

Meeting Minutes
WASHINGTON BIATHLON ASSOCIATION
June 6, 2005

Vice President Jon Matson called the meeting to order at 7:04 pm. Present were Jon, Secretary Bob Vallor, Treasurer Jack Seabrook and Board members Jay Bender and Mike Spillane.

Jon asked if everyone got they minutes from the last two meetings, April and May. He had sent them out by e-mail. Several had been unable to open them. Bob said he was able to open them and had transferred them to Word. He said he would send them out. A vote on approving them was tabled until the next meeting.

Jack presented a Treasurer's Report. He gave a checking account balance of \$2268.29 and a savings balance of \$2509.62. He reported that four checks had not cleared, written recently to Bob Vallor for insurance for the summer race series, target parts and target maintenance. There were several recently received checks for entry fees, targets and memberships that had not been deposited. Jack reviewed the finances from the May 29 & 30 events at Machias and said he needed to get with Victor Woo and Jim Slyfield to get some reconciling of monies. Using Jim's spreadsheet Jack reported that the event took in \$400 and \$127 in expenses were listed, \$100 to SPRA for range use and \$27 on other expenses. Jay asked about the cost of insurance and Bob reported that the race series total for insurance and USBA website listing was \$275, or \$55 for each event. Jack said he had not yet figured that amount into the May events. Bob asked if there was any awards expenditure and it was reported that plants, possibly donated were given as awards and no expense was incurred. Jack and Mike discussed the need to go back to an expense guideline for races and Mike supplied a copy of one that was used in the past at an Issaquah race. There was a discussion of required USBA memberships for insurance purposes and Jay said he had spoken to Victor and Jim about the issues. There was concern because there was no record of taking in any memberships and some racers had not been USBA members in the recent past. Jay said he would talk to Jim and Victor again about this very soon. Jack spoke briefly about insurance and that the USBA requires paid insurance for races and provided training day insurance, yet the race results showed that two people apparently raced on the training day and their times were then inserted in Sunday's race results. There was concern about how this could impact liability. It was also noticed that one competitor appeared to have raced, but had not paid any entry fee. After discussion Jack said he would submit a race director's cost sheet guideline for future race directors to use as a guide in identifying costs that need to be handled. Jon said he would put a review of Jacks proposal on the next meeting agenda. Overall it was reported that the events at Machias were well run. The issue of most concern was the required USBA memberships. After discussion it was decided that if no membership fees were collected for non-USBA members, those fees would be drawn from the race profits and paid to the USBA in the name of the involved racers. Jack moved to do this, Mike seconded and the motion carried (5-0).

Jack and Bob reported that no new WBA memberships had come in.

The Treasurer's Report spilled over into a review of the Machias events, specifically regarding the Insurance/USBA issues, but again all went well. Jay reported that Jim and Victor received several positive e-mails which had some constructive criticisms included.

Most of these had to do with individual instructing style or things about the course. Regarding USBA membership, Bob said he would contact the USBA for a list of Washington state members.

Off agenda, but related to the summer series the WBA Race Procedures Manual was discussed. The manual has been written but the board had not made a review, edit or approval of it. It was noted that it could hold items like the cost sheet that Jack proposed. It could also address USBA membership check procedures. Returning to the issue of day USBA memberships and encouraging first timers to try the sport there was discussion of how to handle this. After debate Jay moved that first timers, "true novices", who were not USBA members and did not plan to join the USBA without trying a biathlon race first, on a one-time-only basis would complete day membership paperwork for the USBA, but the WBA would pay their fee for that one (first) event only, out of race proceeds. Bob seconded the motion and it passed (5-0).

Jay gave an update on the targets. The new welder is making progress but some parts are in shortage. Jay and the welder are coordinating fabrication of these parts. They are the hit plate stop levers and a several prone aperture disks (that are eventually welded onto the hit plate). It was conjecture that these parts were likely lost in the previous welders outdoor shop. Mike said he would get the metal specifications to Jay at the end of the meeting. Jay was looking at a laser-cutting firm in Wenatchee. Bob said he would get Jay the number to a firm in Auburn, one that employed some workers from the closed Ferndale laser cutter that had made the original parts. It was noted that with the targets being welded together in Dryden, using a Wenatchee cutter was more logical than using one based in Auburn, unless the cost were dramatically different. Bob said he would get the target that SerPro (Burien) had built and will report on that cost at or before the next meeting.

The board discussed race fees, waivers, race fees for juniors, late fees, WBA discounts and race series discounts. The summer race series entry fee was set at \$20 per event, plus \$10 for USBA day membership when needed. All entrants would be clearly told that USBA membership is an insurance requirement and they must complete the USBA form. A forms supply would be at the race site. Jay noted that he added a block for a racers USBA number on entry forms. For the current race series, there would be no junior racer discount and no late fees charged. There will be no series discount or WBA members discount. These will all be revisited, decided on and codified in the Race Procedures Manual when the board takes that up. Bob noted that the series is already in progress under these guidelines. In the near future the board will look at a race entry fee discount for WBA members. In the near future the board will look at a discount for a racer who signs up for a whole race series. Discounts for Junior racers and late fees will be revisited, although it was noted that the WBA has been inconsistent in enforcing late fees. It was believed that changes like these should occur between the summer and winter season, not during a season that is already in progress. Any changes in policy will be effective before the 2005/2006 race season. Jon made a motion to accept the above decisions for the summer race series. Jack seconded and the motion carried (5-0).

The upcoming race on June 11th was discussed. Bob said the SPAA had supplied the WBA with temporary indoor storage area for equipment. He will be moving it the equipment there during the week. He said he would be on site on Friday doing set up. For June 11th, Jay is the Race Director. Jack will direct the July race and Mike will direct the

August race. Bob will be Chief of Range at all three events. Jon will be Chief of Course for June. August will be the championship race and Mike is working on T-shirts. He is also going to contact past sponsors for product support. Jay had looked at some support from a biathlon rifle and equipment supplier. They declined but left the door open for future requests.

There was a brief discussion of the use of e-mail to communicate and if a "paper trail" was being kept up on this. Bob reported that he had kept such records since the Association began in 1999.

The board discussed some safety and health issues that have come up in the recent past. These were related to liability, course difficulty and range safety as well as trying to identify and render safe some competitors. These issues will be addressed at the July meeting along with the Race Procedures Manual and a review of the June 11th race.

The "July" board meeting was set for June 27th at 6:30 pm at Mike Spillane's offices. The first Monday in July is the 4th. Several members are not available the following week and the board felt it needed a meeting between the June 11th race and the July 9th race.

Bob moved to adjourn the meeting. Jay seconded and the meeting came to a close at 8:56 pm.

Bob Vallor, Secretary