



**U.S. Biathlon Association, Board of Directors Meeting  
Pineland Farms Conference Center - Saturday May 20<sup>th</sup>, 2006  
Meeting Minutes, Submitted by Art Stegen,**

**I. Call to Order**

Chairman, Larry Pugh called to order the Board of Directors meeting of the U.S. Biathlon Association at 8:30 A.M. on 20 May, 2006 at Pineland Farms, New Gloucester, ME.

**II. Roll Call**

Members of the Board present were: Larry Pugh, Charles Kellogg, Roger Hartley, Bill Alford, Phyllis Jalbert, Art Stegen, Chad Salmela, Jeremy Teela, and Rachel Steer. Absent from the meeting was Gerry Baltzell. Members present represent a quorum. Others presents were Ed Williams, Max Cobb, James Upham, Bill Lilly, Tracy Barnes, Lanny Barnes, Andy Shepard, Walter Shepard, Gary Colliander, Gail Holister and Susan Stegen.

**III. Recognition and Thanks to Bill Lilly**

Larry Pugh recognized Bill Lilly's efforts as interim President for By-Laws revision and election of the new Board of Directors with a plaque of the Olympic Team. He commented that Bill was always a gentleman in his efforts through a difficult year and that Bill would be asked to work on various assignments.

**IV. Opening Remarks**

Larry Pugh recognized and welcomed new Board members and thanked everyone for attending. In providing his thoughts on how the new Board of Directors should act and work together, he stressed that the members be open and hear all points of view. He felt that transparency is critical. His vision is one of a board that takes action rather than be wrapped up in the "process" and one with a strong committee structure that would be responsible for the work. He wanted to put athletes input as a priority and to bring former athletes closer to the "family." He feels there is a sense of great opportunities to move forward. He then reviewed the meeting agenda.

**V. Approval of Minutes from Last Meeting**

Approval of the previous meeting's minutes was move to the end of the meeting to give all attending the opportunity for their review.

**VI. Appointment of Executive Director**

Max Cobb has been appointed the Executive Directors with the financial arrangements and contract details to be completed and signed by 1 June.

## **VII. Financial Report**

Max Cobb and Larry Pugh are to present a request for support to USOC on June 1<sup>st</sup> at Colorado Springs. A resource allocation decision from the USOC would follow around mid-June. Other revenues are \$500,000 from the USBA (half of which is from the TD Banknorth agreement) and \$750,000 VIK from sponsorship agreements with adidas, Lapua, IBU transportation support and the Hilton Inns program. The USOC request would be for \$750,000; however it is probably not totally realistic in that USBA received only \$250,000 in 2006. Most other winter NGBs received substantially more. Max feels the TD Banknorth agreement and the VIK (retail value) as well as the fully compliant By-Laws and new leadership structure of the USBA are points in the USBA's favor. In answering the question concerning what "formula" was to be used by the USOC in determining its funding support Max explained there were many factors considered, but no known formula was apparent. The main financial goals for the next season are to eliminate "self-pay" status, improve athlete support through training support based on World Cup points, funding for developing athletes on the European Cup schedule, funding for elite junior athletes and matching support for Regional Centers of Excellence staff. Since the 2007 budget is counting on \$750,000 from the USOC request, no approval of the budget will be sought until the USOC decision was made known in June. If the decision is less than requested, approval for a revised budget will be required in July.

## **VIII. High Performance Plan**

The High Performance Plan was previously approved in September 2005. Changes to the document included a vision statement, which was not in reaction to the events in Torino, but in advance of those developments. It includes a "value" statement in which leadership inspires correct behavior. The document includes critical success factors and an athlete development system. The plan is also to provide leadership direction and matching coaching staff resources to attain world class high performance staff.

## **IX. Proposal to International Competition Committee**

A proposal to name the Olympic team to the National team, along with top junior athletes and others considered was put forth for the "to-be-named" ICC. The discussion of a concept for naming a World Cup, World Championship team without trials, but using the North American Cup and European Cup performances was raised and would be referred to the ICC for a final procedural system.

## **X. Athlete Election Update**

An additional Athlete shall be elected over the summer. A single petition has been received, but additional candidates can be nominated until June 1<sup>st</sup>. The ACC representatives shall be BOD members by definition in the By-Laws.

## **XI. Spring Activities Update**

A review of recent activities included:

- An officials/coaches certification seminar hosted by the National Guard in Lake Placid,
- Range relocation project in Anchorage, AK (\$3 million raised so far),
- Range and roller-ski project in Lake Placid,
- A development project in Durango, CO through initiative of Barnes sisters,
- A Development camp, 1-11 June, in Lake Placid
- Adidas, Lapua and Excel renew sponsorship through 2010,
- IBU World Cup organizers meeting in Presque Isle, ME, 15-19 June,
- Meeting with Canada in reference to the 2007 North American Cup racing,
- IBU summer biathlon World Championship to include roller-ski racing,
- USBA Summer Festival planning with Annual Membership Meeting at Jericho, VT,
- USBA office manager hired, Zach Stegeman, and
- On-going search for National Team coaches.

## **XII. Staff Reports**

Jerry Kokesh and James Upham gave a brief review of their written reports for Marketing and Development.

## **XIII. Committee Assignments**

Larry Pugh proposed the creation of four new committees: Fundraising, Marketing, Event Coordination & Club Development, and Coaches & Officials Education and a motion for approval was seconded and passed without opposition. Some of the committees were proposed in writing at the meeting and a motion for approval was seconded and passed without opposition. A question as to the responsibilities and tasks of the committees was asked. The By-Laws provides the purpose and duties for the required committees. No names were listed for the Audit committee for which the Chairman offered to work on resolving. See attached committee list.

## **XIV. Other Actions**

- A) A motion to continue the to use the fiscal year of 1 July to 30 June to coincide with the USOC time-frame was seconded and approved.
- B) A motion to continue the practice of the membership year being from 1 November to 31 October was seconded and approved.
- C) A motion to accept a spending limit of \$10,000 for unbudgeted funds by the Executive Director was seconded and approved.
- D) A motion to set the date and place of the Annual Meeting for August 11, 2006 at Jericho, VT was seconded and approved.
- E) A motion to approve Max Cobb at a candidate for the IBU Technical Committee was seconded and approved.

## **XV. Fund Raising**

Bill Haggett and Bill Alford will co-chair a committee with the specific goal of raising \$250,000 per year. The effort will include regional opportunities in the future and make all attempts to avoid conflict with on-going regional efforts, but try to enhance those opportunities. A golf tournament fund-raising effort will be held on September 25<sup>th</sup> with the concept that the BOD meeting may be held on the 23<sup>rd</sup>. These efforts as well as the suggested Gold Medal Club proposal by Ed Williams are not reflected in the current budget.

## **XVI. By-Laws Amendments**

Charlie Kellogg reviewed the USOC recommended changes presented by Ed Williams. The suggested changes (attachment) were intended to provide clarification for:

1. athlete participation in non-sanctioned events,
2. functions of the BOD,
3. number of required BOD meetings per year,
4. duties of the Executive Director concerning informing athletes,
5. actions of the BOD without a meeting,
6. dismissal of BOD members,
7. website requirements, and
8. making corrections of typographical errors in the By-Laws.

It was decided to refer the amendments to the Governance committee with a report to the next BOD meeting. Ed Williams suggested that the amendment pertaining to "action without a meeting" be considered in light of the potential to be of use prior to the next meeting. A motion was made to accept this amendment, seconded and passed without opposition.

## **XVII. Marketing Report**

In his report, Andy Shepard felt that changes called for a change in image. He had approached the Chairman and Executive Director for permission to speak to some design firms for a new logo and presented those for review by the members present. He asked for comments on the three presented. Several comments were made and without any consensus on the idea or the designs, no decision was made and Larry requested that further recommendations be made by the committee.

## **XVIII. Code of Conduct**

A code of conduct for athletes is to be developed and this was referred to the Governance Committee to provide a draft for BOD review.

## **IX. Secretary**

As some procedures in the election of the position of Secretary in the BOD were not completely clear, the process is to be restarted. With the date of the Annual

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Meeting now set for August, Charlie Kellogg proposed that the process follow Chapter 17 of the By-Laws, with the current Nominations Committee's candidate to stand, and additional petitions accepted according the By-Laws. An agenda item for the August meeting would be the election of the Secretary.

### **X. Chairman's Priorities**

Larry Pugh announced finding a National Team coach and fund-raising as the priorities for the Board of Directors.

### **XI. Meeting Minutes**

A motion to accept the minutes from the September 10, 2005 Board of Directors, the December 31, 2005 Annual Meeting and a report from the Special Meeting, March 20, 2006 was made, seconded and approved.

### **XII. Adjournment**

The meeting was adjourned at 10:50 AM.