





**American Volkssport Association  
National Executive Council XX Meeting**

January 19-21, 2018/ Fri. 7-10pm/Sat. 8am-6pm/Sun. 8am-12n  
La Quinta Inn & Suites Orlando Airport North  
7160 N Frontage Rd, Orlando, FL 32812 (407) 240-5000

**AVA: America's Walking Club**

**Agenda**

- 1. Welcome & Call to Order**
- 2. Introduction of NEC/Board**
- 3. Introduction of Guests**
- 4. Approval of Agenda**
- 5. Reports of Officers**
  - a. President – David Bonewitz
  - b. Vice President – Nancy Wittenberg
  - c. Secretary – Sam Korff
  - d. Treasurer – Bob Morrison
    1. Funds Transfer
    2. Midyear Budget Modifications
- 6. Report of Executive Director**
  - a. Recognition of Donations
  - b. Acceptance of New and Reactivated Clubs & Declaration of Deactivated Clubs
  - c. Executive Director's Report
- 7. Reports of Standing Committees**
  - a. Convention – Chris Mellen (Liaison)
  - b. Information Technology – Chris Zegelin
  - c. Standards and Evaluation – Jerry Wilson
  - d. Audit – Bob Morrison
  - e. Publicity – Henry Rosales
  - f. Bylaws – Lucy Yother
- 8. Reports of Special & Ad Hoc Committees**
  - a. Special Programs – Bonnie Johnson
  - b. National Programs – Susan Medlin
  - c. Awards and Recognition – Suzi Glass
  - d. Programs Committee – Debbie Kruep
  - e. Training Development – Tom Baltes
  - f. Membership – Holly Pelking
  - g. Fund Development – Nancy Wittenberg
  - h. Club Development and Support – John McClellan
  - i. Free Walker Study Group – Sam Korff
  - j. Strategic Plan Implementation/Coordination – Nancy Wittenberg

**9. Unfinished Business**

- a. IVV Olympiad 2021 – Holly Pelking
- b. IML San Antonio – Susan Medlin

**10. New Business**

- a. IT Training – Chris Zegelin (to be conducted during Saturday lunch)
- b. Big Give & Fund Raising Training – Nancy Wittenberg
- c. Motion to Earmark Reserve Funds – Bob Morrison
- d. Support to National-scale Events
  - 1. Crazy Horse 2018 – Jerry Wilson
  - 2. FreedomWalk Festival 2018
- e. Club Support & Development Budget Line Item – John McClellan
- f. Increase Allowable Reimbursable Expenses – John McClellan
- g. Correct Club Dues Amount – John McClellan
- h. Year of the Peace Walk – Debbie Kruep
- i. Creation of a Special Needs Trail Category – Andy Bacon

**11. Next Meeting – June 8-10, 2018 – Albany, NY**

**12. Audience Comments**

**13. Executive Council Comments**

**14. Adjournment**

**Attachment 2**



5(a)

AMERICAN VOLKSSPORT ASSOCIATION  
OFFICER REPORT

FOR THE OFFICE OF President

FOR THE January 19-20, 2018 EXECUTIVE COUNCIL MEETING

FROM (Name) : David Bonewitz

The following is a rundown of the activities of the AVA President since the last meeting, August 12, 2017. It is not all inclusive, but covers the high points.

On September 26<sup>th</sup>, we held a video teleconference with the national leadership of America Walks, who advocates for walking and walkable communities. Clearly we have common interests and will be working to find a way to partner with America Walks that benefits both organizations.

October 12-15, my wife, Mindy, and I participated in the FreedomWalk Festival. Since AVA is working to add another IML event (San Antonio) in the United States, it was important for me to actually experience an IML event. We were quite impressed by the organization and by the walks. I spoke briefly to the international participants at the Closing Ceremony.

October 27-30, we participated in the 27<sup>th</sup> annual Walk Around Florida. It was well done and great fun. I spoke briefly at the dinner and had numerous opportunities to visit with the participants.

November 10-12, we participated in the Haunted Gettysburg event. This was another very well run event that we greatly enjoyed. I spoke at the dinner and visited with a number of the participants to discuss AVA and the future. Following the conclusion of the Haunted Gettysburg event, with the help of Tom Jackson (former AT RD), we walked a section of the Appalachian Trail in Pennsylvania. This gave us a jump-start on the new AT National Program and the opportunity to use the OnLine Start Box for the first time. Signup was easy, and overall use was a breeze.

The Electronic Information Meetings, approved at the August 12 NEC/Board meeting, are being held on the third Tuesday of every month. By conducting these no-cost meetings, we expect to be able to spend more time at the face-to-



face meetings getting business done rather than attempting to gather information. With this new electronic meeting system, we have reduced the number of costly face-to-face meetings from three to the minimum of two per year as called for in our ByLaws.

It is clear that ideas and motions that come up from the clubs through the RDs need to be studied and potentially refined by the various AVA committees before the NEC/Board can make wise decisions on implementation. Likewise, we must ensure that we maintain a consistent focus on our goals across all that we propose to do. Thus, motions likely need to be vetted by more than one committee. The example I frequently use is a motion coming from the Club Support committee may need to be passed through the Membership committee to ensure what is being proposed fits with our membership plans, and then the motion may need to be examined by the IT committee to assess the impact it might have on our computer system. All of this needs to be done before the NEC/Board can make a wise decision on implementation. Obviously, this is more complex than just popping a motion before the NEC/Board and expecting an immediate vote. To keep things moving and trying to ensure that all the appropriate committees get the chance to ensure a motion isn't going to be counterproductive in some fashion, it is essential that we have a "motion tracking" system. That system has been developed with the help of the MARD (Andy Bacon) and will be implemented with the approval of the NEC/Board.

Clearly, we are using a "committee-centric" approach to make the changes needed to ensure a bright future for AVA. One of the missing pieces has been charters for AVA's national committees. The committee chairs have drafted charters for their respective committees. These charters were the topic of one of our Electronic Information Meetings. I have reviewed and done a bit of additional editing, and these final charters will be presented to the NEC/Board for their approval at this meeting.

Finally, at a more personal level, for the first time Mindy and I have signed up for the Centurion Challenge for 2018. In addition, we both signed up for the "401K: Invest in Your Health" program. It will be exciting to be a part of this first AVA OnLine Virtual program.

**Attachment 3**

5(b)

AMERICAN VOLKSSPORT ASSOCIATION  
COMMITTEE REPORT

FOR THE OFFICE OF VICE PRESIDENT

FOR THE January, 2018 National Executive Council Meeting

FROM (Name): Nancy Wittenberg

**ACCOMPLISHMENTS:**

1. Attended all Executive Committee and NEC Information meetings using the Team application.
2. Decided with the President which regional events we would each attend this year to represent AVA. I attended the Mid-America Regional meeting in Evansville, Indiana in October, 2017. I will attend the Texas Trail Roundup in San Antonio in February.
3. Continued to support the Financial Sustainability section of the Strategic Plan by continuing to chair the Fund Development Ad Hoc Committee and the Big Give Sub-Committee.
4. Accepted the assignment to head the Strategic Plan Implementation Coordination Committee.

**ACTIVITIES:**

Same as above.

**CONCERNS:**

None at this time.

**RECOMMENDATIONS:**

None at this time.



## **Attachment 4**



5(c)

**AMERICAN VOLKSSPORT ASSOCIATION  
OFFICER REPORT**

**FOR THE OFFICE OF** \_\_\_\_\_ National Secretary

**FOR THE** \_\_\_\_\_ January 2019 **EXECUTIVE COUNCIL MEETING**

**FROM (Name):** \_\_\_\_\_ Sam Korff

**ACCOMPLISHMENTS:**

Minutes for the Monthly Information Meetings are being posted on line. Requires coordination with the entire NEC/BofD.

**ACTIVITIES:**

**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



5(d)

## AMERICAN VOLKSSPORT ASSOCIATION OFFICER REPORT

FOR THE OFFICE OF \_\_\_\_\_ Treasurer \_\_\_\_\_

FOR THE \_\_\_\_\_ January, 2018 \_\_\_\_\_ EXECUTIVE COUNCIL MEETING

FROM (Name): \_\_\_\_\_ Bob Morrison \_\_\_\_\_

### ACCOMPLISHMENTS:

- 1) Developed a working relationship with AVA's auditors
- 2) Developed a working relationship with AVA HQ staff
- 3) Established new expectations for financial reporting 2018 and beyond
- 4) Build a working relationship with officers and RDs around financial matters
- 5) Made progress towards implementing some new future cost savings measurers at AVA.

### ACTIVITIES:

- 1) Aided staff in the revisions to the chart of accounts for entry into the new QuickBooks accounting system readying it to process financial transactions and produce financial statements beginning January 1, 2018
- 2) Conducted a 2017/18 budget introductory session for NEC members
- 3) Proposed a motion to earmark reserve funds for special purposes for NEC consideration
- 4) Proposed several financially oriented motions for NEC consideration.

**CONCERNS:** None

**RECOMMENDATIONS:** Use temporary help to ease the burden on staff of the transition from the old accounting system to the new system.

Please attach any additional material that is part of this report. No attachments







Fun, Fitness, Friendship

## AMERICAN VOLKSSPORT ASSOCIATION EXECUTIVE DIRECTOR'S REPORT

January 19, 20, 21, 2018  
La Quinta Inn & Suites, Orlando, FL

### **I. ADMINISTRATION/OPERATIONS**

#### ***Human Resources***

The AVA's Personnel Policy Manual is under revision. The Auditors concern regarding limits on vacation payout will be addressed in the updated policy. All job descriptions have also been updated to better reflect the current needs of the organization. A copy of the manual will be emailed to for review once it has been completed.

#### ***Personnel***

The implementation of strategic initiatives has created a different type of work environment. One that is fast paced, multi-dimensional, and requires a team of employees who can comfortably learn new things, communicate well, multi task, and make independent decisions. What follows is a description of key employee responsibilities that have been reassigned to better meet the needs of the organization and strengths of the employees. Keep in mind these are only major responsibilities and subject to change as the organization changes.

*Erin Grosso* – Erin is responsible for the fiscal management of the organization. Her key responsibilities include review of financial systems and policies, preparation of all financial reports, maintenance of the accounting system, processing of payroll, convention and fundraising support. Erin is the National office liaison to the Audit Committee.

*Marian DeVaul* – Marin is responsible for the preparation of all billing statements to AVA clubs. She is also responsible for the sale of all AVA merchandise and supports with the convention. Marian is the National office liaison to the Club Development and Support Committee.

*Karen Winkle* – Karen is responsible for the processing of IVV books, awards and AVA membership. She also does shipping of merchandise and stamps and supports the TAW and convention. Karen is the National office liaison to the Membership Committee.

*Samanta Sanchez* – Samanta is responsible for Communications, Publicity and Fund Development. She currently supports with club inquiries on the ESR, events, policies, and stamps. Her roles and responsibilities are evolving with the organizational changes. She will be responsible for streamlining all public information in and out of the organization through social media, email, the website and AVA publications. She also supports the Executive Director with NEC events, fundraising, and convention. Samanta serves on the Fund Development and Publicity Committees.

*Hector Hernandez* – Hector is responsible for supporting clubs with all ESR questions related to tech support, reporting and event changes. He is also responsible for the creation of event stamps, website



changes, and graphic designs. He also supports with the convention and serves on the Big Give committee. Hector is the National office liaison to the IT committee.

### ***General Liability Insurance Renewal***

A new contract for General Liability and Excess Accident Medical Insurance has been approved by the Executive Council and executed by the Executive Director with Aegis Security Insurance Company (rated "A+7" Admitted by A.M. Best) in the amount of \$34,900.00. The effective dates are January 1, 2018 – January 1, 2019. This is the insurance that covers our clubs. Our premium for 2018 decreased by \$308.00. The Excess Accident Medical Insurance is required by the carrier. This coverage includes participants who are not AVA club members.

The number of club reported incidents for January 1, 2017 - December 1, 2017 was seven. This is eight less incidents than we had on file for calendar year ending 2016! Great job to all our club event planners and Trail Masters for creating safe trails!

*For more information see NEC packet attachment 6 (c)-1.*

### ***Publicity Committee and Communications***

Per the AVA Strategic Plan, *the purpose of the Publicity Committee is to increase national and local public awareness of the new AVA brand to facilitate engagement and growth.* The Publicity Committee is comprised of the following members: Chair, Henry Rosales, Patricia Jewett (Northwest Region), Kathryn King (Southeast Region), Barbara Nuss (Pacific Region), Susan Ives (Southwest Region), Samanta Sanchez (National Office).

The committee met December 15, 2017 to discuss the publicity charter, timelines, decision making process and priorities. The first point of order will be to draft a Request for Proposal (RFP) to solicit professional services with the design and implementation of a marketing and communications plan that is consistent with the AVA strategic plan and will impact clubs at the local level. The timeline to complete the bidding process and make a recommendation to the NEC is the June NEC meeting. The first phase of the strategy implementation is targeted to begin January 2019. In the meantime, the National office will continue to support clubs as much as possible with marketing and communications within our existing resources to include the website, AVA publications, Facebook, and email.

***2019 AVA Convention Planning, Albany, NY*** – The convention planning is ahead of schedule thanks to the enthusiastic work of the convention committee in Albany. The committee has already met with Erin, finance manager, to discuss the financial operation of the convention. In addition, an MOU is in progress between the AVA and the Empire State Capital Volkssporters, the AVA host club in Albany. The hotel contract has not been signed yet due to concern there might be construction on the property during the convention. The contract is currently with our legal counsel who will insert a clause into the contract that will protect the interest of the AVA should the hotel decide on construction during our convention. Pending approval of the clause by both parties the contract will be signed.

### ***Information and Technology***

The transition to QuickBooks Premier should be complete and fully utilized by January 31, 2018 barring any glitches in the system.

The AVA pays \$1,200 a year for a project management software called OnStrategy. This software is supposed to be used by all committees to track the coordination and implementation progress of the strategic plan. A webinar was held by the National office on the use of this software unfortunately, this software is still being underutilized. I encourage all committee Chairs to use this tool so we can better plan and coordinate time, effort and resources for new initiatives. Should you like additional training please contact the National office.



The AVA recently purchased Charityproud, a cloud-based fundraising software. The annual cost is \$1,800 for up to 5,000 records. This software was recommended by the Fund Development Committee and will be ready to use just in time for the Big Give! Samanta, AVA Communications Specialist, will be the administrator.

## II. FINANCE (Unaudited Report)

### Proposed Midyear Budget Modification

The 2017-2018 proposed budget modification is included in the NEC packet. Figures were calculated based on year to date numbers through December 2017. Unaudited midyear numbers reflect an increase in participation fees for traditional events. With the exception of NEC travel, all expenses are in line with the budget.

**I recommend the NEC approve the midyear budget modifications to increase participation revenues for traditional events by \$10,000 and increase expenses for NEC travel by \$10,000.**

The increase in travel is needed to support the June 2018 NEC meeting. Additional NEC travel funds were expended this year to support the travel of Deputy Directors and Committee Chairs to the NEC Training and Orientation in August. *Please refer to NEC packet attachment 5(d)-2.*

### Account Balances as of 12.31.2017:

Savings Account	\$82,708.00
Specialties Account	\$6,600.00 (credit card account)
Operational Account	\$18,737.00
Convention Account	\$843.00
AVA Investments Account Value as of November 2017 = \$834,916.49	
(This amount does not include the December withdraw of \$100,000.00)	

### Annual Audit and Tax Returns

The AVA's audited financial statements have been completed by Armstrong, Vaughan and Associates. The report was emailed to all NEC members on December 18, 2017. A hard copy of the audited financial statements will be distributed during the January 2018 NEC meeting. The tax returns are expected to be completed by the end of January. An extension was filed until February 15, 2018.

**The total cost for preparation of the taxes is \$2,800. Total cost for audit is \$10,00.**

### AVA Analysis of Club Dues

Other than functional services like customer service, website maintenance, supplies, and postage, which are not included below, the AVA provide the following core benefits for its clubs:

1. General Liability Insurance      \$38,297 = \$167.00 per club
  2. IVV Dues      \$3,278 = \$14.00 per club
  3. The TAW      \$5,750 = \$25.00 per club
- (Each club gets mailed 1 copy of the TAW six times a year.)

These core club benefits cost the AVA **\$47,325** annually. If you divide this number by 230 clubs it equates to \$206.00 per club. Clubs currently pay an annual due of \$100 minus the \$50 discount equals \$50 for approximately 200 clubs and \$100 for approximately 30 clubs who did not host a Traditional event.

**I recommend the NEC open discussion on club dues and any impact an increase might have on AVA clubs.**



### **AVA Analysis of Traditional Events \$50.00 Incentive Policy**

**Background:** A motion was passed during the August 2013 NEC meeting to increase club dues to \$100 and then discount/credit clubs \$50 against their club dues when a traditional event was completed within the **Fiscal Year**. During the October 2014 NEC meeting President Dennis Michele instructed Candace Purcell, AVA Finance Manager, to bill clubs \$50 (in club dues) at the beginning of the fiscal year and if no traditional event was sanctioned within the fiscal year the club would be invoiced an additional \$50.

A study of the AVA's policy to credit clubs who host a Traditional event within the calendar year \$50.00 against their annual dues reveals the following over the 3-year period of this policy:

- 56 unduplicated clubs did not host a Traditional event over a 3-year period and were billed a \$50.00 fee
- Of the 56 unduplicated clubs billed over 3 years 11 clubs deactivated
- Of the 56 unduplicated clubs billed 11 clubs had less than a \$500 bank balance
- Of the 56 unduplicated clubs billed 34 clubs had 10 or less members
- Of the 56 unduplicated clubs billed 5 clubs had a combined total of 41 YRES
- A total of 33 clubs were billed in year one, 36 clubs were billed in year two and 33 clubs were billed in year three.

The study reveals that out of 230 AVA clubs between 33-36 clubs did not host a Traditional event annually. Currently the AVA invoices only the 33-36 clubs that do not host a traditional event. This operational procedure was set in place to save the AVA overhead costs of having to invoice 230 clubs an annual club due of \$100 then back out/credit 230 clubs \$50. It is more cost effective to invoice 30 clubs one time vs invoicing and crediting 200 clubs (2 times). Furthermore, Traditional events are scheduled on a calendar year which means clubs could be invoiced in one fiscal year then credited in the subsequent fiscal year. Again, it is not cost effective or good accounting procedure to make adjustments for 230 clubs at the end of each fiscal year.

**I recommend the NEC rescind the \$50 Incentive Policy for hosting a Traditional event and instead have the Club Development and Support Committee make a recommendation how clubs who are not hosting a traditional event can better be supported.**

*If this policy is rescinded the NEC will have to determine how it impacts club dues.*

For more information refer to the Supplemental Information Attachment, Traditional Event \$50 Fee (Incentive) Study and the email attachment, AVA Raw Analysis of "No Traditional Event" Study.

### **Update on Per Participant Sanction Fee (PPSF)**

As of July 1 – December 31, 2017, a total of 28 clubs sanctioned 135 events as a PPSF. The total number of participants is 740. Revenues generated from these events during the time period of July 1 – December 31, 2017 are **\$740**. Had these events been sanctioned in the traditional way the sanction fees generated would have been **\$3,580**. The *average* number of participants per event equates to 5. The participant breakdown for PPSF events during this time frame is as follows:

- 110 Events with 10 or fewer participants
- 18 Events with 11-20 participants
- 7 Events with more than 21 participants



## Update on 401K Invest in Your Health Program

As of January 4, 2018, 199 individuals have registered for this program.

Revenues from paid registrations	\$3,582	(\$18.00 per person)
<u>Revenues from sponsorships</u>	<u>\$4,000</u>	
Total Program Revenues	\$7,582	

Expense to Walker Tracker for setup fee	\$1,000	
<u>Expense to Walker Tracker for 199 users</u>	<u>\$5,376</u>	(\$28/150 then \$24/all additional)
Total Program Expenses	\$6,376	

### III. FUND DEVELOPMENT

The solicitation of grant funding continues to be a challenge primarily because the AVA does not have a history of receiving funding from outside sources and still lacks the hard data that demonstrates the impact of the work of our clubs. The following two grants were submitted last quarter:

- 1 America Walks - \$1,500 – To increase event participation (Declined)
- 2 Robert Woods Johnson Foundation (RWJF) - \$432,538 – “Never Walk Alone” is a pilot proposal to address Social Isolation by walking with an AVA club. (Pending)

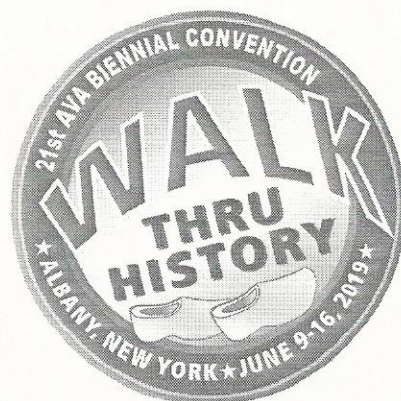
If the RWJF grant is funded it will support the deployment of six Public Ally AmeriCorp interns in six AVA regions for twenty months to support the AVA with the planning, and coordination of club events and event outreach to the targeted groups of military veterans, at-risk youth and single parents. *Special thanks to Susan Medlin and Susan Ives for their support with this proposal.* The AVA also partnered with the *Paws and Effect Inc.* organization on the RWJF grant in a separate grant application submitted by the organization to support outreach at AVA club events.

The *Big Give* committee continues to plan for our Annual Individual Donor Campaign. Committee members include Nancy Wittenberg, Susan Medlin, Phyllis Olson, Charlotte Phillips, Hector Hernandez, Samanta Sanchez, and Henry Rosales. Although the actual 24-hour online day of giving is **March 22, 2018**, individuals can begin making contributions online as early as March 15, 2018. Contributions by check can be mailed to the AVA beginning January 1 – April 30, 2018. The goal for this year is to raise a match of \$20,000 and \$50,000 from individual donors and clubs for a grand total of **\$70,000!** AVA National Vice-President, Nancy Wittenberg has jump started the match fund with a generous contribution of \$10,000. The AVA does not need to register in the State of Texas to solicit charitable contributions in Texas however the AVA might need to register in other States where the AVA solicits and receives “sizeable” contributions. This issue is currently being researched and discussed within the Fund Development & Big Give Committees for a recommendation.

RESPECTFULLY SUBMITTED:

**Henry J. Rosales**  
**Executive Director**

January 4, 2018







## AVA Per Participant Sanction Fee (PPSF)

### Snapshot

Reporting Period April 1, 2017 – September 30, 2017 (10 hours+ time spent)

The purpose of the PPSF is to support events which regularly have insufficient paying participants to support the current sanction fee for such events.

A total of 23 clubs sanctioned 86 events as a PPSF during April 1-September 30, 2017

**Total PPSF Participant Count = 1,067**

- 912 IVV Credit Walkers
- 155 Other Walkers

**Total PPSF Participant Revenues = \$2,207**

- 912 IVV Credit Walkers x \$2.25/ea = 2,052
- 155 Other Walkers x \$1.00 /ea = \$155

**Grand Total PPSF Revenues = \$2,207**

**Total Number of Different PPSF Events = 86**

- 76 Walking Events
- 4 Seasonal Walks
- 5 Bike/1 Swim
  - 46 Events with 10 or fewer participants
  - 29 Events with 11-20 participants
  - 11 Events with more than 21 participants

#### **BY THE NUMBERS:**

1 club had a bank balance of \$30,161 during the time the event was sanctioned

1 club had a bank balance of \$10,689 during the time the event was sanctioned

1 club had a bank balance of under \$1,000 during the time the event was sanctioned

20 clubs had an *average* bank balance of \$4,745 during the time the event was sanctioned

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#### ***Had These Events Been Sanctioned in the Traditional Way:***

- 76 Sanctioned events @ \$30.00/ea = \$2,280

- 4 Sanctioned events @ \$25.00/ea = \$100
- 6 Sanctioned events @ \$20.00/ea = \$120

**Total Traditional Sanction Fees = \$2,500**

**+ (Plus Traditional Participant Fees)**

- 912 IVV Credit Walkers x \$1.25 = \$1,140
- 155 Other Walkers No Charge = \$0

**Total Traditional Participant Fees = \$1,140**

**Grand Total Revenues From *Traditional Sanctioning* = \$3,640**

**Net Loss/Gain (\$1,433.00)**

**A total number of 28 clubs have sanctioned 107 PPSF events for 2018**

# AVA RAW ANALYSIS OF "NO TRADITIONAL EVENT" STUDY

There were 56 different clubs billed over the three year period -July 1, 2014 thru June 30, 2017

First Year July 1, 2014 thru June 30, 2015:

33 clubs billed-----\$1,650.

5 clubs deactivated before second billing

Second Year July 1, 2015 thru June 30, 2016

36 clubs billed-----\$1,800.

5 clubs deactivated after second billing

18 clubs billed second time

Third Year July 1, 2015 thru June 30, 2017

33 clubs billed-----\$1,650.

1 club deactivated after third billing

12 clubs billed for the third time

Total billed for 56 unduplicated clubs over the three years-----\$5,100.

11 clubs deactivated over the three year period

Of the 56 clubs billed, 10 are other than AVA nonprofit clubs

Of the 56 clubs billed:

14 clubs were only billed once (and not deactivated)

21 clubs were billed twice (and not deactivated)

10 clubs were billed all three years (and not deactivated)

11 clubs were deactivated over the three year period

11 clubs has less than \$500. bank balance

23 clubs has less than \$1000. Bank balance

32 clubs has less than \$2,000 average bank balance

14 clubs has more than \$2,000 average bank balance

34 clubs with 10 or less members

21 of 34 clubs with 5 or less members

22 clubs with more than 10 members

07 clubs had 0 YRES during the three year period

30 clubs had 1 to 5 YRES in 2017

The following 12 clubs have "Value Added" due to number of YRES

02 clubs had 18 YRES in 2017

02 clubs had 12 YRES in 2017

01 club had 11 YRES in 2017

02 clubs had 9 YRES in 2017

02 clubs had 8 YRES in 2017

01 club had 7 YRES in 2017

02 clubs had 6 YRES in 2017



AMERICAN VOLKSSPORT ASSOCIATION, INC. (AVA)				Current Budget
BUDGET MIDYEAR PROPOSED MODIFICATIONS FY 2017-2018				
			2016-2017	2017-2018
REVENUE			ANNUAL BUDGET	AVA ANNUAL BUDGET
400-40-700	VOLKSSPORTS ASSOCIATE MEMBERS		14,934.00	40,450.00
400-50-000	CHARTER MEMBERSHIPS		300.00	300.00
401-50-000	ANNUAL DUES		11,700.00	11,700.00
410-50-400	SANCTION FEE INCOME ALL EVENTS		60,830.00	59,640.00
411-50-400	PARTICIPATION FEE INCOME-Traditional Events		58,395.00	55,000.00
412-50-400	PARTICIPATION FEE YRE/SEASONAL INCLUDED		88,643.00	78,500.00
413-30-400	E.C. EVENT FEES		100.00	100.00
414-50-400	YRE/SEASONAL QRTLY SANCTION FEES		32,320.00	37,860.00
415-50-100	ALTERNATE SANCTION FEE		294.00	500.00
420-10-300	SALES-SPLTY		25,362.00	20,362.00
423-10-100	SALES-AWARDS		100.00	100.00
424-10-200	SALES-IVV BOOKS		24,180.00	21,780.00
425-10-200	SALES-NEWWALKER PACKETS		9,610.00	9,000.00
430-10-300	SALES RETURNS AND ALLOWANCES		(50.00)	(50.00)
435-10-300	MEMBER DISCOUNTS		(8,888.00)	(7,686.00)
441-40-500	SUBSCRIPTION INCOME "TAW"		30,540.00	0.00
442-40-500	ADVERTISING INCOME "TAW"		5,000.00	5,000.00
442-70-550	ADVERTISING INCOME-WEB SITE		300.00	300.00
444-80-800	YOUTH PROGRAM INCOME		2,000.00	3,000.00
445-10-000	IN-KIND DONATIONS		1,000.00	2,000.00
446-90-700	GRANT AND SPONSORSHIP INCOME		49,000.00	30,000.00
445-10-000	ROYALTIES		100.00	100.00
452-50-400	INSURANCE CERTIFICATE - INCOME		1,800.00	1,800.00
453-20-800	CONVENTION INCOME 2017		121,711.00	0.00
455-80-800	SPECIAL PROGRAM INCOME		3,600.00	3,600.00
456-70-700	SPEC MARKETING INCOME		740.00	0.00
458-10-000	DONATIONS - UNRESTRICTED		72,000.00	60,000.00
460-10-000	DONATIONS - RESTRICTED- GIFTS		5,300.00	2,250.00
461-50-000	INCOME - OTHER		4,000.00	0.00
462-10-000	INCOME - INTEREST		100.00	100.00
463-10-000	INCOME - INVESTMENT INTEREST		15,000.00	15,000.00
464-10-300	INCOME - FREIGHT CHARGES		6,000.00	6,000.00
TOTAL REVENUE			636,021.00	456,706.00
COST OF SALES				
500-10-000	COST OF GOODS SOLD - NHQ-GEN			
500-10-100	COST OF GOODS SOLD - AWARDS		100.00	500.00
500-10-200	COST OF GOODS SOLD - IVV BOOKS		1,088.00	2,000.00
500-10-300	COST OF GOODS SOLD - SPECIALTY		14,203.00	14,000.00



501-10-100		COST OF GOODS SOLD - AWARDS ISSUED	4,321.00		4,500.00
501-10-200		COST OF GOODS SOLD - NEWWALKER	1,759.00		2,000.00
501-10-800		COST OF GOODS SOLD - YOUTH	-		0.00
550-10-300		SHIPPING/FREIGHT/ROUNDING	3,540.00		3,540.00
TOTAL COST OF SALES			25,011.00		26,540.00
		Deposit from Investment Account			110,000.00
GROSS PROFIT			611,010.00		540,166.00
EXPENSES					
699-10-000		SUSPENSE ACCOUNT			0.00
601-20-800		CONVENTION EXPENSE - 2019			25.00
600-50-000		BAD DEBT	60.00		200.00
601-10-000		BANK SERVICE CHARGES	148.00		2,000.00
601-10-300		CREDIT CARD SERVICE CHARGE	1,468.00		(300.00)
601-60-600		RATE EXCHANGE DIFFERENCE	(280.00)		0.00
602-20-800		CONVENTION EXPENSE - 2017	99,923.00		7,000.00
603-10-000		CONTRACT PROFESSIONAL FEES	5,000.00		28,000.00
603-40-500		TAW CONTRACT	27,368.00		1,100.00
604-10-000		EQUIPMENT MAINTENANCE	972.00		8,220.00
605-10-000		EQUIPMENT RENTAL	6,725.00		12,100.00
606-10-000		FINANCIAL SERVICES	12,100.00		0.00
607-10-000		INTEREST EXPENSE	458.00		36,250.00
607-50-400		INSURANCE - EVENT LIABILITY	36,250.00		2,400.00
608-10-000		INSURANCE - NAT HQ LIABILITY	2,065.00		3,000.00
609-10-000		LEGAL SERVICES	3,000.00		26,800.00
609-30-650		EXECUTIVE COUNCIL - TRAVEL & NEC MEETINGS	12,000.00		2,500.00
610-10-000		OPERATIONS - MISCELLANEOUS	2,900.00		1,250.00
610-30-650		EXECUTIVE COUNCIL - SUPPLIES & POSTAGE	1,000.00		1,000.00
610-70-650		NATIONAL COMMITTEES	1,000.00		2,500.00
611-10-000		HQ MANAGEMENT EXPENSE	2,500.00		0.00
612-10-000		COMPUTER SUPPORT	2,000.00		0.00
612-70-550		WEB SITE SUPPORT	(5,105.83)		400.00
613-10-000		PUBLICATIONS	400.00		700.00
614-10-000		MEMBERSHIP DUES	700.00		600.00
616-10-000		NON-DEPREC ASSET PURCHASES	910.00		8,813.00
617-10-000		DEPRECIATION EXPENSE	8,813.00		2,500.00
620-10-000		POSTAGE NATIONAL HEADQUARTERS	3,000.00		0.00
620-30-650		POSTAGE - EXECUTIVE COUNCIL	250.00		9,000.00
620-40-500		POSTAGE - "TAW"	8,541.00		500.00
621-10-000		OFFICE REPAIR & IMPROVEMENT	500.00		1,200.00
625-50-700		PROMOTIONAL - CLUB EVENTS	4,000.00		3,700.00
626-70-700		PROMOTIONAL - MARKETING/PUBLIC RELATIONS	2,000.00		0.00
627-40-700		PROMOTIONAL - VOLKSSPORT ASSOCIATES	2,000.00		3,000.00
629-90-700		PROMOTIONAL - SPONSOR RECRUIT	3,000.00		0.00
630-70-700		PROMOTIONAL - PUBLIC RELATIONS	1,700.00		40,908.00
631-10-000		RENT - NATIONAL HEADQUARTERS	39,000.00		



632-10-100		AWARD PROGRAM EXPENSE	5,035.00		6,000.00
632-40-700		MEMBERSHIP PROGRAM EXPENSE	2,500.00		4,000.00
632-50-400		EVENT PROGRAM EXPENSE	2,743.00		4,000.00
634-10-000		SUPPLIES - NATIONAL HEADQUARTERS	4,800.00		5,000.00
635-10-000		TELEPHONE - NATIONAL HEADQUARTERS	2,436.00		4,584.00
636-10-000		STAFF DEVELOPMENT	2,550.00		2,000.00
640-30-650		TRAVEL - EXECUTIVE COUNCIL	12,000.00		0.00
642-70-700		STRATEGIC PLANNING	2,000.00		3,000.00
643-70-800		SPECIAL PROGRAMS EXPENSE	350.00		1,500.00
644-70-800		YOUTH PROGRAM EXPENSE	1,000.00		2,500.00
650-60-600		IVV DUES	3,610.00		3,610.00
651-60-600		IVV LIAISON	50.00		100.00
652-30-600		INTERNATIONAL IVV MEETINGS	3,300.00		3,000.00
653-50-400		IVV STAMPS	4,200.00		3,800.00
657-80-800		SPECIAL FUND DEVELOPMENT	2,000.00		3,000.00
660-10-000		PAYROLL TAX	21,644.00		23,000.00
661-10-000		PAYROLL BENEFITS	27,418.00		30,000.00
662-10-000		WAGES- NATIONAL HQ STAFF	224,125.00		234,825.00
TOTAL EXPENSES			608,126.17		539,285.00
NET INCOME FROM OPERATIONS			2,883.83		881.00

Capital Purchases

Stamp Machine


2 Desks

Database Development

3000

1000

6000

 Denotes an Increase in budget line amount









Fun, Fitness, Friendship

# AVA DONATIONS

Beginning August 10, 2017  
Ending December 29, 2017

6(a)

Date	Donor	Club	State	Type
8/10/17	Susan Medlin		TX	NEC Orientation
"	Chris Mellen		MA	NEC Orientation
8/15/17	Chuck Samus		TX	
"	JoAnne Cross		FL	
"	Peggy Wadsworth		PA	
"	Donna Steele		OR	
"	Mary Beth Kresnicka		AZ	
8/16/17	David J. Bonewitz		TN	NEC Orientation
"	Arthur Bacon		IL	NEC Orientation
"	Thomas R. Baltes		WA	Travel Expenses
8/28/17	Bob Morrison		WA	Travel Expenses
"	Jerry Wilson		WI	Travel Expenses
"	Carolyn Adams		VT	Travel Expenses
"	Nancy Wittenberg		WA	Travel Expenses
"	Jerry Wilson		WI	Travel Expenses
8/29/17	Joerg & Rita Braun		HI	
"	John Schmuck		IL	
"	Tamra A. Albright		ME	
9/6/17	Gloria Reedy		PA	
"	Joseph Pepia		WA	
"	Fern Jarmulnek		VA	
"	James Friedman		MD	
9/19/17	Holly Reiling		NC	
9/26/17	Karen McGehee	Oregon Trail State Volkssport Assn.	OR	401K Invest in Your Health Program
10/4/17	John McCiellan		FL	Travel Expense
10/10/17	Cathy Greutert	Evergreen State Volkssport Assn.	WA	401K Invest in Your Health Program
"	Greater Madison C & V Bureau		WI	Travel Reimbursement
"	Jacqueline McCarthy		WA	
"	Florida Volkssport Assn.		FL	Deactivated club donated remaining funds
10/11/17	Robert Zook		FL	
10/16/17	Collision and Company Inc.		GA	Mega 17 Expo Reimbursement
10/20/17	Mary Kates		TX	
"	Peggy Kugel		AK	
"	Ken & Danielle Daskam		WA	
10/24/17	Sarah Garcia	Penn Mary Walkers	PA	Deactivated club donated remaining funds
"	The K Foundation		TX	
10/30/17	Lawrence Pusateri		KY	401K Invest in Your Health Program
11/2/17	Adele Degnan		AZ	
"	Burnell Hanson		MN	
"	George & Patricia Maas		MI	
"	Barbara Esker		MD	
11/9/17	Butch & Sandy Spaulding		IA	
11/14/17	Mary Beth Kresnicka		AZ	
"	Sandra Spielman		NE	In memory of Rita Eldrige
"	Jeanne M. Miller		NE	In memory of Rita Eldrige
"	Karen Dex Johnson		NE	In memory of Rita Eldrige
"	Diane Fenlon		NE	In memory of Rita Eldrige
"	Olsen Family		IA	In memory of Rita Eldrige

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"	Robert & Ruth Stotler		NE	In memory of Rita Eldrige
"	David & Carol Johnson		NE	In memory of Rita Eldrige
11/20/17	Paul Stachour		MN	
"	Nebraska Wanderfreunde Trailblazers		NE	In memory of Rita Eldrige
11/29/17	Bonita Jonhson		MN	In memory of Rita Eldrige
11/30/17	Caryn Cox		TX	
12/7/17	Robert Smithies		TX	
12/8/17	Paul Mullen		IN	
"	Josette Bishop		FL	
"	Marjorie Varner		WA	
12/11/17	Thomas R. Baltes		WA	Travel Expense
12/12/17	Henry Knudsen		IA	
"	Kenneth & Susan Fine		NM	In honor of Henry Rosales
"	Janice Seibold Brown		GA	
"	William Ridge		PA	
"	Michael Helm		MD	
"	Marvin Baker Jr.		OR	
12/14/17	Betty Andrews		TX	
12/19/17	Thomas Baerwald	Washington DC Area Volksmarch	VA	\$200 credit for the next 10 new clubs
12/21/17	Christopher Ramsay		MO	
"	Fredric Winer		OH	
12/27/17	Mr. & Mrs. Charles Gilbert		KS	In Memory of Rita Eldrige
"	Leo Bourque		MA	
				Unrestricted Total: <b>\$3,820.05</b>
				Restricted Total: <b>\$6,807.98</b>
				In-Kind Total: <b>\$4,612.41</b>

**Attachment 8**

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

**January 2018**

**New**

02-AVA-0980 The Steel Turtles	08/31/17
02-AVA-0981 Mon Valley Trailblazers	08/31/17
**10-AVA-0982 Paws & Effect	12/22/17

**Reactivated**

**Deactivated**

10-AVA-0310 Mississippi Gulf Coast Volkswalking Club	08/23/17
10-AAA-FL Florida Volkssport Association	10/16/17
02-AVA-0972 Penn Mary Walkers	10/23/17
04-AVA-0905 Pelican Rapids CC Walking Club	12/27/17
02-AVA-0726 Nittany Nomads	12/29/17
11-AVA-0179 Sparkling City Strollers	pending 1/31/2018

\*\*Parent organization is incorporated in the state of Iowa and proposed member club will in North Carolina.

**Attachment 9**



7(a)

## 2019 CONVENTION REPORT ALBANY NY

12/20/2017

The Committee looked at the Three Billings Convention Books to see if we wanted to change the format, type of booklet, etc. All said it has worked before, let's keep it the same. We do like the idea of AVA combining their two booklets into one. We have asked our graphic artist to work on the cover for 2019, incorporating our logo.

We discussed what convention merchandise we wanted to make available besides the pins and awards. We are minimalist, so it won't be a lot of stuff. Once all chairs have a chance to weigh in on their ideas. Does AVA want volunteer shirts for their staff? How many?

Discussion regarding the Transportation Budget, making suggestions of putting out a Wish List to our Northeast Clubs to see if we can come up with donations or lending of items to cut down on costs. Hope to have this out by April from all committees to our Northeast Clubs.

Each committee is submitting their budgets. We pick one or two a month to go over to see what their needs and volunteer numbers will be for carrying out their jobs. This will help us to fine tune our final budget to AVA HQ.

Our Convention Committee worked on the AVA Sponsorship Papers to see if we wanted to keep them the same or make changes. We are making changes and will send to AVA HQ to have them printed and to start soliciting local sponsors by the end of January.

### Program Committee Report:

We are holding a Community Walk/Bike-a-thon to raise monies for our local not for profit Operation At Ease (OAE) who find/pair/train service dogs with their PTSD veterans. We will have the community participants (dogs are most welcomed) and convention attendees walk/bike our 10K walk that leads from the convention hotel. Hope to have ice cream, cotton candy, pet store booth, AVA/ESCV Empire State Capital Volkssporters booth, OAE booth for dog demonstrations for the public to see the service dogs, vendors, etc. We will compose an article for TAW advertising along with the local media tying it all in with AVA/ESCV sponsoring. This will give us a service project, get our walking club name out to the locals, give donation funds to a not for profit, etc.



#### Convention Committee:

Wednesday Evening-Meet and Greet with food nibbles. Henry Hudson will open up the event with a short talk and remain for the event so folks can ask questions or just converse.

Thursday night-2 local folk singers weaving their songs amongst the rich history of our area. Two 45 min sets with 45 min intermission for socializing and eating.

Friday night-Closing Banquet and Awards Ceremony - AVA will take the lead with obtaining a national inspirational speaker with help from the NEC. We have several local folks who would qualify if we don't get a national speaker. No entertainment, as the consensus is that folks want to talk, not dance, listen to a band on their last night. If AVA does solicit a national speaker, we would want to know as early as possible so we have ample time to get a contract with a larger venue and release publicity.

#### Workshop Committee Report:

Our theme is Walk thru History, so our workshops will reflect this. Some ideas: Erie Canal, Albany Dutch, Saratoga Springs development, Oh, My Aching Feet (podiatrist led), How to Attain & Maintain Membership thru a short power point and sharing of ideas with participants, each convention walk will have a workshop to give an overall view of what to expect and see when walking that walk, etc. AVA workshops will be generated by Chris Mellen/AVA. They will give the Workshop Com. the write up for the class and get these experienced leaders. How many workshops will AVA have so the Workshop Com. can get going with daily planning? How many workshops does AVA expect on new trends in wellness and health? We have two at this juncture.

We looked at the AVA written MOU and made comments which were sent back to AVA for their approval. Awaiting to have a signed contract with the Radisson soon so we can see the workshop rooms, make menu selections.

Discussed a Fund Raiser idea for moving Regional Directors along the Erie Canal starting in Buffalo and ending in Albany. They are carrying a canal boat load of walking shoes. Along the line of the Florida Convention having the Regional Directors in lockup with their regions paying a booty to get them out.

Lea Darling/Teresa Kennedy Co-Chairman

**Attachment 10**

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7(b)

AMERICAN VOLKSSPORT ASSOCIATION  
COMMITTEE REPORT

FOR THE \_\_\_\_\_ IT COMMITTEE \_\_\_\_\_ COMMITTEE  
FOR THE \_\_\_\_\_ JAN 2018 \_\_\_\_\_ EXECUTIVE COUNCIL MEETING  
FROM (Name): \_\_\_\_\_ CHRIS ZEGELIN \_\_\_\_\_

**ACCOMPLISHMENTS:**

The accomplishments are too many to list here. Attached is the minutes from our monthly meetings and they contain sufficient detail.

The three major areas of focus were

1. Fixes and changes to the legacy ESR to allow for new capabilities.
2. Review and correct 2018 sanctions
3. New IVV stamps

**ACTIVITIES:**

1. Continue work on Online Start Box events for 2018
2. Complete management tools for the new IVV stamps
3. MyAVA for individual volkssporters. This is where the OSB will reside
4. Participation reporting module for IVV events
5. Support AVA-C event sanctioning and participation reporting
6. Direct import of newly sanctioned events into Quickbooks
7. Direct import of event participation invoice data into Quickbooks

**CONCERNS:**

1. There is a lot of work to be done. Need to recruit more people to committee
2. Robert, our IT consultant is not very responsive. We probably do not pay him enough. Less than 50% of his regular rate.

**RECOMMENDATIONS:**

Nothing specific 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



AVA IT Committee  
Chris Zegelin  
September 27, 2017

Our regular monthly meeting is scheduled for the last Tuesday of the month at 1pm Central (AVA Headquarters) time. We use Microsoft teams to hold the conference call.

**Agenda plus minutes**

1. Chair updates

- a. Frank's ESR, talk with Henry, moving forward
  - i. Continue with current plan to re-evaluate moving forward in early February. Lot's of real fixes going into legacy ESR.
- b. 401K program... were looking for help
  - i. Had to say no... NEC meeting specifically stated that IT committee did not need to do anything.
  - ii. We need about 3 months advance notice to plan.
- c. #OptOutside... again looking for help
  - i. Had top say no... No heads up, no way to plan for 1 months worth of effort. Everything else would stall.
  - ii. Hector will try to update existing work. Less than what was requested.
  - iii. REI site is interesting in that it provides a model for the New Walker project' (see #5 below)
- d. OLSB status
  - i. Beating away at a host of little issues that have come up. The big one is bike distance insert cards.
- e. Payment service
  - i. Hector is looking at services. What we need is credit card processing. Card swipe and online with decent reporting.
- f. Committee charter



- i. Chris Z will crank this out for committee review following model described in email.
- 2. New stamps
  - a. Hector update
    - i. Laser machine is on its way.
    - ii. Rubber and adhesive foam ordered to test by Chris Z.
    - iii. Using Inkscape (free software) as graphics package. Excellent because format is SVG that can be computer generated.
  - b. Chris Z updates
    - i. Have all of the stamp images created. 1919 total as of 9/26
    - ii. Need to queue onto rubber sheets.
- 3. Renewals, Access DB, ESR
  - a. Chris M update
    - i. Continues to review renewals and new events, nearly up to date.
    - ii. Hunting for anomalies such as duplicates. ESR mistakes.
  - b. Mike update – working on Legacy ESR and Access DB to add fixes/changes that address near term issues
    - i. RD login as club feature restored
    - ii. RD NAV page feature that shows YRE's not renewed in a given year fixed but only for 2017
    - iii. Added support for PPSF and framework to support new ACE events by creating a new event data field and participant fee table for an event's "Event Category" (EvCat).
    - iv. Added feature to AVA HQ event maintenance interface to view / change an event's EvCat.
    - v. Modified existing YRE/SE and TE event participant billing MS Access reports (and supporting queries) to reflect different participant fees based on an events EvCat (either STD or PPSF for now)

- vi. Modified existing event sanctioning billing report (and supporting queries) to show RD Approval Comments and EvCat for an event to be billed.
  - vii. Added Web support (and modified supporting queries) for an RD to set/change an event's EvCat as PPSF via the existing RD Approval comments entry when RD approves an event. (No support for entering ACE events at this time.)
  - viii. New web files and supporting queries (based on existing files and supporting queries) that show the event details and the event approval status to include EvCat value. Added web submission form to my personal web page on nodegreen.com that employs new web files. (Useful to AVA HQ financial staff.)
  - ix. Created new AVA HQ report (and supporting form and query) to show events with missing participation reports for a given quarter for YRE/SE events and after a specified grace period for TE events.
4. Participation reporting project
- a. New GoDaddy web pages – my.ava.org?
    - i. This has stalled due to other work.
    - ii. This is where we will put the OLSB and other work.
5. New walker story project
- a. Home page concept
    - i. We will try a few concepts to see what we like.
    - ii. Hector has one to start process.
    - iii. Look at REI #OptOutside as a model for some of the design.
  - b. Latest news pages... Easy to update....
    - i. Need to use a non-commercial package so that we control the adds and links. There are many choices.
    - ii. Look at PHP news feed code.
6. 2019 AVA Convention pages
- a. Use CVA pages as a template

- i. Do we give the Albany team FTP access?
- ii. Chris Z to explore what is needed / acceptable
- iii. Registration pages active in Nov 2018.

7. New business

- i. None at this time

8. Next meeting will be October 24<sup>th</sup>

- i. Last Tuesday doesn't work for Oct... 24<sup>th</sup> is the day.





AVA IT Committee  
Chris Zegelin  
October 24<sup>th</sup>, 2017

7(b)-1  
cont'd

Our regular monthly meeting is scheduled for the last Tuesday of the month at 1pm Central (AVA Headquarters) time. We use Microsoft teams to hold the conference call.

### Committee Monthly Report

1. Chair updates
  - a. Frank's ESR
    - i. Mike will start evaluation. Intent is to simply understand what is there and any major deficiencies or design flaws.
  - b. #OptOutside
    - i. Hector pulled the rabbit out of the hat... it's on the web site.
  - c. OLSB status
    - i. Bike insert cards code is now complete and released. This required modifying 12 files and was a significant effort.
  - d. Payment service
    - i. This is still open. Hector is looking at services. What we need is credit card processing. Card swipe and online with decent reporting. Will continue with Paypal until there is a clear alternative.
  - e. Committee charter
    - i. Chris Z will crank this out for committee review following model described in email.
2. Mike Green report
  - a. Modified the display and email messages generated by web event participation code to address problem that some club use these messages as invoices to be paid.
    - i. Removed computation of dollars as a result of participation replaced with billing formula based on event category (PPSF or STD).
    - ii. Display and email messages were modified to indicate they are not Invoices to be paid.
    - iii. Added error check and messaging for submissions with no quarter checked off.
  - b. In response to issues discovered/raised by AVA HQ with AVA HQ entering club participation data using the MS Access application (entered participation failed to include a date). Developed
    - i. A php based login web interface on [nodegreen.com](http://nodegreen.com) (<http://nodegreen.com/ava-edit>) to support AVA HQ staff entering

- club participation using same web interface as clubs (AVA HQ staff they have supplied the expected login credentials).
- ii. Also added ability to approve events like an RD so AVA HQ set event category (PPSF or STD) via approval comments.
- c. In response to issues discovered/raised by AVA HQ with clubs entering more than one quarter of participation in a single participation submission, the plan is to modify web participation code to limit club participation submissions to one quarter at a time.
- d. Started testing new ESR system.
  - i. Created a new issue tracking spreadsheet on the Office 365 sharepoint site,  
AVABiz Documentation->ESR-Testing/ESR\_issues.xlsx
  - ii. So far I have entered 32 issues on this spreadsheet of which 29 remain open at this time.
  - iii. General opinion so far,
    - 1. The new ESR system is missing a number of features that are supported on the current ESR system mostly with being able to easily see an events approval status and the ability for SAs and RDs to determine those events still needing approval. (New ESR system appears to totally depend on emails to SAs and RDs to find and approve events.)
    - 2. Data entry for special programs and event participation way to awkward (not acceptable).
    - 3. Clubs can create club access counts but RD's and SA's cannot.
    - 4. YRE/SE event (annual) renewal interface appears to be missing.
  - iv. Requested that I be provided with sufficient info to permit me to do development in the new the system. Told this would be delayed until certain (un-specified) issues resolved with Microsoft.
  - v. Testing continuing.
- 3. System outages – This is clearly an on going problem.
  - a. #1 cause was ISP system failures, followed by the internet modem failing and being replaced.
  - b. Suspected virus on the legacy ESR, but I haven't seen the evidence of that.
  - c. Sitemeter is on our web pages and causes significant delays to web page loading. We should remove that and the Google Analytics code from those pages.
  - d. Modem upgraded to 100mbps
    - i. Personally I would not have done this... now the ESR system can be hammered twice as hard.
- 4. New GoDaddy web pages – my.ava.org
  - i. This is where we will put the OLSB and other work.



- ii. Have completed most of the account setup
  - iii. We need to discuss design concepts. I have ideas.
- 5. New stamps project
  - a. We are good to go
    - i. We have the laser and all materials
    - ii. All of the stamp images have been created.
    - iii. Laser queue software is complete with the work flow to the laser cutter software tested.
    - iv. This project was big and complex... but should need very little maintenance from here out.
    - v. ISSUE: have to run output through Inkscape to create laser software compatible files. This can be done automatically if Inkscape is loaded on the server... but no cloud hosting will allow it unless we have an account with root access. Expensive.. We need a solution.
- 6. Chris Z visit to HQ – Oct 31 to Nov 4
  - a. Will work with Hector to make sure we can produce stamps
  - b. Review design requirements for new participation report module with HQ staff.
  - c. Spend the time to understand and document the work flow for membership and awards. The membership work flow is important for the membership committee to know.
- 7. Participation reporting project
  - a. Design requirements are written pending reviews.
  - b. A lot there but nothing very difficult. It's three web pages. One to enter the data, and then a management page for HQ, and an exception report page for HQ, RDs and State organizations.
- 8. New walker story project
  - a. This need input from membership committee
    - i. Expect them to create most of the text... we need their buy in.
  - b. Home page concept
    - i. We will try a few concepts to see what we like.
    - ii. Hector has one to start process.
    - iii. Look at REI #OptOutside as a model for some of the design.
- 9. Latest news pages... Easy to update....STATUS: On hold
  - i. Not an official project yet
  - ii. Need to use a non-commercial package so that we control the adds and links. There are many choices.
  - iii. Look at PHP news feed code.
- 10. 2019 AVA Convention pages STATUS: No update
  - a. Use CVA pages as a template
    - i. Do we give the Albany team FTP access?
    - ii. Chris Z to explore what is needed / acceptable
    - iii. Registration pages active in Nov 2018.

11. New business

- i. Need a better way to get sanction info from the legacy server to the other system modules in a more timely manner. This may require work on the legacy server.

12. Next meeting will be November 28<sup>th</sup>





AVA IT Committee  
Chris Zegelin  
November 28<sup>th</sup>, 2017

7(b)-1  
cont'd

Our regular monthly meeting is scheduled for the last Tuesday of the month at 1pm Central (AVA Headquarters) time. We use Microsoft teams to hold the conference call.

### Committee Monthly Report

1. Chair updates
  - a. Frank's ESR
    - i. Mike has made significant progress. The evaluation so far has shown a number of show stopper issues, with a list of 50 bugs/issues. Frank has not provided any indication of when or how these issues will be addressed. We are left with little or no confidence that this work can be completed or corrected to be usable in a timely manner.
  - b. OLSB status
    - i. Working well except needed an interface for RDs to help with their clubs. This effort is nearly complete.
  - c. Payment service
    - i. This is still open. Hector is looking at services. What we need is credit card processing. Card swipe and online with decent reporting. Will continue with Paypal until there is a clear alternative.
  - d. Committee charter
    - i. Chris Z will crank this out for committee review following model described in email.
2. Mike Green report
  - a. Button on RD Nav page to display club missing financial data and officer updates modified to
    - i. Also display missing e-card reports and
    - ii. Display clubs with missing updates in the current calendar year (instead of those more than year old). This means in Jan 2018 all clubs will be shown in this report as missing updates. Need to educate RDs concerning this change.
  - b. Added a new button to the "ava-edit" page for AVA HQ staff to display the same missing financial updates report for a specified region.
  - c. As per request by Chris Z., implemented a scheme to log all web activity wherein an ESR event is created, modified, approved/disapproved, or cancelled and provide a web interface to fetch this data after a specified date.

- i. Created new table, EvChgs, in ESR events db to contain records of event changes.
  - ii. Created new subroutine in the asp file, ava\_connect.asp to add time-stamped records to EvChgs table indicating the effected event and the action causing the change.
  - iii. Modified 8 different asp files to support logging of the following event actions: clubEdit, rdEdit, saEdit, clubCreate, saApproveyes, saApproveno, rdApproveyes, rdApproveno, saDelete, and rdDelete.
  - iv. Created a new asp file, get\_evchgs.asp, to allow fetching the records from the EvChgs table after a specified date. For example:  
[http://clubs.ava.org/gen3/esr/get\\_evchgs.asp?after=20171101](http://clubs.ava.org/gen3/esr/get_evchgs.asp?after=20171101)
  - v. Tested logging for all supported actions and the operation of the web interface to fetch the logged data.
- d. Near term Open issues to be addressed
  - i. Prevent submission of data of multiple quarters of participation data a one time since this feature does not seem to work as expected.
  - ii. Fix issue which causes SPF failures for emails sent out after a club has entered participation data that most likely results in those emails being marked as Spam or blocked by some ISPs.
  - iii. Confirm that mail sent from my.ava.org from avahq@ava.org works without SPF failures.
  - iv. Block the possibility of multiple submits which creates unwanted duplicates of events with different/consecutive event numbers when a club first creates a new event.
  - v. Remove cancelled (deleted) events from the current active database of events.
  - vi. Comment out Sitemeter and Google Analytics code from ESR webpages
- e. Mid term Issues to be addressed
  - i. Add support in the AVA HQ MS Access report of "newly sanctioned events to be billed" to generate an appropriately formatted file containing sanction fee billing data for direct import into Quicken.
    - 1. Note: RD sponsored and PPSF events have no event sanctioning fee.
    - 2. Need a license for Quicken, a copy of the club account setup in Quicken, and some guidance on the field values expected to be imported.
  - ii. Add support for ACE event provisioning to current ESR system using Event Category field value now employed to support PPSF
    - 1. Add editing of Event Category field to RD event edit page.
    - 2. Display Event Category in RD, SA, and Club list of events.
    - 3. Display Event Category in RD approval of event.



4. Allow club to set event category in creation of event (but do not allow editing by club).
  5. Assuming handling of ACE event category participation/billing will be handled by Chris Z.'s new participation module.
  6. Modify club event creation/editing for an ACE Youth event to permit limited data about the event to be entered.
  7. Assure all ACE event types force club to enter 0 for requested number of stamps.
3. Chris Mellen has completed the review of the 2018 sanctions. This is a significant yearly task that helps keep our event database accurate.
4. System outages – This is clearly an on going problem.
  - a. #1 cause was ISP system failures, followed by the internet modem failing and being replaced.
  - b. Two viruses were found on the legacy server. Both effected system performance, but otherwise did no damage. Robert removed them and upgraded the OS software.
5. New GoDaddy web pages – my.ava.org
  - i. This is where we will put the OLSB and other work.
  - ii. Have completed the account setup.
  - iii. Have a working CSS and two pages completed to flush out the basics of the design.
6. New stamps project
  - a. We are good to go
    - i. We have the laser and all materials
    - ii. All of the stamp images have been created.
    - iii. Laser queue software is complete with the work flow to the laser cutter software tested.
    - iv. ISSUE: have to run output through Inkscape to create laser software compatible files. This can be done automatically if Inkscape is loaded on the server... but no cloud hosting will allow it unless we have an account with root access. Expensive.. We need a solution.
  - b. Running into problems with the laser cutter. The X motor has to be replaced, and the belt is loose. Hector is able to do the install. The parts are under warranty.
7. Chris Z visit to HQ – Oct 31 to Nov 4
  - a. Successful visit. Worked with Hector to solve many of the problems facing us.
  - b. Reviewed design requirements for new participation report module with HQ staff.
  - c. Spent time to understand and document the work flow for membership and awards. The membership work flow is important for the membership committee to know.

8. Participation reporting project
  - a. Design requirements are written and the reviews are complete.
  - b. A lot there but nothing very difficult. It's three web pages. One to enter the data, and then a management page for HQ, and an exception report page for HQ, RDs and State organizations.
9. New walker story project
  - a. This need input from membership committee
    - i. Expect them to create most of the text... we need their buy in.
  - b. Home page concept
    - i. We will try a few concepts to see what we like.
    - ii. Hector has one to start process.
    - iii. Look at REI #OptOutside as a model for some of the design.
10. Latest news pages... Easy to update....STATUS: On hold
  - i. Not an official project yet
  - ii. Need to use a non-commercial package so that we control the adds and links. There are many choices.
  - iii. Look at PHP news feed code.
11. 2019 AVA Convention pages STATUS: No update
  - a. Use CVA pages as a template
    - i. Do we give the Albany team FTP access?
    - ii. Chris Z to explore what is needed / acceptable
    - iii. Registration pages active in Nov 2018.
12. Next meeting will be December 26<sup>th</sup>, but may be rescheduled.



7(b)-1  
Cont'd

AVA IT Projects Completed 8/2017 through 12/2017						
#	Project	Action	Type	Location	File	Comment
1	RD login and create events like a club					
		M	ASP	ava-www1: gen3/esr	ava_login.asp	
2	RD Nav Page - View Un-renewed YREs fails					
		M	Query	ava-dc2: evdata accdb	yres_not_renewed	Fixed for 2017 only
3	Add Event Category (like PPSF) and add field to HQ Interface to change Event Category field for an event					
		M	Table	ava-dc2: evdata accdb	cal	Added new column for Event Category
		C	Table	ava-dc2: evdata accdb	evCats	New table defining Event Categories
		M	Form	ava-dc1:AVA_APP accdb	fmr_event_entry	Support for AVA HQ view/edit of EvCat
4	Change YRE/SE Quarterly Billing report to support PPSF					
		CpyM	Query	ava-dc1:AVA_APP accdb	qrptQuarterlyEvents2	
		CpyM	Query	ava-dc1:AVA_APP accdb	qrptQuarterlyEventsNotBilled2	
		CpyM	Form	ava-dc1:AVA_APP accdb	fmrEventBilling2	
		CpyM	Report	ava-dc1:AVA_APP accdb	rptEventBilling2	
5	Change TE Billing report to support PPSF					
		CpyM	Query	ava-dc1:AVA_APP accdb	qrptERSInvoicePending2	
		CpyM	Query	ava-dc1:AVA_APP accdb	qrptERSInvoiceUpdate2	
		CpyM	Form	ava-dc1:AVA_APP accdb	fmrEventBilling2	
		CpyM	Report	ava-dc1:AVA_APP accdb	rptESRBilling2	
6	Create new Participation Not Submitted Report for TE and YRE/SE (Requested by AVA HQ Staff)					
		C	Query	ava-dc1:AVA_APP accdb	qrptEventsNotSubmitted	
		C	Form	ava-dc1:AVA_APP accdb	fmrEventsNotSubmitted	
		C	Report	ava-dc1:AVA_APP accdb	rptEventsNotSubmitted	
7	Revised/New Event Details webpage to include #Stamps and Event (Requested by Chris Z.)					
		CpyM	ASP	ava-www1: gen3/data	event_details_mcg.asp	
		CpyM	Query	ava-dc2: evdata accdb	web_events_mcg	
8	Revised/New Event Approval Status webpage to include Event Category					
		CpyM	ASP	ava-www1: gen3/esr/clubs	esr_approval_history_mcg.asp	
		CpyM	Query	ava-dc2: evdata accdb	web_approvals_mcg	

### AVA IT Projects Completed 8/2017 through 12/2017

#	Project	Action	Type	Location	File	Comment
9	Revised RD Approval page to detect "PPSF" in approval comments and populates Event Category (PPSF or STD)					
		M	ASP	ava-www1: gen3/esr/regions	up_esr_reg.asp	
10	Revised/New Event Participation Status for viewing as Read Only.					
		CpyM	ASP	ava-www1: gen3/esr/clubs	event_participation_mcg.asp	
11	Change Event Participation submission webpage so that email and displayed page after submission just display billing formula EvCat dependent					
		M	ASP	ava-www1: gen3/esr/clubs	event_participation.asp	
12	Create AVA-Edit webpage on nodegreen.com to support for an entered event ID:					
	1) Display event data: Approval Status with event category, Event details with event category, and Entered Participation Data.					
	2) Enter event date: Participation Data and RD Approval (to enter "PPSF" into comment)					
		C	PHP	nodegreen.com: ava-edit	index.php	Support login by "avahq"
		C	PHP	nodegreen.com: ava-edit	user_dashboard.php	Display/Enter Event Data, login required)
		C	PHP	nodegreen.com: ava-edit	logout.php	
		C	PHP	nodegreen.com: ava-edit	function.php	
		C	CSS	nodegreen.com: ava-edit	styles.ccs	
13	Missing Financial and Officer Updates changed to those items not updated in the current year from what was items more than a year old.					
		M	Query	ava-dc2: evdata.accdb	qrptMissingFinancial	
		M	Query	ava-dc2: evdata.accdb	qrptMissingOfficers	
14	Added Missing IRS (E-Card) Updates to State and RD missing updates report					
		C	Query	ava-dc2: evdata.accdb	qrptMissingIrs	
		C	Query	ava-dc2: evdata.accdb	qsellRSDatesIrsLast	
		M	ASP	ava-www1: gen3/esr/	missing_daies.asp	
		M	ASP	ava-www1: gen3/esr/states	Alerts.asp	
		M	ASP	ava-www1: gen3/esr/regions	Alerts.asp	
15	Add Region missing reports capability to "ava-edit" page to allow AVA HQ staff to see same missing updates report as RDs.					
		M	PHP	nodegreen.com: ava-edit	user_dashboard.php	
16	Update Form 900A to make row heights fill up page (allowing room for use of address labels).					
		CpyM	DOC	ava-dc1: data\FORMS\fillable \Form_900A\Previous	AVA_Form_900A_revised_11-5-2017.doc	
		Cpy	PDF	ava.org/var/www/html /Clubs_Only	AVA_Form_900A_revised_11-5-2017.pdf	



### AVA IT Projects Completed 8/2017 through 12/2017

#	Project	Action	Type	Location	File	Comment
17	Provide a new web accessible feature for a remote system to determine what events have had content changes, approved, or have been deleted.					
	Modify event changing asp files to write to EvChgs table					
		C	Table	ava-dc2: evdata.acddb	EvChgs	
		M	ASP	ava-www1: gen3/esr/includes	ava-connect.asp	new subroutine to add records to EvChgs
		M	ASP	ava-www1: gen3/esr/clubs	up_esr.asp	call RecordEvtChg(seventid, "clubEdit")
		M	ASP	ava-www1: gen3/esr/regions	up_esr2.asp	call RecordEvtChg(seventid, "rdEdit")
		M	ASP	ava-www1: gen3/esr/states	up_esr2.asp	call RecordEvtChg(seventid, "saEdit")
		M	ASP	ava-www1: gen3/esr/	up_esr_entry2.asp	call RecordEvtChg(seventid, "clubCreate")
		M	ASP	ava-www1: gen3/esr/regions	delete_esr_confirmation.asp	call RecordEvtChg(seventid, "rdDelete")
		M	ASP	ava-www1: gen3/esr/states	delete_esr_confirmation.asp	call RecordEvtChg(seventid, "saDelete")
		M	ASP	ava-www1: gen3/esr/regions	up_esr_state.asp	call RecordEvtChg(seventid, "saApproveyes")
		M	ASP	ava-www1: gen3/esr/states	up_esr_region.asp	call RecordEvtChg(seventid, "saApproveno")
		M	ASP	ava-www1: gen3/esr/states	up_esr_region.asp	call RecordEvtChg(seventid, "rdApproveyes")
		M	ASP	ava-www1: gen3/esr/states	up_esr_region.asp	call RecordEvtChg(seventid, "rdApproveno")
18	Create new asp file to read event change records on or after a specified date.					
		C	ASP	ava-www1: gen3/esr/	get_evchgs.asp	Usage: http://clubs.ava.org/gen3/esr/get_evchgs.asp?after=20171101
19	SA approval does not support changing approval or submitting just a comment properly (no support for updating/changing approval)					
		M	ASP	ava-www1: gen3/esr/states	esr_detail_report.asp	Changed to only allow SA Approval submissions with approval=yes
20	Deny creating a new Event when a region has not been selected.					
		M	ASP	ava-www1: gen3/esr/	esr_entry_form.asp	Disallowed region='XX' indicating no region selected