

Minutes

AVA Board of Directors (BOD) Special Meeting
February 9, 2022

1. Meeting called to order on Teams at 6:06pm CST by Chair Nancy Wittenberg.
2. All officers, Regional Directors (RD), and Member-at-Large Ben McDonald were present. Representing the National Office (NO) were Henry Rosales, AVA CEO and President; Erin Grosso, Finance Director; Marian DeVaul, Accounting Specialist; and Hector Hernandez, Information Technology Specialist. Also participating were Deputy Regional Directors (DRD) from Atlantic, Mid-America, North Central, Northwest, Southeast, and Southwest Regions. In addition, there was participation from several committees: IT: Mike Green (Chair) and Chris Zegelin; Olympiad: Holly Pelking (Co-Chair), Jerry Wilson, and David Bonewitz; and Nominating: Chris Mellen (Chair). Guests included Kimberly Bradley, President of Ridgewalkers Walking Club, AVA 0609; and Leslie Stone, Treasurer of Happy Wanderers, AVA 0717. A quorum was declared.
3. Agenda (Attachment 1). AT RD moved to approve. MA RD seconded. Approved.
4. Minutes from January 12 Special Board Meeting. PA RD moved to accept. SE RD seconded. Approved.
5. CEO Report.
 - a. Henry Rosales stated that two clubs have requested to deactivate: River City Ramblers (AVA 458) and Shasta Sundial Strollers (AVA 932). **Motion:** MA RD moved to accept the requests for deactivation. NW RD seconded. **Approved** on voice vote.
 - b. Henry reported that the investment account was holding stable and that sustained giving had increased.
 - c. New and sustained partnerships: Element 3 Health (E3H) activity in the updated program has shown better numbers than the traditional numbers stated two years ago. Chair Wittenberg noted that many people in the Northwest Region use United Healthcare, which is the provider E3H is working with.
 - d. Henry reported a new partnership with an African safari tour company.
 - e. The NO continues to work toward diversification of revenues beyond participation fees.

6. Preliminary Year End Report

Finance Chair Ed McCabe delivered Erin Grosso's results. Ed noted that the budget has been modified since the Board last considered it to minimize loss, and the current budget is significantly pared down. He concluded that the organization needed to continue to seek ways to increase revenue and recommended the Board revisit the budget in the May meeting.

7. Reports of Officers

a. Chair – Nancy Wittenberg participated in committees and wrote job descriptions. In addition, she presented the Nominating Committee Charter (Attachment 2) for approval. She noted the Nominating Committee has responsibilities beyond immediate elections. The Committee also looks at the pipeline of potential future officers and committee members. For example, AVA needs an investment committee, and the Nominating Committee could look for talent that would work on this committee. Henry will send Bobbi Bilnoski's "talent" list from the August 2021 in-person Board meeting.

Motion: NC RD moved to approve the Nominating Committee Charter. MA RD seconded. Discussion: none. **Approved** on voice vote.

b. Secretary – Cecilia Miner - none

c. Finance Chair – Ed McCabe - none other than earlier finance report

d. Vice Chair – Susan Medlin - no report

8. Reports of Board Standing Committees

a. Report of Governance Committee – Steve Sandridge, Chair - see report at Attachment 3. Chair Wittenberg will provide an additional piece for the BOD Handbook.

b. Report of Awards Committee – Carl Cordes, Chair - None this time

c. Report of Nominating Committee – Chris Mellen, Chair. In addition to his report at Attachment 4, Chris coordinated with Tom Jackson, the former committee chair, who forwarded information to Chris to tailor for the future. Chris will provide a more detailed report for the next meeting. He plans to seek a committee member with AVA experience from each region. Chair Wittenberg asked that regions submit names of potential committee members and also recommended an entry in the next Checkpoint.

9. Reports of Operational Committees

a. Standards and Evaluation Committee (Operational Policies) – Wayne Knapp, Chair See report at Attachment 5.

b. Olympiad Committee Report and Olympiad Discussion – Holly Pelking, Co-Chair. Report is at Attachment 6. Additional information follows.

The Committee had to reevaluate after the expected hosting company pulled out. The Committee believes strongly that the event should go forward working with the International Marching League (IML) to provide eight full days of walking with no trails repeated. All events will be IVV sanctioned. Although travel remains precarious right now, it is apparent things are opening up.

The Olympiad budget has been reworked to account for lack of help from the expected source, but AVA may be able to contract some portions, such as volunteers. The Committee will need \$100,000 in seed money for AVA, which may be a secured loan. This money is needed for up-front costs, such as deposits, IVV dues, etc., and cannot come from the AVA budget.

Motion: Olympiad Committee Co-Chair Holly Pelking made the motion that the Board approve the Olympiad to be held in February 2023 in San Antonio, TX. Coming from committee, the motion required no second.

Discussion:

The Committee added additional information with participation targets by region needed to ensure success. Holly reported that there are already 100 people from Canada looking for hotel rooms, and she expects participation from other countries as travel conditions approved. Jeff Giddings (AT RD) said last AVA Convention had about 600 participants total.

RM RD asked what the minimum number of participants would be for AVA to break even. The answer was not immediately available, since the committee would use the target numbers to determine the size of venues needed to keep costs balanced.

Henry presented a potential event budget from the Marketing and Public Relations Committee resulting from consultation with Elisabeth Wittenberg and Pat Jewett. The current budget shows a slight profit and is subject to reevaluation and modification as circumstances change.

Wayne Knapp, NE RD, asked several questions.

1. Prior to this meeting, the Committee was concerned about a potential split decision by the Board. Why? Holly responded that the Olympiad needs backing by all regions. Chair Wittenberg added that regardless of the vote, the Board speaks with one voice.
2. The Arlington venue was considered at one point. Could it be reconsidered for October 2023? Holly answered that in 2017 the committee precursor discovered that

Arlington cannot scale up. It works fine for a few hundred people but not for 1000+. In addition, the outdoor eating opportunities are more available in San Antonio.

3. Will there be money from Texas or San Antonio? Grants? How much? Henry replied that there is a line item of \$75,000 in the budget for donations/grants. AVA will likely not be able to access the state trust fund but will try. Henry will also seek local sources.

4. What is the cost of contracted volunteers? How many would be needed? Why do we need to hire a third party to supply volunteers? Henry answered that we have to look at what we can afford and will have to negotiate. This is a major event.

5. Why would it be necessary to close streets? We have not needed to close streets for AVA Conventions. Henry said at this point we don't know if we need street closures. Again, this is a major event that will have large numbers on some streets at one time.

NC RD said her major concern was a balanced budget, which has been presented. She sees a good plan and enthusiastic people on the committee.

Henry thanked everyone for considering the report. Yes, there is risk, but AVA can handle it, and this event could help AVA.

Vote: Passed on voice vote.

c. IT committee – Mike Green, Chair. See report at Attachment 7.

Adding to paragraph 3 of the report, Mike presented a demo of the new sanctioning system, moving the system from the legacy website to my.ava.org. Near the end of February, IT will shut down event approval, editing, approval for up to five days to bring the new system up for test and implementation. Members will still be able to view events and do online registrations, but clubs and RDs will not be able submit and approve new events. Mike asked that Tim Miner schedule a webinar on the new system.

10. Adjournment

Motion to adjourn came from PA RD. AT RD seconded.

Next Regular Meeting – May 11, 2022 (Electronic), unless a Special meeting or Executive Committee meeting needs to be held. The rest of the 2022 Regular Board Meetings will be August 10 and November 9.

Adjourned 8:20 CST.

Respectfully submitted,

Cecilia Miner, Ph.D.
AVA Secretary



Board of Directors Special Meeting Agenda

Wednesday, February 9, 6pm – 8pm CT via Teams

1. Call to Order
2. Roll Call of AVA Board - Secretary
3. Call for Introduction of Guests -- Chair
4. Approval of Agenda
5. Approval of Minutes of January 12th Board Meeting
6. CEO/President's Report – Henry Rosales
7. Preliminary Y/E Report – Erin Grosso
8. Reports of Officers
 - a. Chair – Nancy Wittenberg
Approval of Nominating Committee Charter
 - b. Secretary – Cecilia Miner
 - c. Finance Chair – Ed McCabe
 - i. Finance Committee Report
 - d. Vice Chair – Susan Medlin
9. Reports of Board Standing Committees
 - a. Report of Governance Committee – Steve Sandridge
 - b. Report of Awards Committee – Carl Cordes
 - c. Report of Nominating Committee – Chris Melen
10. Reports of Operational Committees
 - a. Standards and Evaluation Committee (Operational Policies) – Wayne Knapp
 - b. Olympiad Committee Report and Olympiad Discussion – Hollie Pelking
 - i. Motions re. Olympiad
 - c. IT committee – Mike Green – 20 minutes
Demo of new sanctioning system moving from Legacy to my.ava.org.
11. Adjournment
 - a. Next Regular Meeting – May 11, 2022 (Electronic)
unless a Special meeting or Executive Committee meeting needs to be held
The rest of 2022's Regular Board Meetings will be August 10 and November 9.



American Volkssport Association
NOMINATING COMMITTEE CHARTER

(Proposed 02-3-22)

Organization: The Nominating Committee shall be chaired by an Associate Member of the AVA designated by the Board Chair. The Board Chair or Committee Chair shall select other qualified AVA Associate Members to serve on the committee. No member of the Board of Directors may serve on the Nominating Committee.

Purpose of the Committee: The Committee shall recruit and present to the members of the organization nominees for the officer positions of the Board of Directors for election at the corporation's biennial meeting.

Committee Reports to: the Board of Directors and takes direction from the Bylaws and publication requirements of the AVA biennial meeting.

Staff to Committee: The President/CEO as needed.

Frequency of meetings: Meetings as required will be held electronically and called by the committee chair.

Scope of work for the Nominating Committee:

- 1) Review procedures of previous nominating committees and determine procedures for the current two year term culminating in the biennial meeting and report those procedures to the Board.
- 2) Review the strategic plan and the qualifications of current board members to determine what kind of individuals should be in leadership positions based on the direction the AVA needs to take, its strengths and weaknesses.
- 3) Develop a list of qualifications desired for each position.
- 4) Publicize the qualifications for each position and request the names of potential candidates through AVA publications and electronic media and by asking those in the regions for recommendations.
- 5) Review those currently in leadership positions within the organization, such as committee chairs, regional directors or deputy directors for potential nominees.
- 6) Find individuals within clubs and regions and outside of AVA that would be good AVA committee members.
- 7) Recommend any action to be taken in the future.
- 8) Report to the Board of Directors at its meetings.

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**AMERICAN VOLKSSPORT ASSOCIATION
COMMITTEE REPORT**

FOR THE _____ Governance _____ **COMMITTEE**

FOR THE _____ February 9, 2022 _____ **EXECUTIVE COUNCIL MEETING**

FROM (Name): _____ Steve Sandridge, Chair, 02 Feb 22 _____

ACCOMPLISHMENTS:

Board Member Handbook (major edits complete but still under review and revision)

- This document familiarizes new Board members with Board roles and responsibilities.
- The committee completed several edit iterations and updates using the current (5/16/21) Handbook as the baseline. Also included inputs from non-committee members.
- Removed several pages of information by removing unnecessary/outdated information and referring the reader to the applicable AVA Guides (Awards, Policy, Club Ops, etc.).
- Removed sample forms by referring reader to applicable AVA website location.
- Adding text to expand on non-profit board and strategic board duties and will also solicit Staff review/inputs in February.
- On track to recommend Board approving new 2022 update OOA April.

ACTIVITIES:

Reviewed current AVA Policy Manual and provided Standards & Evaluation committee several proposed edits and document structure inputs.

Committee to review Bylaws this summer to determine any needed changes along with any required legal review and/or 2023 membership vote to approve changes. Note that administrative or clerical document updates might not require membership vote (TBD).

Committee to discuss the need for AVA to develop and implement a consistent, periodic governance review schedule to ensure all key documents remain current. For example, perhaps review key documents and update/certify current every two years (even years).

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CONCERNS:

None noted for this committee.

There is a critical need for AVA to revise its Form and Document management capabilities and processes.

- Website structure (consolidate and simplify, migrate/retire legacy website forms and document links and pages, etc.).

- First step is to consolidate approved/current versions of AVA documents and forms onto a single, integrated page under the main AVA website (migrate from legacy Club and NEC locations).

- AVA also needs a restricted-access website or Office 365 document repository of editable master copies of key documents with at least some form of simple version control.

RECOMMENDATIONS:

None, for information only.

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

Print Form

Reset Form

Submit AVA Committee Report to AVA Headquarters by Email

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**AMERICAN VOLKSSPORT ASSOCIATION
COMMITTEE REPORT**

FOR THE _____ Election Committee Nominating COMMITTEE

FOR THE _____ February 9, 2022 _____ EXECUTIVE COUNCIL MEETING

FROM (Name): _____ Chris Mellen, NE Region _____

ACCOMPLISHMENTS:

As a beginning, some information regarding elections in 2023
So there is no confusion, I suggest that the term of office for the board
will be publicized as beginning on Saturday, July 1, 2023.
Nominations will be accepted from candidates who seek to be
the next national officers of the American Volkssport Assn:
America's Walking Club, president, vice president, secretary, or treasurer.
Elections will take place at the membership meeting at the host hotel
San Antonio, Texas on June 30, 2023. Successful candidates will take office
on July 1, 2023 and serve until June 30, 2025.

ACTIVITIES:

Election Guidelines for Officer Candidates will be submitted.
One complimentary bio article and one photograph will be in the TAW.
This is considered to be the nomination package. These articles will appear
in the December 2022 issue of TAW, which will be printed and released
in advance of elections on or about October 25.
A Committee will be formed by the Chairman this year attempting
to secure one person from each region.

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CONCERNS:

We all live with the word "volunteer". This country was built with a strong semblance of balance of work ethic and volunteer. {giving back}. As leaders of any organization we should make the best effort to encourage volunteering. AVA has many volunteers but a pandemic has caused our country to panic (stay home). The technology today with the many platforms can help our concerns.

RECOMMENDATIONS:

Seek out candidates for National office, State level, local officers, and Committee Chairs.....Ask.

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

Print Form

Reset Form

Submit AVA Committee Report to AVA Headquarters by Email

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**AMERICAN VOLKSSPORT ASSOCIATION
COMMITTEE REPORT**

FOR THE Standards & Evaluation COMMITTEE

FOR THE February 9, 2022 EXECUTIVE COUNCIL MEETING

FROM (Name): Wayne C. Knapp, Chair

ACCOMPLISHMENTS:

1. Identified eleven separate AVA publications found on various pages of the legacy ava.org website.
2. Determined that some publications have recently been updated, and others are works in progress.
3. Priority set for updating the AVA Policy Manual (aka "Club" Policy Manual).

ACTIVITIES:

Chair Nancy Wittenberg has asked that the AVA Policy Manual be updated. The goal is to create a current document that eliminates duplication across other publications within AVA. To that end, the document is presently undergoing collaborative editing by committee members John McClellan, Bob Buzolich, Sharon Moats, Steve Sandridge, and me. We plan to import policy items from other publications into this document, and at the same time export operational items to more appropriate AVA publications. Once completed, we anticipate having a more streamlined master AVA Policy Manual with references and links to stand-alone publications. And Chris Zegelin has confirmed that the upcoming enhanced my.ava.org website will be able to accommodate an updated AVA Policy Manual, along with tabs and sub-tabs for stand-alone publications. This is quite a wide-ranging and in-depth project that will most likely take weeks or months to complete.

**AMERICAN VOLKSSPORT ASSOCIATION
COMMITTEE REPORT**

FOR THE _____ 2023 Olympiad _____ **COMMITTEE**

FOR THE ___ February 9, 2022 _____ **EXECUTIVE COUNCIL MEETING**

FROM (Name): _____ Holly Pelking Co-Chair _____

ACCOMPLISHMENTS:

The Olympiad Committee met on February 2 and voted unanimously to recommend that AVA go forward with the 2023 Olympiad in San Antonio, in February, as planned.

After consulting IVV VP Graham Fawcett, our inquiry about a possible delay to 2025 was a non-starter. Our options are: (1) proceed as planned (2) delay dates within 2023 only (with IVV approval) (3) Withdraw. After encouraging news that several 2022 IML events had now opened up, it feels as though the tide has now turned positive with respect to the COVID pandemic and international travel.

SA Sports has declined to bid on Olympiad support at this time, so the committee is examining other options. And, the CEO is confident he can re-engage SA Sports later in 2022, for specific needs rather than the overall event.

ACTIVITIES:

Much of the activity since the last meeting was regarding the ability to hold a quality Olympiad without SA Sports' contract.

Our CEO believes we can still contract certain pieces with SA Sports, such as volunteers.

He also believes AVA will be able to apply for, and obtain, grants that SA Sports would have helped us obtain. This means more time and legwork on behalf of HQ.

Actively renegotiating space needed for Opening and Closing ceremonies of the Olympiad and working on reducing the cost to hold the event.

We are also re-setting our planning goal at 1,500 and plan to size our efforts accordingly, with contingency planning to "scale-up" if the situation continues to improve.

CONCERNS:

The committee these main concerns: .

We must have full Board of Director backing on this event.

.We must seek all monies available from city grants and sponsorships to bolster funding.

.We need at least \$100,000 seed money from AVA,

.We must determine the amount of volunteers necessary to conduct this event. A refined estimated number will be available after our tabletop exercise on 2/21. This need can be met by a combination of local AVA clubs, support from all AVA Regions, assistance from local sports organizers and/or assistance from local community partners. (CEO feels we may still possibly contract some volunteers through SA Sports))

RECOMMENDATIONS:

The Olympiad Committee unanimously voted to go forward with the current date.

Role call was taken for the vote: Committee Members present included:
Holly Pelking, Susan Medlin, David Bonewitz, Nancy Wittenberg, John McClellan, Dolores Grenier, Jerry Wilson, Carl Cordes, Jeff Giddings, Erin, CEO Henry

Absent: Elisabeth Wittenberg and Chris Zegelin

Vote: Unanimous

No Vote: Elisabeth and Chris Z

Abstain: Henry and Erin

We recommend that the Board approve holding the 2023 Olympiad in San Antonio, February 2023 as planned.

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

AVA IT Committee Report- 2/4/2022 mcg

Accomplishments (Since the 10/25/2021)

1. Record number of OSB events (Darrell N.)

- a. We have passed a new milestone. There are now more than 900 YRE/SEs in 2022 that are designated as OSB or OSB/PSB. This is nearly half of all sanctioned YRE/SEs.

2. "Fests" feature improvements for multi-day events on my.ava.org (Jeff G.)

- a. This feature provides a chronological listing of upcoming fests (multi-day event).
- b. Now clubs can add/maintain a fest by first going to their club home page, the clicking on the "Find a..." tab, then clicking on the "Multi-day Events (Fests)" button. This displays the "Create or Edit a Fest" button that when clicked allows the club to create or edit fest information, including uploading a fest brochure.
- c. A new feature supports the use of a direct link to view fest details that can distributed or used on other webpages to see a Fest's details. For example, below is the link for the upcoming AT Region Conference,

<https://my.ava.org/find-a-fest.php?name=Atlantic%20Region%20Conference>

This link is used on the my.ava.org login page,

<https://my.ava.org/login.php>

- d. If you want an event of a regional or national stature posted on the my.ava.org login page, please create a 450x100 pixel PNG file and send it with an associated link to mikeginf@gmail.com.

3. Online Registration for the 2023 IVV/TTR (Jeff G.)

- a. Uses code developed for the 2021 AVA Conference in Madison.
- b. Currently this project is 90% complete, just testing remains.

4. New my.ava.org Event Participation report (Mike G.)

- a. A much-requested feature by clubs is to support the creation of a report to display the submitted event participation for a particular year. This feature has been added to the club homepage (for now) and the Club Reports page for state associations, and regional directors.
- b. Each club/SA/RD can view participation for YRE/SEs or TEs for a given year (as far back as 2014) in 3 different formats. The 3 formats are Annual, Quarterly, and for SA/RDs ClubsInState or ClubsInRegion. The ClubsInState/ClubsInRegion provides just participation totals for each club in a state/region.
- c. This feature will soon be deployed on the AVA HQ Club Reports page with support for participation reports for all regions or a particular region.

2. New AVA HQ CSV reports and updated Club Management Privileges tutorial (Mike G.)

- a. **Anniversaries CSV** – A comma-separated-value (EXCEL compatible) file that lists club contact information for clubs (formatted to support existing mail-merge capability) for with significant Anniversaries in the current year.
- b. **Club Status CVS** – A CSV file that lists all active clubs along with clubs that have been deactivated in the current and previous year including their deactivation date.
- c. **Club Management Privileges Tutorial** – There is now only one way to obtain club management privileges for a personal my.ava.org user account as detailed in the revised tutorial.

https://my.ava.org/find-a-tutorial.php?club_management

3. CRON task to Synch new/edited events to the legacy ESR.

- a. Hopefully by the end of this month, the ability to create/edit/approve an event will be moved to my.ava.org.
- b. However, for the near-term, club entry of TE participation and YRE/SE quarterly participation will continue to be supported on the legacy system. Although access to enter participation data entry will be via a my.ava.org buttons. The ability for clubs/SAs/RDs to access their respective ESR nav pages will be removed.
- c. A new my.ava.org CRON task has been developed to run nightly to synch sufficient newly RD approved events or edited RD approved event information on my.ava.org to the legacy ESR to allow for continuation of support for participation data entry on the legacy ESR.

4. Test Privilege (Chris Z.)

- a. A new "Test" privilege has been added to my.ava.org system.
- b. A user account with this privilege will display a "TEST OFF/ON" button that displays the current test mode (default is OFF). Clicking on "TEST OFF" turns on the Test mode, while clicking on "TEST ON" turns off Test Mode.
- c. Currently a user account with test mode ON can exercise the new club feature that supports creating/editing events.
- d. Note, when this new feature is exercised, any new events are placed in a "buffer" event database (db) table that is separate from the active event table. So, this event will not appear to the club or public.
- e. In fact, the event buffer table will be cleared of all events when the new feature is deployed.

5. Support new AVA Voucher program (Mike G.)

- a. Currently this project is about 60% complete.
- b. Supports importing new E3H activities reports into the new my.ava.org voucher db table.
- c. Determines corresponding AVA user accounts based on program participant emails in E3H activities report.
- d. Computes and stores count of vouchers to be awarded for each program participant.
- e. Yet to be completed:
 - i. Support assigning a particular user account to a participants activity record when the indicated Element3 user email does not match any user account email in the my.ava.org system. (This is caused when a user has used a different email address to create the required E3H user account to report their activities.)
 - ii. Provide AVA HQ interface to conveniently transfer voucher funds into each program participant's my.ava.org user account Event Bank. Then, update voucher table when voucher funds have been transferred.

6. New Co-Insurance Requests Page for Clubs (Mike G.)

- a. Currently this project is about 30% complete.
- b. The goal is to move the current legacy ESR co-insurance feature to my.ava.org including the database of current and past requests.
- c. So far, a new data export feature has been developed on the legacy ESR to support importing of past insurance data into a new my.ava.org insurance table.
- d. Still need to create a co-insurance data entry form (similar to that on the legacy ESR) that includes
 - i. Support for editing entered data until the insurance request is sent to the Insurance company (Insurance requests are sent 3 times a week - Mon, Wed, and Fri at 4am ET.)
 - ii. Support indication that the requested insurance certificate has been sent to the club.

Activities and Plans

1. **Complete code to support new AVA Voucher program (Mike G.)**
 - a. The plan is to be ready to transfer Voucher funds to user account event banks by mid-February.
2. **Complete development of Club Interface for Insurance requests on my.ava.org (Mike G.)**
3. **Deploy TE and YRE/SE participation entry buttons on my.ava.org club interface (Mike G. and Chris Z.)**
 - a. Remove capability of clubs to go to legacy ESR nav page to enter TE participation or YRE/SE quarterly participation.
 - b. Instead add buttons to my.ava.org club interface that go to the same data entry pages on the legacy system.
4. **Complete, Test, and Deploy Creation/Editing/Approval of Events on my.ava.org. (Chris Z.)**
 - a. Includes features to copy an old event from a previous year or years past (that has not been otherwise renewed) including both YRE/SEs and TEs.
 - b. Integrates my.ava.org only event features (location, sell-it, stamp text/quantity) with legacy event data fields into a single easy to use interface.
 - c. Supports “change bars” to show what has changed when an approved event is edited.
 - d. Allows the club to change city, state, or start/end dates of an approved event; but upon submission of these changes, RD/SA approval is required.
 - e. Plan to deploy no sooner than the end of the month.
 - f. Once deployed, all event creation, editing, and approval (RD and SA) will be done on my.ava.org.
 - g. However, the legacy ESR system will still be needed to support TE participation and YRE/SE participation data entry. Event participation data will continue to be stored on the legacy ESR system although club access to participation data entry will only be via my.ava.org.
5. **Develop Club Interface for TE participation on my.ava.org (Mike G.)**
6. **Develop AVA HQ Staff interface for TE participation Billing reports on my.ava.org (Mike G.)**
 - a. Includes support of creation of Quicken import files for invoicing (similar to what was done for Event Sanctioning Billing).

Concerns

During deployment of the new Event Creation/Editing feature clubs will **NOT** be able to enter new events nor edit existing events for about 5 days. However, the users will be able to register/complete existing OSB events as well as search for and view all AVA sanctioned events on my.ava.org.

About a week before deployment, an email will be sent to all Club POCs, RDs, and Board Officers as to when the deployment will begin and the length of the “down” period. Just before deployment all RD, SA, and Club access to the legacy ESR will be disabled.

Recommendations

Either Mike Green or Chris Zegelin should do a demo of the new my.ava.org event creation/editing feature at the next monthly AVA Programs webinar (sponsored by Tim Miner). Tim should contact Mike Green as to date and logistics.