

Minutes

Electronic Board Meeting

December 11, 2018

1. The meeting was called to order at 11:00 a.m. est. All present except the NE RD.
2. The charter for the National Convention Committee was discussed. (attached). It was recommended that the following changes be made:
 - a. Report to: the Executive Director under guidelines of the Strategic Plan. vice The Board.
 - b. Under purpose: deliver a **successful** national convention.
A consensus vote was taken. No objections.
3. The charter for the Standards and Evaluation Committee was discussed. (attached).

A consensus vote was taken to approve the charter with the proviso that the charter be amended as needed. No objections.
4. Amendment to the January NEC meeting agenda (attached)
 - a. Withdraw motion regarding airport walks
 - b. Club Greeter proposal will be handled by John McClellan
 - c. Coupons in the New Walker Packet as an issue is passed to the Membership Committee and AVA HQ
5. Discussion of current status of planning for Biennial Convention in Albany
6. Bylaws Committee will develop a method to allow us to add non-volkssporters to the board.
7. A presentation by Spencer Morgan of Group Works was made.
8. Meeting adjourned at 1:13 p.m. est.

Respectfully submitted: Sam Korff, AVA Secretary



America's Walking Club



Standards and Evaluation Committee Charter

Purpose of the Committee: As a standing committee of the National Executive Council (Board), will work continuously to develop and update program documents addressing policies and procedures of the American Volkssport Association (AVA) to help delineate national, state and local policies and procedures for regional directors and the national office to deliver fun and inviting noncompetitive physical fitness activities for all participants.

Mission: To improve organization direction through review and update of published policies and procedures.

Report to: the AVA Board, and take direction from the AVA's strategic plan.

Strategic Plan Goals Supported: Strategic Goal 1 (Mission Impact), Objective B. Improve membership benefits, programs and services by providing clear direction.

Committee membership and operations: The chair is appointed by the President. If the chairman is not serving as Board member, then an officer will be assigned to the committee as a liaison to the Board. The chair will identify the needs for additional committee members up to six and work with the Regional Directors to find the best candidates. All committee work is done in partnership and through the leadership and enabling of the Executive Director.

Frequency of meetings: As needed, but estimate to be quarterly, generally through electronic messages and conference calls. In person meetings, if needed, will be scheduled at meetings of the Board or AVA conventions.

Scope of work for the Standards and Evaluation:

- 1) Update the Policy and Procedures Manual.
- 2) Work with other committees to update publications, including recommendations for updating AVA By-Laws.
- 3) Continuously seek feedback from all partners related to policies and procedures.
- 4) Develop, coordinate and participate delivering evaluations as directed by the President.

Budget: No travel requirements are foreseen for this committee, other than the chairman attending biannual Board meetings on an as needed basis. Publication of final documents will generally be online. An annual budget of not greater than \$500 is forecast for administrative costs, with an additional \$500 during convention years.

Author:

Board Approval Date:



America's Walking Club National Convention Committee Charter



Purpose of the Committee: As a special committee of the National Executive Council (Board), will work with the national staff to solicit, grade, coordinate development, participate in public awareness and deliver each biennial national convention.

Mission: To provide for consistent biennial national convention development and delivery by maintaining consistency from convention to convention, and working with local representatives on the committee to improve community outreach.

Report to: The Board, executive director under direction of the AVA's strategic plan.

Strategic Plan Goals Supported: Strategic Goal 1 (Mission Impact), Objective B. Improve Membership Benefits, Programs and Services in delivering the biennial national convention and working with other committees to help meet volunteer leaders education needs.

Committee membership and operations: The chair is appointed by the President. In lieu of mandating that an officer serve on the Committee the executive director will serve as authority connected to the Committee. The chair will identify the needs for additional committee members up to six and work with the National Office and Regional Directors to find the best candidates. Included in the six members will be one or two local representatives after a proposal for the national convention has been accepted and the location determined. All committee work is done in partnership and through the leadership and enabling of the Executive Director.

Frequency of meetings: As needed, but estimated at quarterly, changing to monthly during convention planning periods, generally through conference calls and electronic mailings. In person meetings, will be scheduled to coincide with meetings of the Board or AVA conventions, as needed, including but not limited to the Board meeting one year before the scheduled convention if convened at the future convention location.

Scope of work for the Standards and Evaluation:

- 1) Provide assistance requested by the Executive Director in soliciting convention proposals.
- 2) Provide assistance requested by the Executive Director in scoring submitted proposals.
- 3) Working through local committee members to plan and deliver local outreach in the convention location community.
- 4) Work with other committees to deliver training at AVA conventions and other events.

Budget: Travel requirement foreseen for the committee chair for attending Board meetings on an as needed basis, and most importantly the Board meeting held one year prior to a biennial convention if convened at the convention location. An annual budget of not greater than \$750 is forecast, with an additional \$500 during convention years.

Author:

Board Approval Date:



Fun, Fitness, Friendship

America's Walking Club

National Executive Council XXI Meeting

January 11-13, 2019/ Fri. 7-10pm/Sat. 8am-8pm/Sun. 8am-12n
La Quinta-Tucson Airport, 7001 South Tucson Blvd.
Tucson, AZ 85706 (520) 573-3333

- 1. Welcome & Call to Order**
- 2. Introduction of NEC/Board**
- 3. Introduction of Guests**
- 4. Approval of Agenda**
- 5. Reports of Officers**
 - a. President – David Bonewitz
 - b. Vice President – Nancy Wittenberg
 - c. Secretary – Sam Korff
 - d. Treasurer – Bob Morrison
 - i. Funds Transfer
 - ii. Midyear Budget Modifications
 - iii. Motion to change accounting year
 - iv. 2017-2018 Audit Report
- 6. Report of Executive Director**
 - a. Recognition of Donations
 - b. Acceptance of New and Reactivated Clubs & Declaration of Deactivated Clubs
 - c. Executive Director's Report
- 7. Reports of Standing Committees**
 - a. Convention – Chris Mellen (Liaison)
 - b. Information Technology – Chris Zegelin
 - c. Standards and Evaluation – Jerry Wilson
 - d. Audit – Bob Morrison
 - e. Publicity – Henry Rosales
 - f. Bylaws – Lucy Yother
- 8. Reports of Special & Ad Hoc Committees**
 - a. Special Programs – Bonnie Johnson
 - b. National Programs (including IML events) – Susan Medlin
 - c. Awards and Recognition – Suzi Glass
 - d. Programs Committee – Debbie Kruep
 - e. Training Development – Tom Baltes
 - f. Membership – Holly Pelking
 - g. Fund Development – Nancy Wittenberg
 - h. Club Development and Support – John McClellan
 - i. Free Walker Study Group – Sam Korff
 - j. Strategic Plan Implementation/Coordination – Nancy Wittenberg



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9. Unfinished Business

- a. Ratify approval of TAW Contract Extension – Executive Director
- b. Convention & General Membership Meeting – Tom Baltes, Chris Mellen, Executive Director
- c. Big Give – Nancy Wittenberg
- d. Support to National Promotional Events
 - i. Crazy Horse – Jerry Wilson
 - ii. Mackinaw Bridge Walk (potential)

10. New Business

- a. Airport Walk Proposal-Tom Baltes
- b. YRE Cruise Walk Proposal-Tom Baltes
- c. Club Greeter Proposal-Andy Bacon (Bob and Carol Miller)
- d. Approval of Convention Awards-Suzi Glass
- e. New Volunteer Award-Suzi Glass
- f. Changes to AVA's Release of Liability Form-Chris Zegelin
- g. Electronic Waiver Requirement-Chris Zegelin

11. Next Meetings

- a. Electronic Board Meeting (EBM) – February 19, 2019
- b. Physical Meeting – June 12-14, 2019 – Albany Convention

12. Audience Comments

13. Executive Council Comments

14. Adjournment