

**MINUTES OF THE AUGUST 3, 2009 MEETING OF THE
COLUMBIA EMPIRE VOLLEYBALL ASSOCIATION
BOARD OF DIRECTORS**

Dated: August 9, 2009

The meeting convened at 6:13 p.m. in an Auxiliary Conference Room at CEVA Headquarters office. Present during the meeting were Directors Jim Hartner, Cathy Nelson, Marcia Costley, Kendra Matthews, Roy Catibayan, Marty Mozzochi and Mike King. Absent was Director Brian Chapman. Also present was Commissioner Tifani Wendt.

Item 1: Approval of Minutes from July 6, 2009, Meeting

After reviewing the Minutes, Director Mozzochi moved to approve the Minutes from the July 6, 2009, Meeting; Director Catibayan seconded. The motion passed unanimously.

Item 2: Financials: June 2009

Commissioner Wendt reviewed the Month-to-Date Profit and Loss Statement, the Year to Date Profit and Loss Statement as of June 2009. Because the August meeting fell so early in the month, such documents are not available for July. Likewise, the July Smith Barney account statements are unavailable. Commissioner Wendt suggested that Board meetings be scheduled for mid-month so that financial documents are available.

Commissioner Wendt reported that she has continued to work on recovering the outstanding receivables owed by Clubs for the 2009-10 season. The outstanding receivables are now approximately \$9,000. Collections are still being made.

Item 4: Standing Committee Reports

Adult Committee (Matthews): Director Matthews reported that Commissioner Wendt is working on a new form to be submitted for the partial reimbursement requests for the National tournament.

Nominating/Election Committee (Nelson): No report.

Officials Committee (Costley): Director Costley reported on the Regional Travel Policy for officials. The Board agreed that a logical policy to ensure that tournament hosts assume the costs of housing official overnight needs to be developed. Further discussion on that point was tabled at this point.

Director Costley reported that Lisa Walter and Jason Olson have become National referees; Michael Ann Watts and Gail Dubisar have become new Junior National referees.

Director Costley reviewed the National Incentive Program Request Form.

Finance Committee (Costley): No report.

Policy/Appeals Committee (Nelson): No report.

Junior Committee (Hartner): No report.

Outdoor Programs (Chapman): No report.

Item 6: Commissioner's Report

Unfinished Business

1. New Check Request Form: Commissioner Wendt reviewed the new suggested check form. Director Costley (Treasurer) and Commissioner Wendt will finalize a new check request form, a revised Tournament Information Form (TIF), a form for Tournament Directors and a general expenditure form and present the final forms to the Board at a later meeting.

In consultation with the bookkeeper, CEVA has eliminated recordkeeping by accounting code. Instead, everything will be filed by check number (with the appropriately attached form) and will be under lock-and-key.

The Board and Commissioner Wendt discussed improving the invoicing procedure with Clubs.

2. Committee Memberships: The Committee Chairs suggested that they anticipated that the following people would participate on Committees for the 2009-10 Season:

Adult Committee: Kendra Matthews, Brian Chapman, Steve Suttich, Tom Swanson, Brooke Mayo and Piper Muir

Nominating/Election Committee: Cathy Nelson and Mike King

Officials Committee: Marcia Costley, Lisa Walter, Paula Martin (Scorekeeping Director), Alicia Provost, Linda McKinney and Jason Olson

Finance Committee: Marcia Costley and Marty Mozzochi

Policy / Appeals Committee: Kendra Matthews (ad hoc)

Junior Committee: Jim Hartner, Marty Mozzochi, Roy Catibayan, Malcolm Doi and Bill Marshall

Outdoor Programs: Brian Chapman and Kendra Matthews

3. Capital Equipment Committee: Director Hartner suggested that a committee should be formed to ensure that CEVA's capital equipment investments are properly maintained, that policies relating to that equipment are developed and to field requests to use the equipment. It was discussed that the President of the Board should be on this Committee but not chair it. Director Catibayan moved to create a standing Capital Equipment Committee; Director Mozzochi seconded the motion. The motion passed unanimously. Director Matthews moved that the Chair of the Capital Equipment Committee would be appointed by the president on an annual basis; Director Mozzochi seconded the motion. The motion passed unanimously. Director Hartner (President) appointed Roy Catibayan to chair the committee for 2009-10. The balance of the committee: Cathy Nelson; Jim Hartner; Roy Catibayan and Brian Chapman.

4. Program Director Position: Commissioner Wendt reviewed each of the applicants for the Program Director Position. She circulated the applications of each, reviewed her interview insights and offered her opinion. Following a discussion, Director Nelson moved to authorize Commissioner Wendt to offer Sarah Haner the position as CEVA's Program Director; Director Mozzochi seconded the motion. The motion passed unanimously. The Board approved a mid-range salary for Ms. Haner. The Board asked Commissioner Wendt to emphasize to Ms. Haner that she had to cut all ties with any clubs and maintain confidentiality regarding matters that arise in the office.

5. Review of Robert's Rules of Order: The Board members reviewed the handout outlining Robert's Rules of Order.

6. At-Large Directors: The Board discussed that there are two at-large positions available on the Board of Directors. Commissioner Wendt is going to post information about the positions on the CEVA website.

Unfinished Business

1. 2010 Regionals / John Downey: After an extended discussion, Director Matthews moved that John Downey be offered the position of CEVA 2010 Junior Regional Tournament Operations Director for a total fee of \$1,000. If accepted, Commissioner Wendt and Mr. Downey will work out the details of the hours/days during the tournament when Mr. Downey will work.

2. 2010 Regionals Update: Director Hartner outlined the most recent negotiations with OSU regarding the Junior Regional Tournament and CEVA equipment storage at OSU. Directors Hartner and Catibayan reported having a very productive meeting with OSU representative, Mark Spencer. Director Hartner reviewed the details of the anticipated agreement with OSU, which should be reduced to writing in the near future. Two sheets (one outlining notes from the meeting, the other detailing anticipated expenditures at regionals) were distributed to the Board. The anticipated expenses will be reduced from ~\$18,314 last year to ~\$13,030 in 2010.

Director Hartner also advised that he had negotiated a new agreement with the Hilton Garden Inn. CEVA will obtain 12 nights of “comped” rooms during the tournament. Clubs will be able to block rooms but will have to follow a policy that protects the hotel from holding rooms without any guarantees. Commissioner Wendt is going to follow-up in an effort to get a similar agreement from Holiday Inn Express.

2. Commissioner Position: Director Hartner formally announced that Commissioner Wendt had been hired in July to be the CEVA Commissioner with the universal agreement of the Board.

The meeting adjourned at 8:24 p.m.

Next Regular Meeting

The next regular meeting of the Board will be on September 14, at 6:30 p.m. at CEVA Headquarters.

Respectfully submitted,

/s/

Kendra M. Matthews, Secretary
Columbia Empire Volleyball Association