AMERICAN VOLKSSPORT ASSOCIATION
COMMITTEE REPORT

FOR THE _____Information Technology_____ COMMITTEE

FOR THE _____January 2017_____ EXECUTIVE COUNCIL MEETING

FROM (Name): _____Frank L. Sayers_____

ACCOMPLISHMENTS:

Work continues to progress on the Events portion of the new database. Status Reports attached.

Rewrote queries for Non Walking Events

Added query for 20+ km events

Attended ASP.Net MVC training, and will be moving to Angular JS as well.

The physical servers tape backup system failed. Replaced with a three terabyte disk backup system, installed by Young Consulting and Lou Hand.

Evaluating two ITIL based incident reporting, tracking and documenting systems.

ACTIVITIES:

Wrote a new query to select events identified by 'Distance ', indicating it had been sanctioned with a 20K or greater distance option.

Re-wrote the Non walking events query. Investigation pointed to some unintentional reordering of the MS Access tables, causing the complex joins to fail. Probably caused by clicking in the wrong spot with the database opened.

Traveled to San Antonio to meet face-to-face with Mike Young for discussions related to the current effort, being able to transfer the application, writing for the new public web site, writing for the convention registration.

Attended conference call with Microsoft regarding Azure options for AVA.

Applied for and was accepted for Microsoft Bizspark. This gives us a three-year development phase with $150 per month of services provided at no cost. At the end of three years some actions will need to be taken, but until then our backend compute environment will be free of cost.

ATTACHMENT #9

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CONCERNS:

Previously the migration from our physical server email server to Office 365 in the MS Cloud was completed. To insure the most compatible operation it was requested to upgrade the office computer systems to 8GB RAM and Windows 10. Money was allocated and the Executive Director directed to implement immediately. It still has not been done.

I have been advised the payments to Young Consulting Service are being inexplicably delayed. Invoices are timely submitted but not timely paid. This must be corrected.

RECOMMENDATIONS:

Upgrade computers.

Continue database development.

Pay Mike Young.

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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AVABiz Status Report – June 2016

During this period, I have been concentrating on business rules surrounding the Event approval and reporting process as well as Event workflow. In the next two weeks I intend to have all coding complete for the project. I will be concentrating on the following for Events:

- reporting
- mapping
- data migration from the legacy application

Business Rules

During this period Bill and Marie articulated business rules surrounding Events. They are:
- Events are considered Active until 31 days past the End Date of the Event
- What has been referred to as an 'After Action Report' is due within 30 days of an Event End Date. This is true for traditional Events. All Events that start with the letter 'Y' as the Event Type designation require this report within 30 days of the end of the prior quarter.

Note: There is no such thing as an After Action Report in AVABiz. Instead there is an interface that allows and requires a logged in user in the ClubAdmin role to enter Award Metrics data, provided the Event is still Active.

Details - Event ID - 20

Search :   Q

Start Date: 2016-05-01
End Date: 2016-06-15
Stamp Sent: 2016-04-04
AAR Date:
Insurance Required?: ✓

Registration Times

Add Metric   Award Metrics

Description	Count	Year	Quarter	Actions
Award	12	2016	Qtr 2	✎ 🗑
IVV Credit	36	2016	Qtr 2	✎ 🗑

Start: 08:00

Note the Start and End Date of the above Event. Because today's date (June 15, 2016) is less than the Event End Date plus 30, the Add Metric button is available, as well as the Edit and Delete buttons for the Award Metric Records. Below shows the result when the Event Start and End Date are changed to a much earlier date and as such has become InActive.

Details - Event ID - 20

Start Date: 2016-03-01
End Date: 2016-03-31
Stamp Sent: 2016-04-04
AAR Date:
Insurance Required?: ✔

Registration Times

Start: 08:00
End: 10:30
Finish by: 20:30

Geographic Information

Award Metrics

Description	Count	Year	Quarter
Award	12	2016	Qtr 2
IVV Credit	16	2016	Qtr 2

Amenities

Amenity Description
Stroller Accessible - No
Restrooms - No

Distances

Distance Description
6 KM
5 KM
45 KM

Special Programs

Special Program Description
Purple Rain
Anna Maria Island Barrier Island

Now that the End Date of the Event is more than 30 days ago, all of the command buttons to Add/Edit/Delete data have been removed. The record is locked. This is true UNLESS you are in the AVABiz 'Admin' role. In short, clubs will be unable to change data after the Event becomes InActive. Headquarters staff will.

Row Level Security

I have implemented Row Level Security in the database. RLS filters all data by ClubId, unless you are an AVABiz Administrator. When accounts are created, they must be associated with a Club that has already been established in AVABiz. A user's login account thereafter is associated with their Club and all data displayed is only related to their Club. Currently, I have implemented this RLS method only for Events, but during the next week I will implement it for all tables in the database.

What does this mean for searching for Clubs, Events and Participants? Recall that AVABiz is a AVA Headquarters business portal. It is not a system to allow general viewing of AVA data. This is left to the public web site, an application that Frank Sayers is working on. However, for the public website to access AVABiz data with RLS in place, there is a method. For example, to get a list of Events for the public website for a particular State, here is a sample SQL statement:

```
EXEC sp_set_session_context @key N'AdminId', @value 1

Select  FROM Event WHERE EventState  'FL'
```

Note the first part of the query issues a command to execute a stored procedure that sets the AdminId key value to 1. There is a field in the Events table named 'AdminId'. All values in it are set to 1. Hence, by setting a session context key/value pair, you can then access the data.

The RLS approach in practice allows us to have a multi-tenancy database and protects and partitions the data by tenant. One tenant can never access data created by another tenant.

I will be working on modifying the AVABiz interface at login to present a different look when logging in with a Club account verses that of an AVABiz administrator account. This is because RLS limits data to only the logged in user's club. Therefore, there is no need for elaborate interfaces to search for other

clubs, their participants, events or other things. Just deal with your own club data. That will require a much less complex interface, which is very easy and quick to implement.

WorkFlow

When a new Event is created an email is automatically sent to the State and Regional AVABiz account holders. Here is the rough draft of the content of the email:

American Volkssport Association

to @Michael Young

Sun, Jun 12 12:22 PM

AVA - A New Club Event Needs Approval

New Event in Your State/Region

Please click the link below to review and approve a new Event in your state/region.

American Volkssport Association - 1001 Pat Booker Road, Universal City, TX 78148

Note that I have not yet put in the link to the actual Event, but I will add that to email soon. I need guidance on whom I should use as the sender account, as well as who should receive a courtesy copy of the email. When the recipient clicks the link they will be taken to the following page, after logging in to AVABiz:

Details - Event ID - 26

Start Date: 2017 05 01
End Date: 2017-06-15
Stamp Sent: 2016-04-04
AAR Date:
Insurance Required?: ✓

Registration Times

Start: 08.00
End: 10:30
Finish by: 20:30

Geographic Information

Type: YRW
Description: Year round walk
Elevation Change: Some moderate hills or stair climbing.
Terrain: A significant part of the route is on well-groomed trails with very few obstacles
Location: City Park
Site: http://mysite.com
Event Address: 12345 Main Street
City: Indianapolis
State: IN

Search: 🔍

[Add Metric] Award Metrics

Description	Count	Year	Quarter	Action
Non-IW Credit	12	2016	Qtr 2	✏ 🗑
Award	34	2016	Qtr 2	✏ 🗑

[Add Amenity] Amenities

Amenity Description		Actions
Stroller Accessible	No	✏ 🗑
Restrooms	No	✏ 🗑

Search: 🔍

[Add Distance] Distances

Distance Description	Actions
6 KM	✏ 🗑
5 KM	✏ 🗑
45 KM	✏ 🗑

[Add Special Program] Special Programs

Special Program Description	Actions
Purple Rain	✏ 🗑
Anna Maria Island Barrier Island	✏ 🗑

[Add Event Approval] Event Approvals

Approving Officer	Position	Approved?	Actions

The State or Regional account holder would click the Add Event Approval button and complete the following:

Create Event Approval

Event Approval

Approving Officer	Marjorie Watson - State Represen... ▾
Position	State Representative
Approved?	True ▾
	Back [Save]

These emails will be created and sent automatically each time an Event record is created.

Insurance Binder Workflow

Email is also sent when a request for Insurance Binder is made. Any Event where the Insurance Required field is marked as true can have email sent to those who request an insurance binder. The interface to add an Event Binder Recipient appears on the Event Details page.

Add Binder Recipient	Event Binder Recipients		

Name	Addressee	Date Binder Sent	Actions
Watkins Sports Association	Samuel Watkins		✏ 🗑

Here you can add a record which indicates the business name, addressee and all the pertinent information that the AVA insurance company will need to send a binder to the requestor. Though a ClubAdmin or Admin AVABiz account can add these records, only an AVABiz Admin account holder can actually email the request to the insurance company. This is done through a Binder Request list, as show below:

AVA Biz

Event Binder Recipients

EventId	Recipient Name	Addressee	Date Binder Sent	Actions
20	JD Farms	John Davidson	2016-05-12	✏ ⊙ ↺ ✉ 🗑
26	JD Farms	John Davidson		✏ ⊙ ↺ ✉ 🗑
28	JD Farms	John Davidson		✏ ⊙ ↺ ✉ 🗑
35	Watkins Sports Association	Samuel Watkins		✏ ⊙ ↺ ✉ 🗑

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An Admin can click the Email icon on a row and the email will be sent to the insurance company. Here is a draft sample of the content:

AVA - Request for Insurance Binder

Binder Request

Please send binder to the following location:

Watkins Sports Association
Samuel Watkins
123 North Mountainside Drive
Sarasota, FL 34209

Please send a copy of the binder to the following additional locations:

Happy Wanderers
PO Box 290153

Port Orange, FL 32129-0153

American Volksport Association
1001 Pat Booker Road
Universal City, TX 78148

Thank you!

American Volkssport Association - 1001 Pat Booker Road, Universal City, TX 78148

I need guidance on what the actual content should be and who should be included as courtesy copy recipients.

Next

I will give a report at the end of this month, two weeks from now. I expect for the coding to be done for this second phase of the project. Remember those? Phase 1: Member and Awards, Phase 2: Events.

The way forward is a discussion I need to have with the CIO. When do we go production? When do we migrate the code stack and the cloud environment to an AVA account instead of my own? When do we integrate AVABiz data with a public front-end? What other services does AVA need, if any?

July 2016 Status Report

This month I have focused on trying to finish up the core application. To that end I created the CRUD (create, retrieve, update and delete) interfaces for a 'Stamp Inventory'. We discovered that Marie has been tracking when stamps are created and issued in an Excel spreadsheet. The data has never been part of the legacy database application; however, the assignment of Stamp Numbers was taking place in the database.

Stamp Numbers

The Stamp Number interface is only available to the Admin role and the option appears in the Resources menu.
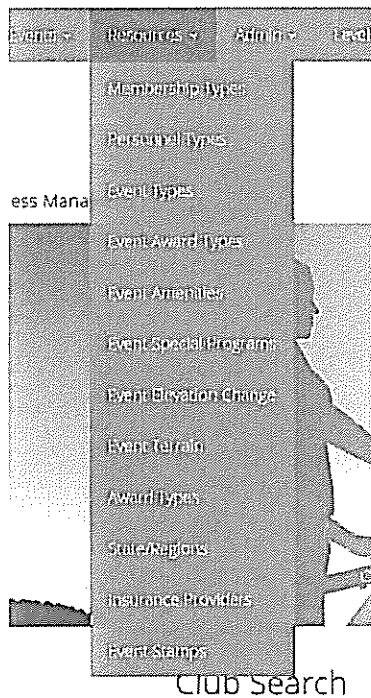
Event Stamp numbers can be listed or searched for by number. They have only two properties, their number and an 'Assigned' property. The 'Assigned' property is set to False by default. After an Event is created by a Club, when an administrator logs in to the system (like Marie), they can assign one of the Stamp Numbers which are not currently assigned (Assigned = false).

When a stamp is assigned to an Event by an Administrator, the Stamp Number's 'Assigned' property is changed to True. That stamp number will then no longer be available for other Events. When a Stamp is returned to AVA, Marie or another Administrator would log in and use the Edit page to change the Assigned value to False, making it available for assignment to a different Event. We are looking at methods to automate notification of Clubs for impending Stamp return due dates.

Edit Stamp
Event Stamp

Stamp Number   1 10 14

Assigned   False   ⌄

Back   [Save]

Next Steps
I have imported the legacy Stamp Numbers from the Excel sheets. The next step is to test the interface to Assign a stamp to an Event. After that, migrating all Club and Event data is the next big step. Then Bill, Marie and a select group of Clubs need to test the system. I will have to write a user guide a test plan when we get the clubs involved.

I will also design the standard reports that which we should retain from the old system and build analytics using Excel and embedded Power BI dashboards. Embedded Power BI is a new service offered by Microsoft Azure that will allow us to use Power BI within our own applications. I have not used this service yet, so this will be a new one for me.

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AVABiz – Monthly Status Report for August 2016

This month Susan Medillin, Southwest Regional Director, has been sitting in on our development meetings as we review the interfaces built for capturing Events created by Clubs. She has been providing guidance on workflow for Events, Special Programs, Club Membership and other processes, helping us to understand NEC policy.

Event Interface

We have modified the way we collect Event point of contact information, so that there are simply First name, Last name, Phone and Email address fields included on the form. This means that the POC can be anyone, not necessarily and Club or AVA member. Bill Wilson suggested that these fields be put in some sort of bounded box with a label 'Point of Contact'.

Edit - Event Number 46

Event

Club	Happy Wanderers		Event State	FL Southeast
First	Bob		Region	Southeast
Last	Jones		Web Site	
Phone	210 345-6923		Event City	Panama City
Email address	bobjones@example.com			

Back Save

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Special Programs

We discussed Event Special Programs. At the outset, we thought that the Special Programs would be a single set of Resource values that would populate a drop down list. After talking about it we began to see that there are several types of Special Programs:

- AVA National Programs
- AVA Special Programs
- Regional Special Programs
- State Special Programs

We decided that we would need two interfaces, one for AVA National and Special Programs and another for Regional/State/Local Special Programs. AVA HQ staff could enter these resource records; however, other people in specific AVABiz roles could add ad hoc Special Programs also, if they did not appear in the drop down list. This interface needs to be built.

Create Event Special Program
Event Special Program

Special Program Description   Select one   v

Back [Save]

Clubs and Members
There was some lengthy discussion about who should be allowed to add Members, AVA HQ staff and/or Club Admins. We determined that without regard to the answer, the current interface would support both models.

Membership Status
If a Participant is a Member of AVA National and/or a Club, a Status of membership can be applied. The values are:
* Active
* In-Active
* Expired Membership
* Deceased

We need a policy declaration of what these values mean. The AVABiz architecture will support any set of values we want, but how those values surface in other interfaces and what they mean is important to determine now.

The Way Forward
Susan, Marie and a local club President will meet at 10:00 on the 6th of September. We will continue to refine Events, Special Programs and Club interfaces. At some point within the next month or two we will be ready to do some testing with a team consisting of a Club Admin, Regional Director, State Director and AVA Staff Member. We will write a test plan for that effort. This will give us an idea how the system maps to existing workflow and expectations from each role.

After the software test phase by each role involved, legacy data must be migrated from the old system to the new. Below is the Source to Target mapping table for Events. The 'Source' is the current Access database.

Cal	Type	Event	Type	Note
Id	Int	EventId	Int	
1	Text 15 char	EventStampNumber	Nvarchar(15), NULL	
2	Date/Time	StartDate	Date, not null	

3	Date/Ti me	EndDate	Date, not null	
		StartRegTime	Time(7), null	New field for the time that you can register at the Event site
		EndRegTime	Time(7), null	New field for the time that registration at the site is over
4	Text 5 char	EventType	Nvarchar(5), not null	
5	Text 255 char	EventLocation	Nvarchar(255), null	
Long_desc	Memo	Comment	Nvarchar(2000), null	
Evcity	Text 50 char	EventCity	nvarchar(50), null	
EvState	Text 3 char	EventState	Nvarchar(2), null	Source has 3 characters, transform to 2 for target
6	Text 10 char	ClubId	Int, not null	Source is text and numbers like AVA-0336, target is just an internal Id. Need to check on storing the legacy value in a field in the target
8	Text 25	POCFullName	Nvarchar(25), null	
9	Text 27	POCTelephone	Nvarchar(25), null	
POC_Address	Text 50	POCAddress	Nvarchar(50), null	
POC_City	Text 50	POCCity	Nvarchar(50), null	
POC_St	Text 5	POCState	Nvarchar(2), null	
POC_Zip	Text 15	POCZipCode	Nvarchar(10), null	

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14	Date/Ti me	RecordDate	Date, null	
15	Double	Event_EventAward.AwardCount	Int, not null	This data is now being stored in the Event_EventAwar d table. It is the count of each type of EventAwardType given by the club to participants and reportable to HQ.
16	Double	Event_EventAward.AwardCount	Int, not null	See above
Non_IVV	Double	Event_EventAward.AwardCount	Int, not null	See above
5k	Double	Event_EventAward.AwardCount	Int, not null	See above
17	Double	Event_EventAward.AwardCount	Int, not null	See above
18	Double	Event_EventAward.AwardCount	Int, not null	See above
19	Text 255			This legacy data not mapped or imported
20	Text 255			This legacy data not mapped or imported
21	Text 5			This legacy data not mapped or imported
Stampdate	Date/Ti me			By agreement this data is not mapped and not imported. Marie keeps track of stamp sends through USPS tracking numbers which are not persisted to AVABiz
22	Text 57	POCEmail	Nvarchar(125), null	
23	Text 8			Not mapped and not imported

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24	Text 255			Not mapped and not imported
25	Text 255			Not mapped and not imported
26	Text 10	Region	Nvarchar(15), null	
1stChnge	Date/Time	LastEditDate	Date, not null	
2ndChnge	Date/Time	LastEditDate	Date, not null	
SanctInv	Date/Time	Event_Approval		This data is now stored in a separate table, Event_Approval
AftActInv	Date/Time	AARDate	Date, null	Ask Marie about this. Isn't invoicing a finance function? The 'report' is the entry of Event_EventAward values. At some point this information needs to be sent to accounting for them to bill someone for the counts. Do we have this capability covered in AVABiz?
InsuranceReq	Text 5	InsuranceRequired	Bit, null	
AftActEntry	Date/Time	Event_EventAward.AwardCount	Int, not null	Counts of club awards are entered in the Event_EventAward table now and the RecordDate is used for capturing when the data is entered.
Distance	Text 25	Event_EventDistance.DistanceDescription	Nvarchar(50), not null	There can be more than one

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				Distance associated with an Event, so there is a new table to store the data: Event_EventDistance
State_appr	Yes/No	Event_Approval.Approved	Bit,not null	Approvals have been moved to a related table: Event_Approval. Approvals by role are stored here.
St_action_date	Date/Time	Event_Approval.RecordDate	Date, not null	
State_comment	Memo	Event_Approval.Comment	Nvarchar(500), null	
Region_appr	Yes/No	Event_Approval.Approved	Bit,not null	
Region_action_date	Date/Time	Event_Approval.RecordDate	Date, not null	
Region_comment	Memo	Event_Approval.Comment	Nvarchar(500), null	
lvv_ban	Text 5			Not mapped. Not imported.
rating	Text 50	TerrainId and ElevationChangeId		The rating has been changed to a Terrain and Elevation Change designation. These are Resource values. The Id values of each are stored in the fields of the Event table.
Award	Text 100			This field is not included in the new AVABiz as Awards by type are part of a related table.
Directions	Memo	EventLocation	Nvarchar(255), null	

Ev_comments	Memo	Comment	Nvarchar(2000), null	
Start_addr	Memo	EventLocation	Nvarchar(255), null	This is the same mapping as Directions. Have to look at what is actually in the data.
Start_time	Text 50	StartRegTime	Time(7), null	Have to convert text to time
Evturl	Text 50	EventURL	Nvarchar(50),null	
Invoiceno	Text 50			Not used. No migration
Invoicedate	Date/Time			Not used. Not migrated.
Off_entry	Yes/No			Not used. No migration.
Evtr	Long integer			Not used. No migration.
Wheelchair, Strollers, Pets, Restrooms (all separate fields in the Source)	Text 10	Event_RouteAmenity.Description	Nvarchar(50), null	This data is stored in a related table. Lookup values for Wheelchair and other amenities are found in the Amenity resource table.
YRE_renew	Text 5			This is not a field used in AVABiz. Not sure if it means that the Event is 'renewable' or not. All Events can be renewed in AVABiz, regardless of Event type.
New_flg	Yes/No			Not used. No migration.
c_flag	Yes/No			Not used. No migration.

c_date	Text 25			Not used. No migration.
Evname	Text 65	NO FIELD IN AVABIZ YET		Need to add this field to the model.
evCountry	Text 65	EventCountry	Nvarchar(50), null	
fnJustification	Memo			Not used. No migration.
Coupons	Integer	Event_EventAwardType.Description	Nvarchar(50), not null	In AVABiz, we stored Event Award Metrics. This data should be stored there, as the number of Coupons used at the Event for the specified period.
Pflag	Yes/No			Not used. No migration.
gLat, gLng (two fields)	Double			Longitude. AVABiz is does not include this property. In a BI interface, if we have city, state, and zip, the data will be plotted on a map with fair accuracy. Not sure a data entry person in a club will have the smarts to determine Lon/Lat of an address with Google or Bing and then enter them.
Billed	Yes/No			AVABiz does not have a counterpart. There is data in the legacy table. Should we track

				this. Isn't billing a function of the accounting system. How, would we integrate this. We could in a BI, if we can get MAS90 data out and relate on a common field about the Event (event ID). How does MAS90 identify an Event?
Renewed Flag	Yes/No			AVABiz does not include this. Rarely used in legacy. No migration.
Renewed Comm	Memo			AVABiz does not have comments about Renewal or track renewals. 'Renewed' is not a property of an Event. If we need to do that, we could store the Id of the parent record for each Event and thereby have chain of relationships across Events. That would allow us to see enduring Events. Or there is the concept of allowing date ranges for Events to be more than one year and have them re-sanctioned. In other words, charge clubs

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annually for on-
going Events.

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AVABiz — Monthly Status Report for September 2016

This month we continued refining the Events forms. Susan Medillin, Southwest Regional Director, has been sitting in on our development meetings again this month.

Event Times

I have modified the Event interface to collect multiple date and time frames for the Event. Each Event may be available for participants only during certain hours of some days in the week. I needed to allow for multiple entries for the registration (sign-in) start and end times and the finish time of the Event.

Here is how the interface has been implemented:

Create
Event Time

Days	Tues and Wed
Start Registration	09:00
End Registration	
Finish Time	1

Back Save

Add Time	Times				
Tues and Wed	09:00	10:15	17:45	✎ 🗑	▲
Sat. Sun	08:30	09:30	18:30	✎ 🗑	
Mon	08:30	09:30	17:00	✎ 🗑	▼

Event Alerts

Susan Medlin suggested that we would need to implement some type of interface to display/communicate to participants some emergency Alert. Her example was that an event may be cancelled because of some weather or other circumstance. I built the interfaces to create, retrieve, update and delete Event Alerts. These Alert records have a specific lifespan, including start/end dates and times. They will be surfaced in the public website, when someone accesses a specific Event. If the user accesses the Event while an Alert is still active, a display will appear in their browser. It is possible that Alert messages could be sent by email, but at this point we are focused on just the display in the public web site.

Add Alert   Event Alerts

| Alert Text	Start Date	Start Time	End Date	End Time	Actions
Severe weather approaching this evening. WALK IS CANCELED.	2016-09-19	06:30	2016-09-20	17:30	✎ 🗑

Mapping

Location maps for Events is a 'must have' for the public web site. However, as with all the data for the public site, the maps have to be created by the Club when they create the Event in AVABiz. There are multiple mapping platforms and APIs available to us: Google, MapBox, Bing and others. Each has its advantage and cost. For low volume, mapping APIs are free. I will be investigating this area; however, my preference is for Microsoft's BING API, because we are running all of our code in the Microsoft Azure cloud and it make sense that their APIs would work best in their environment. I believe we have a good opportunity for Microsoft to support our ongoing efforts too, because we are a non-profit in the health/fitness space. Being Microsoft purists may have future advantage.

The mapping component needs to allow the location of the Event to be shown, but it also needs to allow the person who is creating the Event to plot the route of the walk on the map, that geospatial data being stored in the database. This is an area that I need to study and implement a strategy.

Below is a sample Bing map, without any routing for a Randolph Roadrunners Event:

Event Location
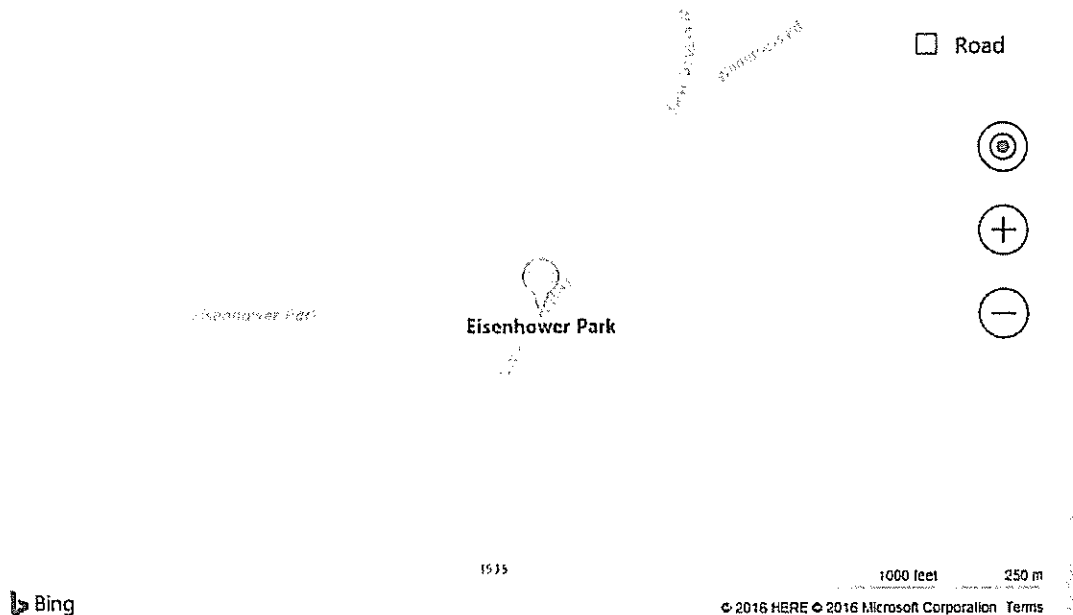
Microsoft Meeting

I will be in Florida for most of October. I will be soliciting a meeting with the tech staff at the Microsoft Southeastern Regional HQ in Tampa. I want to discuss how AVA might integrate with what they are doing in the fitness tracking space. I hope to have a Fla club member with me.

The Way Forward

I plan to add a feature to the Event properties that we have not thought of, images. An Event needs to be promoted through pictures, not just a description in a book like Starting Point. Pictures and maps are key to our future and a robust public website or mobile application. I will be adding this capability.

I also need to have folks start testing the Event portion of the application, but I am going to wait until I have had some time to work on images and mapping. When that is done, I need to have Club, State and Regional people test the system based on their roles. When the system is generally accepted, after modifications that the testers will suggest, I will start the migration of data from the old system to the new.

Reports are key to what we are doing. I will begin designing reports for the Event portion, after migration of data. We will also implement full Business Intelligence analytics through PowerBI, to supplement the paginated reports that support business workflow.

AVABiz Monthly Status – October 2016

Microsoft Discussion

This month Frank Sayers and myself participated in a Skype session with Microsoft representatives from the Fargo, ND campus. We were interested in possibilities of integrating future AVA applications with the Microsoft Band or other fitness applications that Microsoft may be considering and we also wanted to know if it is yet possible to migrate Azure services from one account to another.

On the first issue, Microsoft says they have withdrawn from the manufacture and support of the Microsoft Band wearable fitness device. It appears they are leaving that market to others. However, there was better news about account migration. The issue: All the AVABiz infrastructure runs in the Azure cloud, Microsoft's services, under an account that I own. At some point, all the services from my account need to be transferred to one that AVA sets up. In the past, this was a tedious manual process. Microsoft has recognized this and now supports migration between accounts. They gave us an article that explains how to do this.

Frank and I have discussed the account migration and have decided that we should continue to use my account as the development account until the second phase of the project is complete, Events. At that time an AVA account should be established and the entire stack of services can be sent to that account. At that point, costs will accumulate monthly to AVA, instead of being provided under my account.

Progress on Events

This month there has been three areas of additional work on the Events portion of the application.

Images

First, images. I realized that future applications, like the public website and mobile applications, not only will need maps, but images. I have added the capability to upload images for an Event. These are stored in the database as a bitstream, not static files in a file structure, so they will be retrievable for future applications.

 Event Images

Name	ThumbNail	Actions
Thumb_IMG_0254.JPG		

To add and image to an Event, you click the Add button. This opens an upload form where you can browse the file system for the image file, then use the Upload button to save the image to the database. When the upload is performed, I have written code that creates two images; a thumbnail image that is

75 X 75 pixels and a re-sized image at 500 X 500 pixels. Thumbnails are used by the application to appear in lists, like shown above.

Create
Event_Image

Upload Image

Browse...   IMG_0133.JPG

Back   Upload

After the upload the image appears in the image list. To view the 500 X 500 image, click the thumbnail in the list.

Event Image

Rotate Right

Event Environments
This month I spent several days with Frank Sayers and one of the things we talked about is a method of characterizing a walk (Event) with a simple word or phrase. These could later be used to filter events by type or phrase. Frank gave the example of a walk that should be called a 'hike' for a portion of the route because it goes through hilly natural outdoor terrain. He said that routes can traverse multiple 'environments' and that we needed some way to filter events for these kinds of environments. To accommodate this requirement, I built another Resource called Event Environments:

You can enter standard one or two word descriptions of the environments that in other interfaces will show up in dropdown lists. The thought is that an Event route could have multiple Environments associated with it.

Event Environments

Add an Environment

Description		
Hike		
Urban Walk		

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The example below shows an Event with two Event Environments associated with it, Hike and Urban Walk. Note that they happen to add up to 95%. There could be multiple descriptors used that overlap. The percentage value is how much of the route consists of that environment. In short, the percentage values should not be considered additive with a 100% aggregate upper threshold.

Type: YRW
Description: This is a lovely natural area, with improved trails through traditional Hill Country scenery. An observation tower is at the summit. Open daily, sunrise to sunset.
Elevation Change: Some moderate hills or stair climbing.
Terrain: A significant part of the route is on somewhat difficult terrain (rocky/rooted paths or soft sand).
Location: Drury Inn and Suites
Site: http://www.randolphroadrunners.info
Event Address:
City: San Antonio
State: TX
Region: Southwest
Longitude: 29.622228
Latitude: -98.572198

Comments

Comments: Hiking sticks and hiking boots recommended. Hills are involved. Carry your own water, bathrooms available. Dogs on Leash only. There is a 3 km loop on pavement that is uphill but suitable for strollers and wheelchairs. Qualifies for the TX Hill Country Hiking sticks and hiking boots recommended. Hills are involved. Carry your own water, bathrooms available. Dogs on Leash only. There is a 3 km loop on pavement that is uphill but suitable for strollers and wheelchairs. Qualifies for the TX Hill Country

Amenities

Amenity Description	Actions
Wheelchair Accessible - Significantly Difficult	✎ 🗑
Stroller Accessible - Significantly Difficult	✎ 🗑

Event Approvals

Approving Officer	Position	Approved?	Actions
Michael Young	State Director	True	✎ 🗑

Event Binder Recipients

Name	Addressee	Date Binder Sent	Actions

Event Notes

Note	Record Date	Actions
Special Note	2016-09-09	✎ 🗑

Special Programs

Special Program Description	Actions
Bridges Special Program	✎ 🗑

Times

Days	Sign-in Start	Sign-in End	Finish By	Actions
Tues and Wed	09:00	10:15	17:45	✎ 🗑

Event Environments

Description	Route %	Actions
Hike	20	✎ 🗑
Urban Walk	75	✎ 🗑

Event Searching

I have added the capability to search for a specific Event or list types of Events from the main page. You can search by the club that sponsors the Event or by the Event ID, which is the number the system automatically assigns the Event when it is created. I will be adding capability to search by State/Region.

Event Search

Add Event

Search : event club contains ⌕

Search : event ID equal ⌕

The Effect of 'Requirements Creep'

I had a fruitful discussion with Frank Sayers last week. Frank is building the convention registration application and has started design on the publicly facing website. We discussed what features are most appropriate in the AVABiz application and which should belong to the public website. This helped, as I was about to undertake too much work in the location/mapping space that more appropriately belongs with the public site development project. I have added several items to AVABiz that are not in the legacy application, like Images, Environments, Binder Recipients, email notifications and others. At this point, I need to stop adding any additional features and concentrate on testing the current set for Events and then migrate legacy data into AVABiz. The final phase is to implement the Events reporting, including Power BI for analytics. These two things alone will take the balance of the project to achieve. So, my visit with Frank helped to establish that discipline.

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AVABIZ

There are four areas of advancement for AVABiz this month:

- Events searching
- PowerBI Dashboard for Analytics
- Data Migration scripting
- Revisit to the Microsoft Connection

EVENTS SEARCHING

Event Search

Add Event

Search : [event club contains]   Q

Search : [event ID or part]   Q

Search : Select one.. ⌄ Q

I have created an Event Search section on the landing page of the application. This capability is currently available only for the Admin role. The implementation is the same as used for Participant and Club searching. You can search for an Event by the name of the club sponsoring it, by Event ID or by State where it is being held.

Each Event is assigned an ID by the database. These are integer values, like 8273. When retrieving a specific Event by its ID, a detail page is presented for that Event. Note the ID is shown on this page.

Details - Event ID (8273)

Event Name:
Stamp Number: 2005/Y0949
Start Date: 2005-01-02
End Date: 2005-12-31
AAR Date:
Insurance Dinner Reqd?

Geographic Info. ...

Type: YRW
Description: Daylight hours Walk on sidewalks and round trip to through downtown

When you search by the sponsoring Club, multiple Events can be returned. To see details of a specific Event returned, the Detail button is used. Note that this kind of search is where the 'event club contains'. This means that you can type in 'wanderer' (without the quotes) and the system will return any event from clubs that contain the word 'wanderer' in the club name.

Events

Add Event

Club	Event Number	Start Date	End Date	Event Type	Event City	Event State	Actions
Adirondack Wanderers	16	2016-04-18	2016-04-22	W	Samalton	FL	/ ⊙ ⊟
Adirondack Wanderers	17	2016-04-27	2016-04-29	GW	Marlettsville	IA	/ ⊙ ⊟
Adirondack Wanderers	18	2016-04-25	2016-04-30	BOAT	Bradenton	FL	/ ⊙ ⊟
Adirondack Wanderers	19	2016-05-02	2016-05-27	YRSW	Auburndale	KS	/ ⊙ ⊟
Adirondack Wanderers	20	2016-03-01	2016-03-31	GW	Indianapolis	IN	/ ⊙ ⊟

Young Consulting Service – November 30, 2016

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ROW LEVEL SECURITY

Because we are using row level security in the database, accounts in the Admin role can view/add/edit any Event. However, State or Regional Director accounts can only view/add/edit Events in your State or Region. For that reason, the landing page is different for the Admin role, which has comprehensive access. State and Regional role logins are presented with a list of Clubs in their regions. The entry way to an Event is through the Club interface. You would select or search for a Club and then review the list of Events for the Club. I need to add searching by EventID to this page, so a State or Regional login can go directly to the Event, without having to go to the Club details page first.

Clubs

To access a Club detail page, the Action link for Details is used to launch the selected Club.

Details

STATE AND REGIONAL EVENT CREATION

This month I had policy discussions with folks about what level of data access a State or Regional Director should have. Should they be allowed to create an Event? Should they be able to edit any part

of a Club's Event or should they be limited to the add/edit of Event Approval records? The answer seems to be that the State/Regional role should be allowed to add an Event, but only to 'surrogate' clubs designed for that purpose.

I am going to be adding the following capability to the landing page for the State/Regional login role:

Event Search

Add Event

Search : event club numbers   🔍

Search : event ID numbers   🔍

Search :   Select one.. ∨ 🔍

If you are a Regional Director, your role will make the third item visible, which is the Search by State element. It would limit records to those states in your Region. AND, the question is should the Add Event button exist for these two roles. As mentioned above, the answer is yet, but the State and Regional Directors will create Events ONLY for surrogate clubs. I have added surrogate club records for 30 of the 50 states to the system. Here is the list:

Alabama Surrogate

Alaska Surrogate Club

Arizona Surrogate

Arkansas Surrogate

Colorado Surrogate

Connecticut Surrogate

Delaware Surrogate

Georgia Surrogate

Hawaii Surrogate

Idaho Surrogate

Iowa Surrogate

Kansas Surrogate

Kentucky Surrogate

Massachusetts Surrogate

Michigan Surrogate

Montana Surrogate

Nebraska Surrogate

Nevada Surrogate

New Hampshire Surrogate

New Jersey Surrogate

New Mexico Surrogate

New York Surrogate

North Dakota Surrogate

South Carolina Surrogate

South Dakota Surrogate

Tennessee Surrogate

Utah Surrogate

West Virginia Surrogate

Wisconsin Surrogate

Wyoming Surrogate

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STATE/REGIONAL ROLES – SUMMARY

To summarize, I have built the application so that it adheres to a policy wherein the Club role can add/edit Events. State/Regional roles can only add/edit Approval records for an Event that a Club creates, unless it is an Event created by the State/Regional role within a surrogate Club. In that Club record the State/Regional role can add/edit Events and modify all their properties.

POWERBI DASHBOARD ANALYTICS

I have been working on a strategy to allow us to answer questions about 'how many'. Everyone asks those questions. How many participants do we have? How many last month? How many are AVA members? And, on and on and on......

These questions typically have an output that is a number. How many? I have used Microsoft PowerBI to connect to the database and create a dashboard to provide analytics for the 'how many' question. At this point I have created the interface, not any reports or dashboards other than one to test with.

POWERBI EMBEDDED

Normally, a PowerBI file is created by a desktop application and then it must be shared with other people. There are several ways to do that, but the most accessible is to expose the dashboard in the AVABiz website. To do that I have implemented PowerBI Embedded, which is a Microsoft Azure service. It allows us to publish our BI files, created with the Desktop designer version, to our Azure portal where they can be made accessible to other applications over then internet (ie, our website). Here's what the interface looks like, which we will launch from AVABiz.
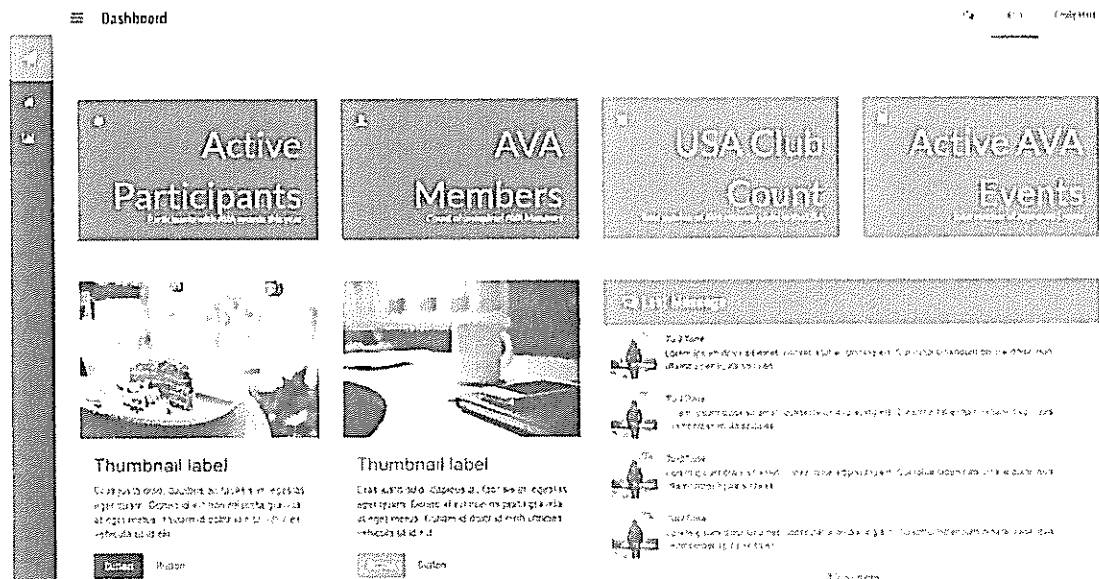
I have not completed this interface yet, but the intent is to always have the 'how many' numbers for each of the four categories shown below the tiles, with some explanation. I am thinking that the 'Active

Participants' might be by 'Year To Date' numbers of people who received an AVA Award plus the aggregate count of Event awards given out. Somebody needs to tell me what the rules for this should be (which need to be articulated in the tile description along with the numbers). For the AVA Members tile, we probably need to be reporting how many are expiring this month, how many renewed, etc. You get the picture. The tiles need to report standard numbers. There's more....

There is a slide-out menu on the left that contains reports that I will design (there is only one so far).

Here's what the report looks like, when launched within the Dashboard.
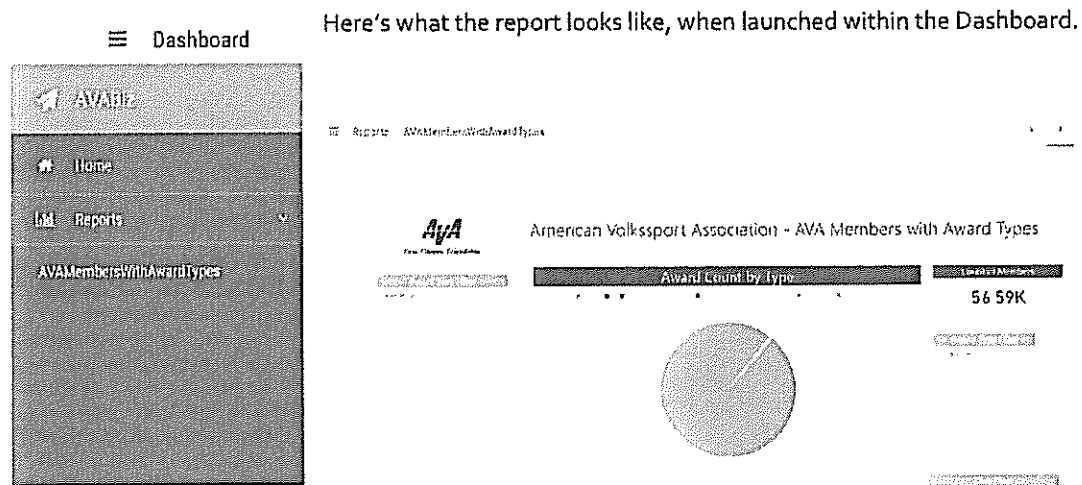
PowerBI reports are interactive interfaces, filterable by clicking. Easy stuff, with extremely powerful information. That's where we are headed.

ROW LEVEL SECURITY IMPLICATIONS

Our SQL database makes use of row level security, which means that the database will only return records to you for Clubs and Events that your role should see. This is true for every interface that touches the database, even PowerBI Dashboards. It is something we need to design for and it is something I am researching. What it means to us is that the dashboard above would only show data relative to my region if I am a Regional Director and my State if I am a State Director and my Club if I am a club admin. This is something we need to talk about. Policy.

DATA MIGRATION SCRIPTING

I created an ETL script this month (extract, transform and load) and loaded an estimated 31K plus rows of Events from the legacy database to the new. Only 9 rows went to an error log table, so I feel spectacular about how well that went. I next need to develop a script to import the club awards and other properties to their respective tables. Club awards have been referred to in the past as 'After Action Reports'. It's the IVV credits, award credits, etc.

I will be working on the remaining migration scripts so we can get done and begin testing add/edits of Events and reporting. I hope to be there by Jan 1 2017.

SERENDIPITY

I discovered during the migration of data that I had not included the 'Directions' field in the Event table. This is a rather lengthy set of text about how to get to the Event. I will add this field to the model and to the Event pages.

REVISIT TO THE MICROSOFT CONNECTION

From the outset of this project I have had a relationship with Microsoft. It has been and, remains so to this point, a purely professional one. I am a Microsoft BizSpark partner, which means nothing more than they are giving me free software and services for a three-year period. It is part of their effort to help startup companies achieve some success by leveraging the Microsoft stack of resources, particularly the Microsoft cloud. Because of this relationship, we have been able to host all of AVA's data resources in the cloud at no charge, as my free account has covered those costs.

There has been some thinking that Microsoft might be a good candidate to partner with AVA to move them into the Health/Fitness wearable space. Perhaps, AVA could have an AVA version of the Microsoft Band, which tracks walking and other fitness activity, mapping routes and storing the data in the Cloud.

In October, I talked with Microsoft on another issue, how to migrate AVA resources in the cloud from my account to one they will establish. We got a satisfactory answer, we will be able to do that without much trouble at all. During this discussion, I also brought up the thought of how to partner with them on a wearable fitness device. They responded that they are getting out of that market entirely. They will no longer be manufacturing or supporting Microsoft Band.

NEXT STEPS

I am trying to develop a personal relationship with a Microsoft insider at the southeast regional headquarters in Tampa. The person is Blain Barton, a 23 year Microsoft evangelist who specializes in Office 365 and all things Azure (cloud). I am going to be in a tech Meetup on Dec 15th in Tampa and I will try to get a personal meet with him to discuss my project. I have asked for a meeting by mail with him, but I received no response. The personal approach may work.

The goal is really to get guidance and thoughts on how to move AVA from the stone age to the current century regarding location aware devices or apps. I believe AVA will be required to develop their own applications, responsive to their business model. Microsoft certainly will not create them for us, but they may point us in the right direction, may have grant resources or other things to help. I will continue to develop an insider relationship with Blain and see where that leads.

I will be attending an Azure seminar with Microsoft in late April of 2017, also sponsored at the southeast headquarters with Blain as the host. So, more opportunities to bond.

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SUMMARY

We are moving forward. I have much to do and I need policy feedback on some of things I have addressed here. I often wonder if you read these reports. If you do, talk to me about these issues.

As mentioned above, I want to be ready to test this application in Jan 2017 with Club/State/Regional/Admin roles. There will be a couple of months of changes, probably putting us in March or so. Then I want to start migrating the application to an AVA cloud account in preparation of going full production by end of June 2017, at the completion of my contract. I will be seeking application 'Acceptance' as a deliverable at that time.

AMERICAN VOLKSSPORT ASSOCIATION, INC.

FINANCIAL REPORT AND
SUPPLEMENTARY INFORMATION

FOR THE YEAR ENDED

JUNE 30, 2016

ATTACHMENT
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TABLE OF CONTENTS

SHAREHOLDERS:

Nancy L. Vaughan, CPA
Deborah F. Fraser, CPA
Phil S. Vaughan, CPA

Armstrong, Vaughan & Associates, P.C.
Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
American Volkssport Association, Inc,
Universal City, Texas

Report on the Financial Statements

We have audited the accompanying financial statements of the American Volkssport Association, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2016, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the American Volkssport Association, Inc. as of June 30, 2016, and the changes in net assets and their cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.
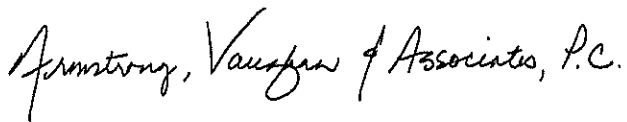
Report on Summarized Comparative Information

We have previously audited American Volkssport Association, Inc.'s financial statements for the year ended June 30, 2015, and we expressed an unmodified audit opinion on those audited financial statements in our report dated April 15, 2016. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2015 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Matters

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise American Volkssport Association, Inc.'s financial statements. The comparative schedules are presented for purposes of additional analysis and are not a required part of the financial statements.

The comparative schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Armstrong, Vaughan & Associates, P.C.

Armstrong, Vaughan & Associates, P.C.

November 25, 2016

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AMERICAN VOLKSSPORT ASSOCIATION, INC.
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2016 AND 2015

	2016	2015
ASSETS		
Current Assets:		
Cash and Cash Equivalents	$ 167,511	$ 256,993
Investments	766,306	785,571
Accounts Receivable	84,581	72,995
Prepaid Expenses	22,781	20,292
Inventory	49,252	56,175
Total Current Assets	1,090,431	1,192,026
Noncurrent Assets:		
Property and Equipment (Net)	21,584	16,393
Total Noncurrent Assets	21,584	16,393
TOTAL ASSETS	$ 1,112,015	$ 1,208,419
LIABILITIES AND NET ASSETS		
Current Liabilities:		
Accounts Payable	$ 12,965	$ 21,720
Accrued Wages	5,543	2,204
Accrued Vacation	7,166	8,168
Deferred Revenues	60,128	66,779
Current Portion of Capital Lease	5,062	4,685
Total Current Liabilities	90,864	103,556
Capital Lease Obligations	3,138	8,200
Total Liabilities	94,002	111,756
Net Assets:		
Unrestricted	1,018,013	1,096,663
Total Net Assets	1,018,013	1,096,663
TOTAL LIABILITIES AND NET ASSETS	$ 1,112,015	$ 1,208,419

The accompanying notes are an integral part of these financial statements.

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AMERICAN VOLKSSPORT ASSOCIATION, INC.
STATEMENT OF ACTIVITIES
FOR THE YEARS ENDED JUNE 30, 2016 AND 2015

	2016	2015
REVENUES, GAINS AND SUPPORT		
Revenues and Support:		
Events	$ 259,107	$ 283,912
Membership Income	26,995	27,615
Convention Income	-	121,711
Donations	64,479	99,510
Publication Income	34,731	35,461
Awards, Net of Cost	10,889	13,668
Merchandise, Net of Cost	18,345	21,076
Miscellaneous Income	17,475	19,525
Interest Income	103	103
Total Revenues and Support	432,124	622,581
Investment Earnings:		
Investment Income	22,889	3,096
Total Investment Earnings	22,889	3,096
TOTAL REVENUES, GAINS AND SUPPORT	455,013	625,677
EXPENSES		
Program Services	331,728	352,829
Supporting Services:		
Management & General	201,935	196,816
TOTAL EXPENSES	533,663	549,645
CHANGE IN NET ASSETS	(78,650)	76,032
BEGINNING NET ASSETS	1,096,663	1,020,631
ENDING NET ASSETS	$ 1,018,013	$ 1,096,663

The accompanying notes are an integral part of these financial statements.

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AMERICAN VOLKSSPORT ASSOCIATION, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEARS ENDED JUNE 30, 2016 AND 2015

	Total Program Expenses	Supporting Services Management & General	2016 Total	2015 Total
FUNCTIONAL EXPENSES				
Personnel Costs:				
Salaries & Wages	$ 160,374	$ 40,093	$ **200,467**	$ 148,942
Employee Benefits	25,750	6,438	**32,188**	19,429
Payroll Taxes	15,910	3,977	**19,887**	14,267
Total Personnel Costs	202,034	50,508	**252,542**	182,638
Administrative Expenses	10,089	57,172	**67,261**	66,014
Rent	20,205	20,205	**40,410**	39,426
Insurance	31,596	5,576	**37,172**	36,197
Advertising	-	36,826	**36,826**	36,468
Travel	29,442	1,550	**30,992**	16,352
Award & Events	22,139	-	**22,139**	16,793
Professional	-	18,035	**18,035**	23,957
International Federation of Popular Sports	7,551	-	**7,551**	9,903
Depreciation	3,404	3,404	**6,808**	6,368
Equipment Repairs & Maintenance	4,126	1,032	**5,158**	6,201
Miscellaneous	619	2,478	**3,097**	2,518
Telephone	523	2,092	**2,615**	2,650
Bank & Credit Card Fees	-	2,164	**2,164**	3,054
Interest Expense	-	835	**835**	1,183
Bad Debt Expense	-	58	**58**	-
Convention	-	-	**-**	99,923
TOTAL FUNCTIONAL EXPENSES	$ 331,728	$ 201,935	$ **533,663**	$ 549,645

The accompanying notes are an integral part of these financial statements.

AMERICAN VOLKSSPORT ASSOCIATION, INC.
STATEMENT OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2016 AND 2015

	2016	2015
CASH FLOWS FROM OPERATING ACTIVITIES		
Changes in Net Assets	$ (78,650)	$ 76,032
Adjustments to Reconcile Excess (Deficiency)		
of Revenues Over (Under) Expenses to Net		
Cash Provided (Used) by Operating Activities:		
Depreciation	6,808	6,368
Realized & Unrealized (Gain) Loss on Investments	(8,060)	11,881
(Increase) Decrease in Current Assets:		
Accounts Receivable	(11,586)	(4,844)
Prepaid Expenses	(2,489)	6,370
Inventory	6,923	(434)
Increase (Decrease) in Liabilities:		
Accounts Payable	(8,755)	7,858
Accrued Wages	3,339	752
Accrued Vacation	(1,002)	(1,930)
Deferred Revenues	(6,651)	(1,752)
NET CASH PROVIDED (REQUIRED)		
BY OPERATING ACTIVITIES	(100,123)	100,301
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of Investments	(215,000)	(186,590)
Proceeds From Redemption of Investments	242,326	110,000
Purchase of Furniture and Equipment	(12,000)	(1,280)
NET CASH PROVIDED (REQUIRED)		
BY INVESTING ACTIVITIES	15,326	(77,870)
CASH FLOWS FROM FINANCING ACTIVITIES		
Principal Payments on Capital Lease Obligations	(4,685)	(4,337)
NET CASH PROVIDED (REQUIRED)		
BY FINANCING ACTIVITIES	(4,685)	(4,337)
NET INCREASE (DECREASE) IN CASH	(89,482)	18,094
CASH & CASH EQUIVALENTS		
AT BEGINNING OF YEAR	256,993	238,899
CASH & CASH EQUIVALENTS		
AT END OF YEAR	$ 167,511	$ 256,993
SUPPLEMENTAL INFORMATION:		
Interest Paid	$ 835	$ 1,183

The accompanying notes are an integral part of these financial statements.

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NOTE 1 -- ORDER AND PURPOSE

American Volkssport Association, Inc. (the Association) is a nonprofit, voluntary membership corporation, organized under the laws of the State of Texas, exclusively for charitable and educational purposes. The Association is committed to the promotion of public health, physical fitness, and the well-being of the people of the United States by organizing, promoting, and conducting scheduled programs of noncompetitive, family-oriented, participatory lifetime sports including, but not limited to, walking, bicycling, swimming, cross-country skiing, and such other events as may be sanctioned by the International Federation of Popular Sports (IVV). Revenue from member club-sanctioned events is included in these financial statements, while individual member club activities are not included.

NOTE 2 -- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. *Basis of Presentation*

The accompanying financial statements of the American Volkssport Association, Inc. have been prepared using the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (GAAP) whereby revenues are recognized when earned and expenses are recognized when they are incurred.

Net assets, revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. If donor-imposed restrictions are met in the same period as the gift or investment income is received, the amount is reported as unrestricted revenues. Accordingly, net assets of the Association and changes therein are classified and reported as follows:

Unrestricted Net Assets – Net assets that are not subject to donor-imposed stipulations. Assets restricted solely through actions of the Board of Directors are reported as unrestricted net assets.

Temporarily Restricted Net Assets – Net assets subject to donor-imposed stipulations that may or will be met either by actions of the Association and/or passage of time. Donor-restricted contributions are reported as increases in temporarily restricted net assets depending on the nature of the restriction. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets. Currently, there are no temporarily restricted net assets.

Permanently Restricted Net Assets – Net assets subject to donor-imposed stipulations that may be maintained permanently by the Association. Generally, the donors of these assets permit the Association to use all or part of the income earned on the related investments for a general or specific purpose. Currently there are no permanently restricted assets.

B. *Fiscal Year*

The Association has a fiscal year beginning on July 1 and ending on June 30.

NOTE 2 -- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT.)

C. *Income Taxes*

The Association is exempt from state and federal income taxes under Section 501(c)(3) of the Internal Revenue Code. Additionally, the Association has been further classified as an organization that is not a private foundation under Section 509(a)(2) which allows the donors of property, services or money to take the maximum charitable donation allowed by law.

The most significant tax positions of the Association is its assertion that it is exempt from income taxes and its determination of whether any amounts are subject to unrelated business income tax (UBIT). All significant tax positions have been considered by management. It has been determined that it is more likely than not that all tax positions would be sustained upon examination by taxing authorities. The Association's tax filings are open to Internal Revenue Service audit for the years ending June 30, 2015, 2014, and 2013.

D. *Cash and Cash Equivalents*

Cash and cash equivalents include interest-bearing checking, savings accounts, and money market funds. Certificates of deposit with an original maturity of three months or less are also included as cash equivalents on the statement of financial position and statement of cash flows.

E. *Investments*

Investments consist of certificates of deposit with maturities greater than three months and corporate bonds. These investments are reported at fair value on the statement of financial position. Fair values are based on quoted market prices (Level 1 Inputs). Realized and unrealized gains and losses and interest income are recognized in the statement of activities as investment income. Investment return, including realized and unrealized gains and losses, is included as changes in net assets consistent with the purpose of the investment.

F. *Accounts Receivable*

Accounts receivable consists of membership dues, sanction fees, participation fees, merchandise sales, and subscription fees that have not yet been received. Accounts receivables are stated at the amount management expects to collect from outstanding balances. Management uses the direct write-off method to provide for probable uncollectible amounts.

G. *Prepaid Expenses*

Expenses recorded in advance of the service or product being received are deferred and carried on the statement of financial position as prepaid expenses.

H. *Inventory*

The Association maintains an inventory of t-shirts, patches, stickers, and stamps to provide to member clubs for use in conducting and promoting Volkssporting events. Inventory is reported on the statement of financial position using the first-in, first-out method of valuation.

NOTE 2 -- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT.)

I. *Property and Equipment*

It is the Association's policy to capitalize property and equipment over $350. Lesser amounts are expensed. Property and equipment is stated at cost at date of acquisition or fair value at date of donation in the case of gifts. Property and equipment are depreciated using the straight-line method.

J. *Depreciation*

Depreciation on the property and equipment owned by the Association has been computed using the straight-line method. The estimated useful lives of the assets are as follows:

	Years
Computer & Electronics	3
Furniture	8 to 10
Office Equipment	5

K. *Compensated Absences*

Employees of American Volkssport Association, Inc. are entitled to two personal days and paid time off depending on length of service ranging from 40 hours to 160 hours annually. Employees are allowed to carryover accrued but unused personal time and paid time off at the rate of one year's worth of time. Employees also accrue 48 hours of sick pay annually and may carryover 96 hours at year end. Compensated absences are reported on the statement of financial position as Accrued Vacation.

L. *Deferred Revenue*

Membership dues, sanction fees, and subscriptions billed in advance have been included in deferred revenue in the accompanying Statement of Financial Position. With the exception of subscriptions and life memberships, deferred revenue is substantially recognizable within the life time of The American Wanderer (TAW) subscription. Deferred life membership is recognized over a five year time period.

M. *Donated Services and In-Kind Support*

The Association may receive services, supplies and equipment without payment or compensation. When the value of such services meets recognition criteria, it is reflected in the accompanying financial statements as revenues and expenditures in a like amount. In-kind contributions are measured and recorded at fair value on the date of donation. Equipment and other non-cash donations are recorded as contributions at cost or estimated fair value determined at the date of the donation. At June 30, 2015, the fair market value of in-kind contributions was determined to be $21,343. As of June 30, 2016, the fair market value of in-kind contributions was determined to be $952. Donated contributions and services are included in donations on the Statement of Activities.

NOTE 2 -- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT.)

N. *Revenue Recognition*

Membership dues are recognized as revenue in the applicable membership year. Sanction fees are recognized as revenue at the time the sanctioned events are held. Participation fees are accrued when the related event is held. Sales of merchandise and IVV books are recognized at the time of sale. Subscriptions to the Association's bimonthly TAW are recognized as revenue on a pro-rata basis over the related subscription periods. Revenue related to the biennial national convention is recognized at the time of the convention, as are the related expenses.

O. *Estimates*

The preparation of financial statements in accordance with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

P. *Functional Expense Allocations*

Expenses that can be identified with a specific program or support service are allocated directly according to their natural expenditure classification. Other costs have been allocated on the basis of estimates by management among the programs and supporting services, based primarily on the nature of the expense.

Q. *Comparative Totals*

The financial statements and footnote disclosures for the year ended June 30, 2015 are presented only to provide a basis for comparison with the year ended June 30, 2016. The 2015 financial statements and footnote disclosures are not intended to represent all information necessary for the fair presentation in accordance with U.S. Generally Accepted Accounting Principles. Accordingly, such information should be read in conjunction with the Association's financial statements for the year ended June 30, 2015 from which the summarized information was derived.

R. *Subsequent Events*

Subsequent events were considered through November 25, 2016, which is the date the financial statements were available to be issued.

NOTE 3 -- CREDIT RISK OF FINANCIAL INSTRUMENTS

The Association's cash and cash equivalents are held in four financial institutions and cash balances of up to $250,000 in each financial institution are secured by the Federal Deposit Insurance Corporation (FDIC). As of June 30, 2016 and 2015, the Association's cash balances were $167,511 and $256,993, respectively. All cash balances held in the financial institutions were fully secured.

AMERICAN VOLKSSPORT ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS (CONT.)
JUNE 30, 2016

NOTE 4 -- FAIR VALUE MEASUREMENT

The Association's financial instruments consist primarily of cash and cash equivalents and debt securities. The carrying amount of the cash and cash equivalents approximate their fair market value due to the short-term nature of such instruments (Level 1).

The carrying value of debt securities is the fair market value based upon quoted prices (Level 1).

The Association uses the following hierarchical disclosure framework:

Level 1 - Measurement based upon quoted prices for identical assets in an active market as of the reporting date.

Level 2 - Measurement based upon marketplace inputs other than Level 1 that are observable, either directly or indirectly, such as quoted prices in active markets for similar assets or liabilities, quoted prices for identical or similar assets or liabilities in inactive markets, or other inputs that are observable or can be corroborated by observable market data for substantially the full term of the assets or liabilities.

Level 3 - Measurement based on assumptions about hypothetical marketplace because observable market inputs are not available as of the reporting date.

The Association uses appropriate valuation techniques based on available inputs to measure the fair value of its assets and liabilities. When available, the Association measures fair market value using Level 1 inputs because they generally provide the most reliable evidence of fair value. Level 3 inputs have the lowest priority. All of the Association's investments are according to the fair value hierarchy at level 1.

NOTE 5 -- INVESTMENTS

As of June 30, 2016, the Association's investment portfolio consists of the following:

	6/30/2016		
	Cost	Fair Value	Accumulated Gain (Loss)
Certificates of Deposit	$ 430,676	$ 430,935	$ -
Corporate Bonds	333,000	335,371	2,371
	$ 763,676	$ 766,306	$ 2,371

As of June 30, 2015, the Association's investment portfolio consists of the following:

	6/30/2015		
	Cost	Fair Value	Accumulated Gain (Loss)
Certificates of Deposit	$ 404,000	$ 400,320	$ -
Corporate Bonds	387,000	385,251	(1,749)
	$ 791,000	$ 785,571	$ (1,749)

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NOTE 6 -- PROPERTY AND EQUIPMENT

Property and equipment for each year ended is comprised of the following:

	6/30/2016	6/30/2015
Computer & Electronics	$ 44,862	$ 38,613
Furniture	77,648	77,648
Office Equipment	22,708	23,058
IVV Stamps	34,655	34,655
Less: Accumulated Depreciation	(158,289)	(157,581)
Net Property and Equipment	$ 21,584	$ 16,393

NOTE 7 -- CAPITAL LEASE OBLIGATION

In February 2013, the Association began leasing a copy machine under an agreement which is classified as a capital lease. The capital lease carries an interest rate of 7.75%, and matures January 2018. The capital lease asset cost totaled $22,676, with accumulated depreciation of $11,338 and $6,803 at June 30, 2016 and 2015, respectively.

Future minimum payments under the capital lease, including the non-cancelable maintenance fee of $81, are as follows:

For the Fiscal Year Ended June 30,	Premium	Interest	Total
2017	$ 5,062	$ 458	$ 5,520
2018	3,138	82	3,220
	$ 8,200	$ 540	$ 8,740

NOTE 8 -- LINE OF CREDIT

The Association has a $498,098 line of credit available with their investment broker. The Association is charged a variable interest rate, currently at 4.75%, on outstanding loan balances. The loan balance is due on demand with no scheduled payments. If the value of the investments declines, the Association may be required to deposit cash or additional securities, or the securities in the account may be sold to meet the margin call. Any draws on the line of credit are collateralized by the investments. There were no outstanding amounts on the line of credit as of June 30, 2016 and 2015.

NOTE 9 -- OPERATING LEASES

The Association leases office space in Universal City, Texas under terms of a five year, non-cancelable operating lease. The monthly lease payment for the office space ranges from $3,166 to $3,409. The lease was renewed on January 11, 2017 for $3,409 per month and will run until December 31, 2018.

The Association leases a postage meter with Neopost USA. The term of the lease is 39 months and the monthly payment for the meter is $273.

Future minimum lease commitments required under these leases as of June 30, 2016 are as follows:

For the Fiscal Year Ended June 30,	Minimum Lease
2017	$ 44,184
2018	44,184
2019	21,273
	$ 109,641

NOTE 10 -- LITIGATION

The management of the Association is unaware of any pending or threatened litigation.

SUPPLEMENTARY INFORMATION

Supplementary information includes schedules not required by the GAAP, nor a part of the basic financial statements, but are presented for purposes of additional analysis.

Such schedules include:

- Schedules of Revenues
- Schedules of Expenses

	2016	2015	Change	Percentage
REVENUES, GAINS AND SUPPORT				
EVENTS				
Sanction Fees				
Traditional	$ **61,270**	$ 61,950	$ (680)	-1.10%
Year-Round/Seasonal	**32,770**	33,405	(635)	-1.90%
Participation Fees:				
Traditional	**62,845**	77,930	(15,085)	-19.36%
Year-Round/Seasonal	**102,036**	110,561	(8,525)	-7.71%
Special Fund Development	**100**	60	40	66.67%
E.C. Event	**86**	6	80	100.00%
TOTAL EVENTS	**259,107**	283,912	(24,805)	-8.74%
MEMBERSHIP INCOME				
Annual Dues	**11,875**	12,025	(150)	-1.25%
Charter Fees	**150**	175	(25)	-14.29%
Volkssport Associate Dues	**14,970**	15,415	(445)	-2.89%
TOTAL MEMBERSHIP INCOME	**26,995**	27,615	(620)	-2.25%
CONVENTION INCOME	**-**	121,711	(121,711)	100.00%
DONATIONS	**64,479**	99,510	(35,031)	-35.20%
PUBLICATION INCOME				
TAW Advertising	**2,595**	2,245	350	15.59%
TAW Subscriptions	**32,136**	33,216	(1,080)	-3.25%
TOTAL PUBLICATION INCOME	**34,731**	35,461	(730)	-2.06%
AWARDS, NET OF COST				
IVV Book Sales	**23,428**	26,274	(2,846)	-10.83%
Award Sales	**57**	105	(48)	-45.71%
Special Packets	**9,115**	8,473	642	7.58%
Cost of Goods Sold	**(21,711)**	(21,184)	(527)	2.49%
TOTAL AWARDS, NET	**10,889**	13,668	(2,779)	-20.33%
MERCHANDISE, NET OF COST	**18,345**	21,076	(2,731)	-12.96%
MISCELLANEOUS	**17,475**	19,525	(2,050)	-10.50%
INTEREST INCOME	**103**	103	-	0.00%
INVESTMENT INCOME	**22,889**	3,096	19,793	639.31%
TOTAL REVENUES, GAINS AND SUPPORT	$ **455,013**	$ 625,677	$ (170,664)	-27.28%

See Independent Auditor's Report

AMERICAN VOLKSSPORT ASSOCIATION, INC.
SCHEDULE OF EXPENSES
FOR THE YEARS ENDED JUNE 30, 2016 AND 2015

	2016	2015	Change	Percentage
SALARIES AND BENEFITS				
Salaries and Wages	$ 200,467	$ 148,942	$ 51,525	34.59%
Employee Benefits	32,188	19,429	12,759	65.67%
Payroll Taxes	19,887	14,267	5,620	39.39%
TOTAL SALARIES AND BENEFITS	252,542	182,638	69,904	38.27%
ADMINISTRATIVE EXPENSES				
Website & Computer Support	3,461	35,654	(32,193)	-90.29%
Postage	13,777	11,901	1,876	15.76%
Training	36,808	4,047	32,761	809.51%
National Headquarters Administration	13,215	14,412	(1,197)	-8.31%
TOTAL ADMINISTRATIVE EXPENSES	67,261	66,014	1,247	1.89%
RENT	40,410	39,426	984	2.50%
INSURANCE				
Event	35,105	34,132	973	2.85%
National Headquarters	2,067	2,065	2	0.10%
TOTAL INSURANCE	37,172	36,197	975	2.69%
ADVERTISING				
TAW Advertising	25,442	29,198	(3,756)	-12.86%
Event Promotions	11,384	7,270	4,114	56.59%
TOTAL ADVERTISING	36,826	36,468	358	0.98%
TRAVEL - EXECUTIVE COUNCIL	30,992	16,352	14,640	89.53%
AWARDS & EVENTS				
Award Program	5,361	7,715	(2,354)	-30.51%
Membership Program	3,228	4,465	(1,237)	-27.70%
Event Program	7,972	2,462	5,510	223.80%
Youth Program	202	1,263	(1,061)	-84.01%
Special Program	1,416	888	528	59.46%
Grants & Sponsorship	3,960	-	3,960	100.00%
TOTAL AWARDS & EVENTS	$ 22,139	$ 16,793	$ 5,346	31.83%

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AMERICAN VOLKSSPORT ASSOCIATION, INC.
SCHEDULE OF EXPENSES (CONT.)
FOR THE YEARS ENDED JUNE 30, 2016 AND 2015

	2016	2015	Change	Percentage
PROFESSIONAL				
Accounting	$ 12,275	$ 15,180	$ (2,905)	-19.14%
Legal	5,275	4,613	662	14.35%
Contracting	485	4,164	(3,679)	-88.35%
TOTAL PROFESSIONAL	18,035	23,957	(5,922)	-24.72%
IVV EXPENSES				
Dues	3,321	4,401	(1,080)	-24.54%
Meetings	21	1,649	(1,628)	-98.73%
Stamps	4,207	3,853	354	9.19%
TOTAL IVV EXPENSES	7,549	9,903	(2,354)	-23.77%
DEPRECIATION	6,808	6,368	440	6.91%
EQUIPMENT MAINTENANCE				
Equipment Rental	3,785	4,649	(864)	-18.58%
Equipment Repairs & Maintenance	1,373	1,552	(179)	-11.53%
TOTAL EQUIPMENT MAINTENANCE	5,158	6,201	(1,043)	-16.82%
MISCELLANEOUS	3,097	2,518	579	22.99%
TELEPHONE	2,615	2,650	(35)	-1.32%
BANK AND CREDIT CARD FEES	2,164	3,054	(890)	-29.14%
INTEREST EXPENSE	835	1,183	(348)	-29.42%
BAD DEBT EXPENSE	60	-	60	100.00%
CONVENTION	-	99,923	(99,923)	-100.00%
TOTAL EXPENSES	$ 533,663	$ 549,645	$ (16,621)	-3.02%

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SHAREHOLDERS:

Nancy L. Vaughan, CPA
Deborah F. Fraser, CPA
Phil S. Vaughan, CPA

Armstrong, Vaughan & Associates, P.C.

Certified Public Accountants

November 25, 2016

To the Board of Directors
The American Volkssport Association, Inc.

We have audited the financial statements of the American Volkssport Association, Inc. as of and for the year ended June 30, 2016, and have issued our report thereon dated November 25, 2016. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter signed April 26, 2016, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the American Volkssport Association, Inc. solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgement, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team and others in our firm have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by American Volkssport Association, Inc. is included in Note 2 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during the fiscal year ended June 30, 2016. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive estimates affecting the financial statements were the allocation of functional expenses and the useful lives of depreciable asset.

Management's estimate of functional expense is based on time spent and professional judgment. The useful lives of depreciable assets are based on past history and industry standards. We evaluated the key factors and assumptions used to develop these estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the American Volkssport Association, Inc.'s financial statements relate to revenue recognition, valuation of investments, and capital lease obligations.

Significant Difficulties Encountered during the Audit

We encountered no difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. Management has corrected all identified misstatements.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the American Volkssport Association, Inc.'s financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Representations Requested from Management

We have requested certain representations from management that are included in the management representation letter dated November 25, 2016.

Management Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings or Issues

In the normal course of our professional association with the American Volkssport Association, Inc., we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating conditions affecting the entity, and operating plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the American Volkssport Association, Inc.'s auditors.

In planning and performing our audit of the financial statements for the current year we became aware of some additional opportunities to strengthen the Association's operations with the following suggestions:
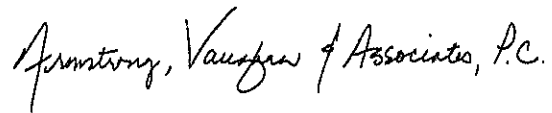
1. Perpetual Accounting System: The Association's accounting database utilizes a perpetual system which prevents management from making time-based reports for membership counts and club counts. Consequently, this hinders certain audit procedures from being performed. The Association should consult with their IT services to add the option for management to print these reports at year-end so that the data is available for any future audits.

2. Obsolete Fixed Assets: The Association is carrying several fixed assets on their financial statements that are no longer in use. Management should review their schedule of fixed assets and identify which assets are still in use.

3. Capitalization Threshold: The Association's policy is to capitalize all purchases above $350, which is under the industry norm for an organization of this size. Management should increase their capitalization threshold to enhance the efficiency of operations.

4. <u>Vacation Payout:</u> The Association's personnel policy allows for a vacation payout upon an employees' separation with the Association. The policy, however, does not explicitly state the amount of vacation payout allowed. The Association should revise their personnel policy to prevent an employee from receiving an excessive payout at their termination date.

The comments above were verbally discussed with personnel at the conclusion of the prior year audit.

This report is intended solely for the use of the Board of Directors and management of the American Volkssport Association, Inc. and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Armstrong, Vaughan & Associates, P.C.