented by Jeff Giddings, after working with Natl Office and Committee reps. Silent Auction Donation System and Physical Processing developed/operational thanks to Jeff Giddings A Volunteer Registration system is up and running for individuals to volunteer to help deliver the 2021 Convention, thanks to Jeff Giddings, working with Committee reps. Local Committees have designed and requested sanctioning for Convention and Pre-Convention Walk and Bike routes, and developed award patches designed. Workshop and Training Schedule almost finalized. QTR. 4 (In conjunction with and led by the Training Committee.) Pre-convention and Convention Walk and Bike Routes Designed and Sanctioned. QTR.: 3/4					Key Tasks & Challenges: Determine practicality of holding in-person 2021 AVA Biennial Convention. Present to Board known info related to Covid-19 restrictions in Madison WI, if proceeding with an in-person Convention, advance the contacts/plans to hold a community outreach event at the 2021 AVA Biennial Convention. Project where health order restrictions will be in June 2021, and project if walkers will travel and attend an in-person convention in 2021 because of Covid restrictions				

Committee	Action Item	Indicator	Metric	Due Date	Strategic Objective	Status				Comments
						Q1	Q2	Q3	Q4	
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."		15%	20%	20%	See IT Committer 2/2020 Report
	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		100%			Completed
	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		80%	80%	80%	Still need event search feature based on special programs.
	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 participants 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		90%	100%	100%	Completed
	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		75%	90%	100%	Completed
	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		60%	60%	60%	See IT Committer 2/2020 Report. Still need to make 1) TE participation billing part of Quarterly Invoice. 2) Event sanctioning billing part of Quarterly Invoice. Need approval of ED to proceed.
	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		100%			Completed
	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 12/31/2021	Obj. 1.B.		60%	70%	80%	See IT Committer 2/2020 Report
	Support tracking of clubs participating in Element3 programs and transfer Element3 credits to club quarterly invoices	Implement management interface for tracking clubs participating in Element3 program. Support upload of Element3 client participation credit data and quarterly distribution of credits to clubs. Reports for clubs and AVA HQ.	100% implemented	by 3/1/2021	Obj. 1.B.		0%	30%	40%	See IT Committer 2/2020 Report
	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.		100%			Completed
	Provide access for users (possibly 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.		60%	100%		Completed
	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.		On Going	On Going	On Going	See IT Committer 2/2020 Report
	Improve Club stamp request process	Move extra stamps for events from legacy ESR (and calls to AVA HQ) to my.ava.org. Provide club interface to request extra stamps and see status of request (queued, pending, shipped). Improve AVA HQ stamp management interface to support HQ stamp replacement and emergency stamps.	100% implemented	by 3/1/2020	Obj. 1.B.			60%	80%	See IT Committer 2/2020 Report
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%	50%			Completed 2021 Convention workshops (with presenters scheduled) Assisted CEO in property search
	Create RFP process for convention wkshp applicants.	Implement new Request for Proposal (RFP) process	100% Implementation	by 12/31/20	Obj. 1.B.	0.5	100%			Completed
	Establish a Risk Mgmt. Plan	Implemented by Q2	100 % implemented	by 12/31/20	Obj. 1.B.	100%				Completed
GREEN: Making Progress, on Track										
YELLOW: Behind Schedule/ Facing Challenge										
RED: Behind/Not Working										
BLUE: Completed										

Quarterly Progress Report For Q3 & Q4

Name: Susan A. Medlin

Committee: National Programs

Questions:

1. Did you achieve any Key Performance Indicators (KPI) this quarter? YES
2. Please list your KPI and whether or not they were completed (specify quarter).
 - a. The AVA BOD approved my proposal for a new Event Approval Process. (Q3)
 - b. Contacted Element3 and I am working with our area rep to promote our Walking weekend in and around San Antonio, February 26 – 28, 2021. See attached flyer. (Q4)
 - c. Joined an IML Working Group chaired by Sabin Weyermann (Switzerland). (Q4)
 - d. Working on our 2022 IML and have started initial planning for the IVV Olympiad in 2023. (Q4)
3. Did you achieve any committee deliverables, specify which quarter? YES, see attached committee report (Q3)
4. What is the state of this strategic objective? Execution is postponed till the end of the Pandemic. NOT STARTED
5. What Top 3-5 Accomplishments is your committee most proud of?
 - a. Joined an IML Working Group chaired by Sabin Weyermann (Switzerland). (Q4)
 - b. Working on our 2022 IML and have started initial planning for the IVV Olympiad in 2023. (Q4)
 - c. Contacted Element3 and I am working with our area rep to promote our Walking weekend in and around San Antonio, February 26 – 28, 2021. See attached flyer. (Q4)
6. What key tasks are remaining to complete this objective?
 - a. Waiting for guidance from IML Board

Quarterly Progress Report

For Q3 & Q4

- b. Need to form a new national committee to start work on the IVV Olympiad.
 - c. Working with Element3 Rep on a better way to display our YREs.
7. What challenges might the committee need assistance in completing?
- a. Would like to hear from everyone who has previously attended an IVV Olympiad;
I want to know what they liked best and what they really did not like.

COME WALK WITH US

The TEXAS TRAIL ROUNDUP international walking weekend was cancelled for 2021 because of safety concerns but we still have walks planned for you!

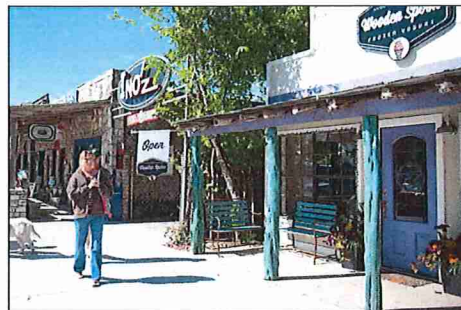
WIMBERLEY

DATE: Friday, 26 February, 2021

TIME: The walk box will be staffed from 9:00am - 11:00am. This is a year-round walk: The visitors bureau is usually open 9:00am - 4:00pm, Monday-Saturday, 1:00-4:00pm Sunday.

DISTANCES are 10km/5km (6.2mi/3.1mi) The walk goes through Wimberley's downtown area and on walking trails along Cypress Creek.

STARTING POINT: Wimberley Valley Chamber of Commerce, Convention Center and Visitors Bureau, 14100 Ranch Rd.12, Wimberley, TX 78676.



SAN MARCOS TANGER OUTLETS

DATE: Friday, 26 February, 2021

TIME: We recommend starting after 11:00. The walk box is in a stand-alone kiosk in shopper services, which is normally open Monday-Saturday 9:00am-9:00pm and Sunday 10:00am-7:00pm.

DISTANCES: 10km/5km (6.2mi/3.1mi). The walk takes you through the Tanger Outlets and the adjacent Premium Outlets, whose architecture was modeled on Piazza San Marco in Venice. It's about 18 miles (25 minutes) from Wimberley.

STARTING POINT: Tanger Outlets Shopper Services, 4015 S. Interstate 35, San Marcos, TX 78666.



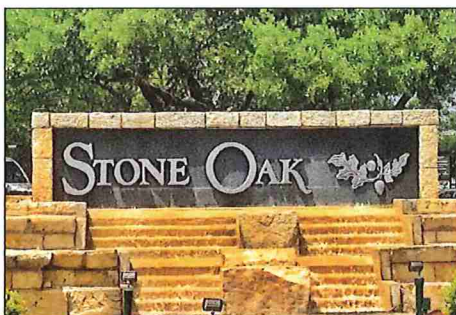
SEGUIN

DATE: Saturday, 27 February, 2021

TIME: The start table will be staffed from 9:00am - 11:00am. The library should be open until 5:00pm (call them at 830.401.2422 to verify COVID hours.)

DISTANCES: 10km/5km (6.2mi/3.1mi) The 10km walk goes along shaded city streets, through neighborhoods, a municipal golf course, a park and historical sites. It follows the Guadalupe River and goes through the downtown square. The 5km walk is mostly in the downtown area.

STARTING POINT: Seguin Library, 313 W Nolte Street, Seguin TX 78155.



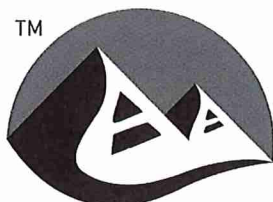
STONE OAK

DATE: Sunday, 28 February, 2021

TIME: The start table will be staffed from 8:00am - 10:00am.

DISTANCES: 10km/5km (6.2mi/3.1mi) The 10km is rated 1A. The hillier 5km is rated 2A. The routes are considered easy and are on city sidewalks, paved streets, and city trails.

STARTING POINT: Drury Inn and Suites North 801 North Loop 1604 East, between 281 and StoneOak Pwy on north side of 1604.



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Quarterly Progress Report For Q3 & Q4 2020

Greetings Chairperson,

- Quarterly Progress Report Due Dates:** Reports are due to the Executive Director within 10 days after the close of each quarter. Reports will be compiled and KPI Dashboard updated and presented to the Board in the next meeting. The due dates for your reports are:
Q1 April 10, 2020
Q2 July 10, 2020
Q3 October 10, 2020 (This report was postponed due to Covid)
Q4 ~~January 10, February 8, 2021~~ (This report includes all activity for 2020)
- Report Form** – Please use the following Report Form.
- One Page Dashboard:** KPI's will be reported on a dashboard. Key accomplishments will be presented in a document.

Quarterly Progress Report Form

Name: Tim Miner

Committee: Club Programs

Questions:

- Did you achieve any Key Performance Indicators (KPI) this quarter? YES x NO
- Please list your KPI's and whether or not they were completed (specify which quarter).
 - Promote National Walking Week - Will be completed at FEB EBM and on AVA Webinar on 16 FEB.
 - Select new national special programs - COMPLETED 3Qtr 2020
 - Promote AVA brand programs - Not acted on
 - Promote Youth programs - Not acted on due to COVID restrictions in many locations
 -

Quarterly Progress Report

For Q3 & Q4 2020

3. Did you achieve any committee deliverables, specify which quarter? YES X NO

Comments: Provided two new national programs and the organizational links to co-market in 3Qtr

4. What is the current status of this strategic objective: (Please check current status)

- X ☒ Objective is accomplished.
- ☐ Objective on track. No risks at the moment.
- ☐ Potential risk. Proceed with caution or change approach.
- ☐ Objective is off track, impacts time and or budget.
- ☐ Not started.

5. What Top 3-5 Accomplishments is your committee most proud of (specify which quarter)

- a. During 2020 year the committee created and set in motion the National Walking Week
- b. Two new club special programs with relationships for co-marketing activities. Veterans program returns volkssports to its traditional roots with veterans.
- c.
- d.
- e.

6. What key tasks are remaining to complete this objective?

- a. Waiting for COVID limitartions to open up travel and group activities
- b.
- c.

7. What challenges might the committee need assistance in completing? Specify what help you need.

8. Is there anything else you'd like to add?

AVA IT - Thursday, February 11, 2021**Recent Accomplishments**

1. **OSB/PSB Support** (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.
 - c. Checkbox for requesting a Stamp (Free) for OSB Only event. Free stamp selection is **not** inherited for renewed events.
2. **Extra Stamps** (Chris Z.)
 - a. Clubs may request extra stamps for any event via the my.ava.org club home page then Sanctions->Stamps: Edit/Req. (Requesting stamps using the Legacy ESR, for example when creating/renewing an event, has been disabled.)
 - b. New interface developed to easily discern status of "First Free Stamp" vs additional requested stamps.
 - c. TE, PSB, and OSB/PSB events: 1 Free Stamp by Default
 - d. OSB Only events: No stamp by default, but may request 1 stamp for free, OSB Only free stamp request not carried over when event renewed for following year.
 - e. First stamp is always free. Second and following stamps are \$5.
 - f. Stamp page provides visibility to the club's stamp shipping address and next expected stamp manufacturing run date. (see help on this page)
 - g. Club Report of extra stamp charges details for a given quarter. (Mike G.)
 - h. Export of stamp charges to Quarterly Participation invoices. (Mike G.)
 - i. Developed python script to track events moved from 2020 to 2021 that received 2020 stamps to assure these events get a free 2021 stamp. NOTICE: Events moved to 2022 from 2021 (after the end of this month) will charged \$5 for a 2022 stamp.
3. **Club Stamp Status** (Chris Z.)
 - a. Provides clubs a view of the stamps produced and requested for each event (new features are yet to be deployed.)
4. **Improved AVA HQ - Stamp Management Interface** (Chris Z.)
 - a. Stamp management pages for use by AVA HQ (Hector)
 - b. Includes the following web pages: Stamp Queue, Make Stamps, Stamp Status, Handle status.
 - c. HQ Stamp feature to support HQ stamp requests (for replacement and emergency stamps).
 - d. Added feature to provide a mail-merge compatible CSV file containing club shipping addresses for stamp sheet created (Mike G.)
5. **Cut and Paste Stamps for Groups** (Chris Z.)
 - a. Support for a page of Cut and Paste stamps for use with Group Walks for a particular day.
 - b. Includes ability to put customized text on stamp or an image (like an anniversary) on the stamp images to be placed in the PDF.
6. **Find a ... Tutorials** (Darrell N, Mike G.)
 - a. **AVA Trail and Route rating system** (Chris Z.)
 - b. **Creating a my.ava.org User Account** (Darrell N.)
 - c. **Setting up Club Management Privileges** (Mike G.)
 - d. **Adding a status message or alert to your event** (Chris Z.)

- e. **Assembling the new stamps** (Chris Z.)
- f. **Adding AVA sanction details to your club web site** (Chris Z.)
 - i. View YRE/SE/TE Event Details based on Event ID:
https://my.ava.org/event-view.php?sn=<event_ID>
 Example: <https://my.ava.org/event-view.php?sn=116946>
 - ii. View YRE/SE Event Details based on Y-Number:
https://my.ava.org/event-view.php?y=<Y_Number>
 Example: <https://my.ava.org/event-view.php?y=2688>
 - iii. View a listing of all sanctioned/approved club events based on club#:
<https://my.ava.org/event-view.php?club=<club#>>
 Example: <https://my.ava.org/event-view.php?club=AVA-0419>
 - iv. **NOTICE:** Public URLs to fetch event data from the legacy ESR system that begin with the URL, "http://clubs.ava.org/..." are not guaranteed to continue to work, and soon will not work.
- g. **Steps for getting a YRE/SE into the OSB System** (Mike G.)
- h. **OSB Event Directions PDF Requirements and Recommendations** (Mike G., Darrell N.)
- 7. **Find a ... FAQ** (Darrell N., Chris Z.)
 - a. FAQ including interface for my.ava.org admins to easily add/edit FAQs. (Chris Z.)
 - b. New FAQs added. (Darrell N.)
- 8. **One Page Quarterly Participation** (Mike G.)
 - a. Added support for Extra Stamp Charges including import of total extra stamp charges from my.ava.org into the legacy ESR.
 - b. Added support for E3H club credit.
 - c. Added "Applied Credit" feature to support use of surplus funds by the club for AVA merchandise or possibly checks sent to clubs.
 - d. Import of ACE-WG participation data from my.ava.org to Legacy ESR.
- 9. **Online Convention / Major Event Registration system** (Jeffrey G.)
 - a. Now in place for 2021 AVA Convention registration.
 - b. A totally in-house solution for web-based, multi-day event registration
 - c. Table driven
 - i. Allows the code to be easily re-used for other multi-day events.
 - ii. Allows for "last-minute" changes (within reason).
 - d. Integrated with AVA membership database to confirm discounts for AVA associate and lifetime members.
 - e. Created a computer-generated CRUD (Create, Read, Update, and Delete) interface to the convention database tables for use by National Office Staff.
 - f. Continue to create data management pages to help National Office Staff with convention registration.
- 10. **Online Start Box and my.ava.org Customer Support (CS)** (Darrell N.)
 - a. For 2021, so far there are 519 OSB or OSB/PSB events (out of 1878 YRE/SEs).
 - b. OSB event directions PDFs approved by CS. CS also approves later PDF revisions uploaded by clubs.
 - c. The CS role has expanded to answer questions about my.ava.org club features.
- 11. **Access to Legacy ESR only via my.ava.org** (Mike G.)
 - a. Clubs must now have at least one "Owner/Manager" to access my.ava.org and the legacy ESR.

- b. A Club Owner/Manager is a person with a personal my.ava.org account with club privileges. The tutorial, https://my.ava.org/find-a-tutorial.php?club_management describes how to add club privileges to a personal account.
- c. Developed Python script to identify clubs with no Owners. Of the 202 active AVA clubs (excludes RD and HQ accounts), 18 still have no Owner.
- d. Added buttons to RD/SA identified accounts to access the Legacy ESR RD/SA Nav pages. **NOTICE:** Direct login to the RD/SA accounts via the Legacy ESR system will soon be disabled.

12. **Element 3 Club Program Participation** (Mike G)

- a. Added AVA HQ management page to track clubs participating in the Element3 referral program.
- b. Management pages includes to add/edit club info and download a CSV file of the program participants.
- c. Created Python script to create CSV (and html) table of all 2021 AVA event data (excluding OSB Only events) for Element3 import. Providing monthly updates of this data to Element3.

13. **Stamp Production**

- a. **During Hector's absence**, event stamps were produced a Stamp shop in Norristown, PA and shipped to AVA HQ in San Antonio, TX (Mike G.)
 - i. Required 2 physical visits to local PA stamp shop. One to discuss stamp requirements and deliver sample stamp image file and one to review produced sample stamps and setup billing.
 - ii. Following stamp production requests were done via email with attached stamp image file(s) and associated pdf(s) of stamp destinations to be sent to AVA HQ.
 - iii. 7 Stamp shipments for a total of 87 stamps (from 9/11/2020 through 10/22/2020)
 - iv. \$7 per stamp (additional costs for expedited production for last minute single stamps)
- b. 2021 YRE/SE stamp delivery delayed due to many reasons including late start on production, delayed shipping, and delayed delivery by USPS.
- c. Next year the creation for stamps will begin the last week of October and stamps will ship the 3rd week of November

Current Projects

1. **Activate HTTPS on the legacy ESR system** (Mike G.)
 - a. Currently users get a "Not Secure" and other, browser dependent, security warnings when accessing the Legacy ESR system.
 - b. Fix requires installation of valid SSL certificates. Hopefully "free" domain certificates will suffice for now.
2. **Activate HTTPS on ava.org** now hosted on Dreamhost (Hector)
 - a. Probably should pay for an Organization Validated SSL certificate for ava.org and cb.ava.org (old ava.org webpages)
3. **Element 3 Participation Credits** (Mike G.)
 - a. A management interface to upload E3H credit data into the my.ava.org db table.
 - b. A new E3H report page developed so clubs view E3H participation/credit details per quarter (like the extra stamps report).

- c. A management interface to allow determination of the count of E3H clients who participated more than once in an AVA sanctioned event. Henry needs this for insurance purposes. E3H has agreed to pay for extra insurance charges related to E3H clients.
 - d. Support for exporting club E3H credit totals for a particular quarter for inclusion in the club Quarterly Invoices.
 - e. Deploy python script to support URL for Element3 use to download CSV files with event data.
4. **Quarterly Traditional Event (TE) Participation Billing** (Mike G.)
- a. Rather have AVA National Office staff generate/send separate invoices for TE Participation, the total amount due will be included in the Quarterly Invoice for the club when the participation data is entered.
 - b. A my.ava.org report will detail the TE participation fees for a given quarter.
 - c. TE participation Fees will be included in the invoice's Quickbooks import file.
5. **Quarterly Event Sanctioning Fee Billing** (Mike G.)
- a. Rather have AVA National Office staff generate/send separate invoices for event sanctioning fees, the total amount due will be included in the Quarterly Invoice for the club when the event is RD approved.
 - b. A my.ava.org report will detail the event fees for a given quarter.
 - c. Event Sanctioning Fees will be included in the invoice's Quickbooks import file.
6. **Email Notifications** (Mike G., Chris Z.)
- a. Support for RD to sign-up for email notifications of events needing approval, ACE-WG annual approval requests, etc.
 - b. Support for AVA HQ email notification of new YRE/SEs needing Y# assignment.
7. **Share page** (Mike G., Jeffrey G.)
- a. Add button to event-view page to go to a Share Page that would have the following features:
 - i. Place the display event URL (<https://my.ava.org/event-view.php?sn=<eventID>>) in the system clipboard.
 - ii. Place a paste friendly text version of the event info into the system clipboard.
 - iii. Support the current legacy event view feature.
 - iv. Support a printer friendly event view (something like the legacy event view but better).
 - v. Create a .ics calendar file with the event info.
 - vi. Cause the creation of Google Calendar, Outlook Calendar, etc event based on the event info.
 - 1. Calendar entries for YRE/SEs would not have the start and end date for the event time but instead include this information in the calendar entry description.
 - 2. All entries would include an event-view link.
 - vii. Create a spreadsheet file as now supported by E3H for event import with event info.
 - viii. Place event info in a system clipboard that is suitable to be pasted into the E3H formatted import spreadsheet.
 - ix. Employ the my.ava.org event Location info to create Google directions. (Jeffrey G.)
 - x. Employ the my.ava.org event location info to create a google map location pin (Jeffrey G. – prototype: <http://my.ava.org/mcg/mapLocation.html>)

1. Club's Location page should include a "Location Test" button so clubs can confirm at least Google displays the desired location correctly.
- xi. Create a Facebook share entry based on event info.
8. **Option for OSB participants to select "cut and paste" stamps pdfs instead of stamped insert cards.** (Chris Z.)
9. **Improved map-based event search with filtering on, for example, Special Programs** (Chris Z.)
10. **Move AVA Club info and web interfaces from legacy ESR to my.ava.org** (Chris Z., Mike G.)
11. **Access legacy ESR features from club my.ava.org account** (Chris Z, Mike G.)
 - a. Add links to continue use of legacy ESR for event creation, editing, renewal, participation data entry, etc.
12. **Improve management interface for One Page Quarterly Participation my.ava.org data importation.** (Mike G.)
 - a. More improvements needed to automate this.
13. **Maps and Directions creation and management** (Chris Z.)
 - a. Provide a utility/app to help clubs create and manage high quality maps and directions for their events
14. **Basic Club management** (Chris Z.)
 - a. Provide a utility/app to help club officers manage a club including budgeting and financial reports that uses event sanctioning and event participation reported to the AVA.

Other Information of Interest

1. Stamp Manufacturing Schedule

- a. The stamps are cut on sheets of rubber with as many as 72 stamps on the sheet. AVAHQ (Hector) will use the stamp manufacturing software to queue stamps onto sheets close to when they are needed. Typically, this will be on the 2nd Monday, for stamps that will ship a couple of days later. Stamps should arrive by the 4th Monday. (This allows for 3-4 days of production and shipping preparations plus 10 days in transit to the destination for delivery to be completed.)
- b. For a traditional event according to AVA Policy, the club should submit an event 3 months before the event start date. Once a club submits an event, the clubs may edit the event stamp's text, even before RD approval, until the stamp is produced. RDs are permitted to approve an event that is 2 months or more before the event start date.
- c. To determine worst case delivery time for a Traditional Event stamp, assume that an event is RD-approved exactly 2 months prior to event start date. The stamp for this event would be queued for production on the next second Monday which could be (worst case) a month away from the event's starting date. So, worst case, the stamp is produced 4 weeks prior to the event start date and delivered to the club about 14 days prior the event's start date. Traditional event stamps not arriving 7 days prior to the event should be declared lost.
- d. NOTE: It is not possible to change the text on the replacement stamps. Do not ask. As noted above the text for a stamp can be edited until it is produced. A club who

submits a new event well before 60-day deadline will have plenty of time to edit the event's stamp

- e. Making individual stamps is extremely time-consuming. It takes almost as much time for staff to make one as it does to make 40. The laser cutter will run longer for 40, but the staff member can be doing something else while the sheet is cut. The laser setup and management time are the same.



2nd Quarter 2020 - 1st Quarter 2021 Incident Report Log

AVA Club	Incident/Event Date	Date reported to FIA	Type of Injury
2nd Quarter 2020 # of incidents reported: 0			
Daffodil Valley Volkssport Assn.	8/19/2020	9/1/2020	Fall; twisted hip
3rd Quarter 2020 # of incidents reported: 1			
Delta Tule Trekkers	11/7/2020	11/17/2020	Bump on head; broken knee cap
Mid-Florida Milers Walking Club	11/21/2020	11/23/2020	Tripped; stitches on R hand; abrasions L hand & R cheek
Gator Volkssmarch Club	12/31/2020	1/19/2021	Fall; cut on head
4th Quarter 2020 # of incidents reported: 3			
Liberty Bell Wanderers	1/7/2021	1/12/2021	Tripped; right rotator cuff injury
1st Quarter 2021 # of incidents reported: 1			

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