

MINUTES

Electronic Board Meeting

November 13, 2018

1. The meeting was called to order at 10:00 a.m. est. All present except NE RD.
2. A discussion on whether DRDs are NEC members (for awards purposes). A consensus vote was taken. For award purposes, DRDs are members of the NEC and thus ineligible for national level awards.
3. Bob Morrison presented information on the current financial statements. (Attached)
4. Henry Rosales presented information regarding the Publicity Request for Proposal (RFP). The final report will be presented at the January NEC/BoD meeting.
5. It was suggested that we have a December EBM on December 11, 2018. Consensus vote. No objection.
6. Mike Green presented a standard for NEC/BoD events. Events will not be encouraged but there should be a policy. A consensus vote was taken. No objection. (Attached)
7. A consensus vote was taken on Mike Green's policy changes regarding cut and paste of stamps into IVV achievement books. No objection. (Attached)
8. There was a discussion of what are the minimum distance for events. Henry will query IVV for clarification.
9. The board meeting adjourned at 11:15 a.m. est.

A further discussion on the Registration for Convention was held. Any further decisions will be postponed until the December meeting.

Henry announced the roll out of Group Works, a communication platform so that clubs can better communicate.

Respectfully submitted,

Sam Korff, AVA Secretary

American Volkssport Association, Inc.
Balance Sheet
As of September 30, 2018

Sep 30, 18

ASSETS

Current Assets

Checking/Savings

10000 · CASH ACCOUNTS

10010 · CASH OPERATIONS TEXSTAR BANK	12,830.76
10020 · CREDIT CARD ACCT TEXSTAR BANK	4,032.93
10030 · SAVINGS ACCOUNT TEXSTAR	3,723.38
10040 · CONVENTION ACCOUNT TEXSTAR	732.45
10050 · ALBANY BANK ACCOUNT	1,500.00
10060 · PETTY CASH FUND	100.00
10070 · CASH REGISTER FUND	200.00
10080 · CASH IVV GERMAN ACCOUNT	3,612.19

Total 10000 · CASH ACCOUNTS

26,731.71

10100 · INVESTMENTS - EDWARD JONES & CO

10110 · MONEY MARKET EDWARD JONES & CO	68,690.20
10120 · CD PORTFOLIO EDWARD JONES	353,566.63
10130 · BOND PORTFOLIO EDWARD JONES	317,242.56
10100 · INVESTMENTS - EDWARD JONES & CO - Other	977.90

Total 10100 · INVESTMENTS - EDWARD JONES & CO

740,477.29

Total Checking/Savings

767,209.00

Accounts Receivable

10200 · ACCOUNTS RECEIVABLE	15,988.30
10210 · ACCOUNTS RECEIVABLE TRADE	-42.50
10200 · ACCOUNTS RECEIVABLE - Other	

Total 10200 · ACCOUNTS RECEIVABLE

15,945.80

Total Accounts Receivable

15,945.80

Other Current Assets

10300 · PRE PAID EXPENSES	8,725.03
10310 · PRE PAID INSURANCE - EVENT	224.75
10320 · PRE PAID INSURANCE WORKMAN COMP	1,193.65
10330 · PRE PAID INSURANCE OFFICE LIAB	261.36
10340 · PREPAID POSTAGE	818.97
10350 · PREPAID EQUIPMENT RENTAL	

Total 10300 · PRE PAID EXPENSES

11,223.76

10380 · ACCRUED PARTICIPATION	34,193.00
10390 · ACCRUED SANCTION FEES	8,495.00

American Volkssport Association, Inc.
Balance Sheet
As of September 30, 2018

	Sep 30, 18
10400 · INVENTORY	
10410 · INVENTORY - SPECIALTY MERCH	-278.18
Total 10400 · INVENTORY	-278.18
12000 · Undeposited Funds	30.00
12100 · Inventory Asset	6,098.71
Total Other Current Assets	59,762.29
Total Current Assets	842,917.09
Fixed Assets	
10500 · FIXED ASSETS	
10510 · FURNITURE, FIXTURES & EQUIPMENT	68,407.81
10520 · ACCUMULATED DEPRECIATION F,F&E	-48,179.09
Total 10500 · FIXED ASSETS	20,228.72
Total Fixed Assets	20,228.72
TOTAL ASSETS	863,145.81
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20100 · ACCOUNTS PAYABLE	
20110 · ACCOUNTS PAYABLE - TRADE	8,985.06
Total 20100 · ACCOUNTS PAYABLE	8,985.06
Total Accounts Payable	8,985.06
Credit Cards	
20125 · TEXSTAR CREDIT CARD PAYABLE	9,639.43
Total Credit Cards	9,639.43
Other Current Liabilities	
20000 · CURRENT LIABILITIES	
20130 · SUNSHINE ACCOUNT	427.21
Total 20000 · CURRENT LIABILITIES	427.21

American Volkssport Association, Inc.
Balance Sheet
As of September 30, 2018

	Sep 30, 18
20200 · PAYROLL LIABILITIES	
20210 · FICA WITHHOLDING PAYABLE	-120.60
20220 · FIT WITHHOLDING PAYABLE	171.01
20230 · TEC PAYABLE	262.92
20200 · PAYROLL LIABILITIES - Other	-165.23
Total 20200 · PAYROLL LIABILITIES	148.10
20300 · OTHER LIABILITIES	
20320 · TEC TAX PAYABLE	-414.95
20330 · ACCRUED WAGES PAYABLE	4,828.18
20340 · ACCRUED VACATION & SICK PAY	8,476.56
20350 · DEFERRED ANNUAL CLUB DUES	9,818.72
20360 · DEFERRED SANCTION FEES	33,400.00
20370 · DEFERRED MEMBERSHIP DUES (TAW)	-11,808.96
Total 20300 · OTHER LIABILITIES	44,299.55
25000 · REFUNDS PAYABLE	4.80
25500 · SALES TAX PAYABLE	127.55
Total Other Current Liabilities	45,007.21
Total Current Liabilities	63,631.70
Long Term Liabilities	
20500 · LONG TERM LIABILITIES	
20510 · DEFERRED LIFE VAM MEMBERSHIP	33,939.00
Total 20500 · LONG TERM LIABILITIES	33,939.00
Total Long Term Liabilities	
Total Liabilities	97,570.70
Equity	
30000 · EQUITY	908,424.60
30030 · RETAINED EARNINGS-CURRENT YEAR	-611,121.64
30040 · RETAINED EARNINGS-PRIOR YEAR	625,000.00
30050 · BOARD DESIGNATED FUND BALANCE	14,967.89
30000 · EQUITY - Other	
Total 30000 · EQUITY	937,270.85
32000 · Unrestricted Net Assets	-144,253.57
Net Income	-27,442.17
Total Equity	765,575.11
TOTAL LIABILITIES & EQUITY	863,145.81

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Accrual Basis

American Volkssport Association, Inc. Profit & Loss Budget vs. Actual

July through September 2018

	Jul - Sep 18	Budget	\$ Over Budget	% of Budget
Income				
40000 · OPERATIONS REVENUE				
40100 · PROGRAM INCOME				
40110 · PARTICIPATION FEES				
40111 · YRE/SEASONAL EVENTS	24,277.50	76,900.00	-52,622.50	31.6%
40112 · TRADITIONAL EVENTS	18,126.50	79,000.00	-60,873.50	22.9%
40113 · RD EVENTS	396.00	1,000.00	-604.00	39.6%
40114 · PPSF EVENTS	567.00	1,200.00	-633.00	47.3%
40115 · ACE EVENTS	0.00	0.00	0.00	0.0%
Total 40110 · PARTICIPATION FEES	43,367.00	158,100.00	-114,733.00	27.4%
40210 · SANCTION FEES				
40211 · IVV YRE/SEASONAL EVENTS	19,810.00	72,550.00	-52,740.00	27.3%
40212 · IVV TRADITIONAL EVENTS	0.00	17,340.00	-17,340.00	0.0%
40213 · AVA GUIDED EVENTS	0.00	450.00	-450.00	0.0%
40214 · AVA ACE EVENTS	0.00	0.00	0.00	0.0%
Total 40210 · SANCTION FEES	19,810.00	90,340.00	-70,530.00	21.9%
40250 · NATIONAL PROGRAM INCOME	362.75	5,000.00	-4,637.25	7.3%
40260 · SPECIAL PROGRAM INCOME	45.00	600.00	-555.00	7.5%
40270 · VIRTUAL ONLINE PROGRAM INCOME	1,332.52	6,000.00	-4,667.48	22.2%
40280 · YOUTH PROGRAM INCOME	242.50	1,200.00	-957.50	20.2%
Total 40100 · PROGRAM INCOME	65,159.77	261,240.00	-196,080.23	24.9%
40300 · MEMBERSHIP INCOME				
40320 · ASSOCIATE MEMBERSHIP	3,925.00	15,000.00	-11,075.00	26.2%
40330 · ASSOCIATE FAMILY MEMBERSHIP	2,970.00	15,000.00	-12,030.00	19.8%
40300 · MEMBERSHIP INCOME - Other	0.00	0.00	0.00	0.0%
Total 40300 · MEMBERSHIP INCOME	6,895.00	30,000.00	-23,105.00	23.0%
40340 · CLUB CHARTER INCOME	100.00	300.00	-200.00	33.3%
40345 · ANNUAL CLUB DUES	18,540.24	16,950.00	1,590.24	109.4%
40350 · MERCHANDISE INCOME	7,847.14	44,300.00	-36,452.86	17.7%
40360 · ADVERTISING INCOME	1,635.00	5,500.00	-3,865.00	29.7%
40500 · FUND DEVELOPMENT REVENUE				
40510 · DONATIONS - UNRESTRICTED	1,761.49	80,000.00	-78,238.51	2.2%
40520 · DONATIONS - RESTRICTED	100.00	4,000.00	-3,900.00	2.5%
40530 · IN-KIND DONATIONS	0.00	500.00	-500.00	0.0%
40540 · BIG GIVE - DONATIONS	0.00	0.00	0.00	0.0%
40550 · GRANTS	0.00	5,000.00	-5,000.00	0.0%
Total 40500 · FUND DEVELOPMENT REVENUE	1,861.49	89,500.00	-87,638.51	2.1%
Total 40000 · OPERATIONS REVENUE	102,038.64	447,790.00	-345,751.36	22.8%
40600 · SALES RETURNS & ALLOWANCES	0.00	-50.00	50.00	0.0%
40700 · CLUB / MEMBER DISCOUNTS	-946.30	-6,500.00	5,553.70	14.6%
40760 · CONVENTION 2019 INCOME	0.00	118,851.00	-118,851.00	0.0%
40800 · INCOME-OTHER	783.98	7,000.00	-6,216.02	11.2%
40900 · INCOME-INTEREST & INVESTMENT	3,486.40	5,100.00	-1,613.60	68.4%
Total Income	105,362.72	572,191.00	-466,828.28	18.4%
Cost of Goods Sold				
50000 · COST OF GOODS SOLD	6,758.10	23,000.00	-16,241.90	29.4%
Total COGS	6,758.10	23,000.00	-16,241.90	29.4%
Gross Profit	98,604.62	549,191.00	-450,586.38	18.0%
Expense				
60000 · EXPENSES				
60500 · BANK/CREDIT CARD/ SERVICE CHGS	1,136.28	3,200.00	-2,063.72	35.5%
60600 · CLUB DEVELOPMENT/SUPPORT	30.75	1,835.00	-1,804.25	1.7%
60760 · CONVENTION 2019 EXPENSE	6.43	97,063.00	-97,056.57	0.0%
61000 · COMPUTER-SOFTWARE-WEBSITE EXP	427.21	2,500.00	-2,072.79	17.1%
61500 · DEPRECIATION EXPENSE	1,576.26	5,435.00	-3,858.74	29.0%
62000 · EQUIPMENT				
62010 · EQUIPMENT MAINTENANCE	0.00	1,000.00	-1,000.00	0.0%
62020 · EQUIPMENT RENTAL	4,141.15	8,340.00	-4,198.85	49.7%
Total 62000 · EQUIPMENT	4,141.15	9,340.00	-5,198.85	44.3%

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Accrual Basis

American Volkssport Association, Inc.

Profit & Loss Budget vs. Actual

July through September 2018

	Jul - Sep 18	Budget	\$ Over Budget	% of Budget
62500 • FUND DEVELOPMENT EXPENSE				
62550 • GRANT EXPENSE	0.00	0.00	0.00	0.0%
62570 • BIG GIVE EXPENSE	122.00			
62500 • FUND DEVELOPMENT EXPENSE - Other	0.00	2,000.00	-2,000.00	0.0%
Total 62500 • FUND DEVELOPMENT EXPENSE	122.00	2,000.00	-1,878.00	6.1%
63200 • INSURANCE				
63210 • INSURANCE - EVENT LIABILITY	8,724.99	36,250.00	-27,525.01	24.1%
63220 • INSURANCE - NAT'L OFFICE LIAB.	594.34	2,400.00	-1,805.66	24.8%
Total 63200 • INSURANCE	9,319.33	38,650.00	-29,330.67	24.1%
63400 • INTEREST EXPENSE	0.00	100.00	-100.00	0.0%
63500 • INTERNATIONAL TRAVEL EXPENSE	-2,875.69	3,000.00	-5,875.69	-95.9%
63600 • IVV EXPENSE	0.00	3,300.00	-3,300.00	0.0%
64000 • MARKETING & PUBLIC RELATIONS	4,561.99	6,500.00	-1,938.01	70.2%
64500 • MEMBERSHIP / PUBLICATIONS DUES	0.00	700.00	-700.00	0.0%
64800 • MISC. OPERATIONS EXPENSE	855.62	1,650.00	-794.38	51.9%
65000 • NEC TRAVEL & EXPENSES				
65210 • NEC TRAVEL EXPENSE	442.39	29,100.00	-28,657.61	1.5%
65220 • NEC REIMBURSEABLE EXPENSES	30.20	10,000.00	-9,969.80	0.3%
65000 • NEC TRAVEL & EXPENSES - Other	0.00	0.00	0.00	0.0%
Total 65000 • NEC TRAVEL & EXPENSES	472.59	39,100.00	-38,627.41	1.2%
65200 • NATIONAL OFFICE TRAVEL/ MGT EXP	0.00	0.00	0.00	0.0%
65300 • NON-DEPREC ASSET PURCHASES	361.71	500.00	-138.29	72.3%
65600 • OFFICE REPAIRS & MAINTENANCE	0.00	500.00	-500.00	0.0%
66000 • PAYROLL BENEFITS & WAGES				
66010 • PAYROLL BENEFITS	4,653.54	30,000.00	-25,346.46	15.5%
66020 • WAGES - NATIONAL HQ STAFF	60,512.45	244,975.00	-184,462.55	24.7%
66030 • PAYROLL TAX	4,143.14	23,000.00	-18,856.86	18.0%
Total 66000 • PAYROLL BENEFITS & WAGES	69,309.13	297,975.00	-228,665.87	23.3%
66100 • POSTAGE				
66110 • POSTAGE - NATIONAL OFFICE	833.19	3,500.00	-2,666.81	23.8%
66120 • POSTAGE - EXECUTIVE COUNCIL	13.14	0.00	13.14	100.0%
Total 66100 • POSTAGE	846.33	3,500.00	-2,653.67	24.2%
66200 • PROFESSIONAL FEES				
66210 • IT SERVICE FEES	1,865.00	10,000.00	-8,135.00	18.7%
66220 • LEGAL SERVICES	0.00	3,000.00	-3,000.00	0.0%
66230 • FINANCIAL SERVICES	0.00	12,800.00	-12,800.00	0.0%
66240 • STRATEGIC PLANNING SERVICES	0.00	2,000.00	-2,000.00	0.0%
Total 66200 • PROFESSIONAL FEES	1,865.00	27,800.00	-25,935.00	6.7%
66300 • PROGRAM EXPENSE				
66310 • AWARD PROGRAM EXPENSE	1,919.28	6,000.00	-4,080.72	32.0%
66320 • MEMBERSHIP PROGRAM EXPENSE	799.50	2,300.00	-1,500.50	34.8%
66330 • EVENT PROGRAM EXPENSE	6,528.66	11,000.00	-4,471.34	59.4%
66335 • VIRTUAL ONLINE PROGRAMS				
66340 • WALKER TRACKER (401K) PROGR...	2,842.17	0.00	2,842.17	100.0%
66335 • VIRTUAL ONLINE PROGRAMS - Other	0.00	9,500.00	-9,500.00	0.0%
Total 66335 • VIRTUAL ONLINE PROGRAMS	2,842.17	9,500.00	-6,657.83	29.9%
66350 • ACE PROGRAM EXPENSE	0.00	0.00	0.00	0.0%
66360 • YOUTH PROGRAM EXPENSE	0.00	1,000.00	-1,000.00	0.0%
66380 • NATIONAL PROGRAM EXPENSE	78.78	2,000.00	-1,921.22	3.9%
66390 • SPECIAL PROGRAM EXPENSE	0.00	500.00	-500.00	0.0%
Total 66300 • PROGRAM EXPENSE	12,168.39	32,300.00	-20,131.61	37.7%
66400 • PROMOTIONAL PROGRAMS	0.00	0.00	0.00	0.0%
66700 • RENT	10,227.00	43,308.00	-33,081.00	23.6%
67000 • STAFF TRAINING	584.42	2,000.00	-1,415.58	29.2%
67100 • SUPPLIES - NATIONAL OFFICE	1,338.91	5,000.00	-3,661.09	26.8%
67200 • SUSPENSE ACCOUNT	-2,014.29			
68100 • TAW EXPENSES	10,740.70	28,000.00	-17,259.30	38.4%
68200 • TELEPHONE & UTILITY	845.57	3,200.00	-2,354.43	26.4%
Total 60000 • EXPENSES	126,046.79	658,456.00	-532,409.21	19.1%
Total Expense	126,046.79	658,456.00	-532,409.21	19.1%
Net Income	-27,442.17	-109,265.00	81,822.83	25.1%

Proposed Changes to the AVA Policy Manual

(Version 3.2 - 11/13/2018, 11:08AM EDT)

This page is intended to provide a common location for proposed changes to the AVA Policy Manual and supporting documentation.

Proposed AVA Policy changes to cover AVA BOD Member Sanctioned Events (aka RD Walks, President Walks, etc.)

Introduction - In general AVA Board of Directors (BOD) members should avoid sponsoring an event; they should instead encourage clubs to sponsor the event under consideration. But there are good reasons for a BOD member to sanction/conduct an event including:

- * To keep certain key events in place after a club folds or
- * To establish events in specific areas where a local club does not exist
(with the plan to establish a club in the area at a later date).

1. Any member of the BOD may create an event hereafter referred to as a BOD event.
2. A BOD event must be approved by the sanctioning authority (or authorities) for the state and region of the event.
3. The AVA shall not assess an event sanctioning fee for an approved BOD event.
4. The BOD member shall provide event participation data in a timely fashion for each BOD event they have sanctioned.
5. The paid participant fee for a BOD event shall be the maximum allowed participation fee for that event type.
6. The BOD member shall remit to the AVA all funds received for the event including the collected paid participant fees and any donations.
7. The BOD member shall complete and submit the standard expense form to the AVA to obtain compensation for direct expenses to conduct the event.

Proposed AVA Policy Changes based on Recently Approved NEC/BOD Motions

Cut and Paste of Event Stamps from Insert Cards

1. Event stamp imprints from insert cards may be cut into individual stamp imprints and placed into IVV Event/Distance and AVA Special Program books instead of including complete insert cards with these books.
2. This is an option open to all AVA participants to permit the completion of books by pasting or taping individual stamps from other official sources into official achievement books.
3. Use of staples to affix stamp imprints into books is not allowed.

Submission of Scanned Books

1. AVA Associate members (including AVA Lifetime members), may send in (via email or US Mail) scans of their completed achievement books to the AVA versus mailing the actual books to AVA for certification.
2. Members who employ scanned books need not send in their Record of Achievement (ROC) books with each submission. Instead the ROC books should be periodically sent via US Mail to the AVA for update.

Recent changes to the Policy Manual deployed on the ava.org website (10/10/2018)

Summary of Changes

Major

- Added new Subsection 4.14 - Event Directions and Maps.
- Added new Section 5 - AVA Community Events.
- Changed 4.06.II.D to permit sanctioning of events on cruise ships.
- Modified Appendix B to reflect change of annual club dues from \$50 to \$75.
- Modified Appendix B to contain all assessed sanctioning, participation, and processing fees.

Minor

- Removed effectivity dates from policy statements where the dates are now in past.
- Removed the policy statement specifying the use of "Rallyhood" as a electronic communication system.
- Moved dollar amounts of sanctioning fees paid for TGW and GB events into Appendix B.
- Added policy statements that GB and TGW events cannot be sanctioned as PPSF
- Removed outdated/expired statements covering optional 50/50 Special Programs policy that is no longer allowed.
- Removed policy statements about the return of stamps to AVA HQ.
- Added policy statement that clubs should dispose of rubber stamps within 30 days after an event and keep/re-use wooden handles.
- Removed fees for the late return of stamps and the return of damaged stamps from Appendix B.
- Added new/revised fees for stamp and handle replacement as well as "custom stamps" to Appendix B