New York State Ski Racing Association - Nordic, Inc.
FALL MEETING MINUTES
Siena College, Newtonville, Sunday, September 28, 2014

President called the meeting to order at 12:35 PM and welcomed those present.

Present were: Chris Frielinghaus, Sean Halligan, Eric Hamilton, Tim Huneck, Carl Klossner, Jim Kobak, David Paarlberg-Kvam, Darwin Roosa, and Eric Seyse.

Minutes of the spring meeting were accepted as posted on a motion by Jim Kobak; second by Tim Huneck; carried.

Treasurer's Report - David Paalberg-Kvam went through a report from Lee Mahood. Details in attachment 1. Balance is $14,110.32 with $4,059.10 in the general fund. It was noted that installments for 2014-15 liability insurance are being paid from the General Fund and will continue until Dec. 1, 2014. David reported that $3,017.50 had been paid to the Coles Woods Project. Eric Hamilton moved we accept the report, Sean Halligan second, carried.

Committee Reports
Membership - Jim Kobak reported that less than a hundred have renewed their membership, so far. Jim noted that the rate of membership renewals typically picks up from now through December. A blast email will be sent to the membership reminding them to renew online via SkiReg and invite them to make an optional donation to the NYSSRA Junior Development Fund.

Nominating - Chris Frielinghaus reported that the committee has a slate of officers for consideration: for President Tim Huneck; for Vice President Eric Seyse; for Treasurer Lee Mahood; for Secretary Eric Hamilton. We still need a Second Vice President.

New Business
Race Schedule - David Paarlberg-Kvam presented a schedule from the cross country committee which is posted on the website as a preliminary schedule under the 'schedules' drop down menu. As each race organizer sanctions details will be added. In an actual on-line session the description of the Wilkinson Cup series was changed to meet the consensus of those present. Each of the series races must offer a 5 k try it event. The series:
1. Osceola Pie Race 12/20/2014
2. Polar Bear JNQ (classic) 1/4/2015
3. Queensbury Invitational 1/17/2015
4. Empire State Winter Games (freestyle) 2/8/2015 and
5. The NYSSRA Nordic Championships

Request for Financial Support - David Paarlberg-Kvam reported that Gavin Hess wants to represent Mid Atlantic at the U23 Nationals this seson. He requested assistance of an amount in the $300 range. Darwin moved we grant the request, Eric Hamilton second, carried with one obstention.

Empire State Winter Games and Tour-nado - Darwin Roosa summarized the schedule of X C events at the ESWG scheduled for February 5 through 8, 2015. They are similar to those for last year. Chris Frielinghaus added that we'd like to have two ski orienteering races during the weekend one on Saturday and one on Sunday both on the X C Stadium side of Mt Van Hoevenburg and both to run from 10 to noon. It was reaffirmed that there would be no qualifiers for ESWG.

"Try It" Series - David Paarlberg-Kvam and the cross country ski committee want to encourage a series of competitive events for those who are intimidated by fast, elite skiers. Last season's 5 k included with the Championship weekend was a success, bringing in several hundred dollars for the Alzheimer's Association. Every race organizer should include something like this.

NYSSRA Championships - Tim Huneck announced that HURT will host the March 7 & 8, 2015 weekend at Mt VanHovenburg. Discussion followed on two points:

- the purpose of the relay: fun or competitive and
- if a ski orienteering leg could be included.

No action taken on either point, but Chris Frielinghaus made the point that orienteers need to be included in the "party."

NYSSRA Calendar and Sanctioning Changes - There's no change to the financial incentive to get your club's event sanctioned early, at least before November 1. Reminder notices should be emailed to all club and event organizer contacts about sanctioning, deadlines, incentives, and the location of forms on the website under the "Race Organizers" menu.

Membership Survey - Jim Kobak had no further report.

Organizational Governance - David Paarlberg-Kvam noted changes to the job description, duties, tasks, and payment for Executive Director (copy attached as appendix 2). Discussion followed on whether we were considering a paid employee or contract worker. Eric Seyse moved; Tim Huneck second that we go ahead with a contract worker for specific tasks, carried. David said that he will put together an application and circulate a call for applications. The objective here is to have someone on board by December 1, 2014.

Eric Hamilton noted that there is a New York State Not For Profit Revitilization Act that went into effect on July 1, 2014. He said he had reviewed a compliance checklist and is confidant that we are in compliance, but asked if one of the other officers would review the material as a further check. Eric Seyse agreed to do that and took the materials for review.

Elections - Eric Hamilton moved that the unopposed and uncontested officers nominated by committee be elected, and that a second vice president be appointed by the new executive committee. Two potential candidates were in attendance. Motion seconded by Eric Seyse, and carried unanimously.

Spring Meeting - David Paarlberg-Kvam announced that the spring meeting will be a conference call format as in past years and would be arranged by Tim Huneck.

Being no further business the meeting was adjourned at 2:30 PM on a motion by Eric Hamilton, Jim Kobak second by Eric Seyse, carried.

Respectfully Submitted,
Eric J. Hamilton
Secretary

---------- Attachment 1 ----------

NYSSRA NORDIC				
Fall Meeting 2014				
Treasurer's Report				
Balance 9/26/14		$14,110.32		
Balance 4/20/14		$ 18,574.15		
Brian McDonald Fund		$297.00		
Biathlon fund		$1,532.91		
Mid A		$5,908.65		
Eastern High School/U18		$507.01		
Youth Development		$1,805.65		
General Fund		$4,059.10		

---------- Attachment 2 ----------

Executive Director of NYSSRA Nordic Inc.
Job Description
Drafted 6/23/14

The Executive Director is the Chief Executive Officer of NYSSRA Nordic Inc. The Executive Director is a non-voting executive who reports to the Executive Board, and is responsible for the organization's consistent achievement of its mission and financial objectives as outlined and updated by the Executive Board. This Executive Director of NYSSRA Nordic is a contract position (3 years) that can be renewed an indeterminate amount of times by the acting Executive Board. In program development and administration, the Executive Director will:

Specific Responsibilities:

1. Work with the Executive Board to develop long-range strategy which achieves its mission, and toward which it makes consistent and timely progress. NYSSRA's (Five) main goals are as follows:
    a) To increase participation by people of all ages in nordic sports including xc skiing, ski-orienteering and biathlon.
    b) To identify and obtain to financially support the work of sanctioned nordic ski clubs and incentivize ways for local ski clubs to become more active

c) To work with Bill Koch Youth Ski Clubs in NY to reach more elementary age kids and introduce them to the sport of nordic skiing. This involves financial support and promotional support.

d) To help groups boost trail and ski infrastructure around New York State through grant writing and financial assistance.

2. Provide leadership in developing program, organizational and financial plans with the Executive Board and staff, and carry out plans and policies authorized by the board. The role of the Executive Director in this capacity will focus on seeking out and applying for grants that are applicable to the plans of NYSSRA Nordic.

In communications, the Executive Director will:

1. See that the board is kept fully informed on the condition of the organization and all important factors influencing it.

2. Establish sound working relationships and cooperative arrangements with community groups, NYSSRA club leaders, and key organizations.

3. The Executive Director will be responsible for developing an system of accountability that will help improve the performance of the individuals on the Executive Board as outlined in the Organizational Structure posted on the NYSSRA website.

4. The Executive Director will be the primary contact with the standing NENSA Executive Director.

In relations with staff, the Executive Director will:

1. Work with the NYSSRA President to ensure that job descriptions are developed and updated to reflect the missions and plans of the board.

2. Maintain a climate and method of communication which attracts, keeps, and motivates the many volunteers.

In budget and finance, the Executive Director will:

Be responsible for developing and maintaining sound financial practices and seek out funding sources to aid in the goals of the NYSSRA Board.

Compensation

The Executive Director will receive an annual stipend of $1,500.00 paid in two separate installments (on April 1st and December 1st) from the General Fund of NYSSRA Nordic. Additionally, the Executive Director will receive 15% of funding sources that are added to the general fund in support of the NYSSRA mission that do not include NYSSRA memberships, sanctioning fees and race fees. The 15% of additional fund shall be paid out by the NYSSRA Treasurer upon receipt of monetary amount.