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1. **Call to Order**

   The President, Jay Stokes, called the meeting to order at 9:00 on July 13, 2018.

   The directors in attendance were Luke Aikins, Chuck Akers, Ron Bell, Albert Berchtold, Sherry Butcher, Shauna Finley, Josh Hall, Steve Helffrich, Larry Hill, Shawn Hill, Al King, Mike McGowan, Jan Meyer, Mike Mullins, Tom Noonan, Chris Nunn, Gary Peek, Jack Pyland, Jay Stokes, Tony Thacker, Kirk Verner, Michael Wadkins.

2. **Approval of the Minutes of Previous Meeting**

<table>
<thead>
<tr>
<th>Motion 1: Passed Unanimous Consent (Mr. Stokes)</th>
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</thead>
<tbody>
<tr>
<td>Move to approve the winter 2018 minutes.</td>
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</table>

3. **Adoption of the Agenda**

<table>
<thead>
<tr>
<th>Motion 2: Passed Unanimous Consent (Mr. Stokes)</th>
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</thead>
<tbody>
<tr>
<td>Move to approve the agenda.</td>
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</table>

4. **President's Report (Mr. Stokes)**

   None submitted.

5. **Alternative Motions of the Full Board (Mr. Stokes)**

   There were no alternative votes.

6. **Interim Actions of the Executive Committee (Mr. Stokes)**

   A special full board meeting was called by the President and was held via conference call on April 11, 2018. Mr. Aikins and Mr. L. Hill were absent. A new employment agreement was approved that included a non-merit and non-cost-of-living based $20,000 pay raise effective January 1, 2019, and a termination date of December 31, 2020.

<table>
<thead>
<tr>
<th>Motion 3: Passed 11-6-3 (Mr. Stokes)</th>
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<tbody>
<tr>
<td>Move to accept the new employment agreement between USPA and the executive director.</td>
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</tbody>
</table>
7. **Treasurer's Report (Mr. Berchtold)**

There was no treasurer’s report.

8. **IPC Delegate Report**

There was no IPC delegate report.

9. **Executive Director's Report (Mr. Scott)**

At the summer board meeting, the Executive Director’s report provides a snapshot of membership activity and financials at mid-year, along with updates on important issues.

As of the end of June, total membership is up 1.2 percent over June 2017, with membership setting a record of 40,001 at the end June. New member Lenny Botak, USPA #325501, brought our membership total to 40,000. Compared to last June, license issuances are up 3 percent and rating issuances are up 9 percent. The numbers of new members and license and rating issuances are higher this mid-year than last mid-year.

As of the date of the board meeting, skydiving fatalities stand at seven for the year.

The following financial reports are as of the end of April. At $255,156, USPA’s operating account is at its highest point this year. Reviewing the financial Statement of Activities, we ended April with an operational excess of $6,473 but a total deficit of $35,800 due to a decline in investment revenues. USPA’s total assets are at $6,047,274, and USPA’s net worth stands at $3,719,829.

At the end of June, USPA’s investments stand at $3,718,317, following a slight decline in the stock market since January. As to USPA’s other two reserve funds, the U.S. Team Trust Fund stands at $1,461,806, and the Airport Access and Defense Fund stands at $339,511.

Current issues facing USPA include:

- Solidifying the gains of the new membership database
- Implementing a system for online renewal of USPA ratings
- Applying the European Union’s General Data Protection Rule
- Receiving more incident reports, especially for student incidents

We are currently researching and/or planning for:
• Skydiving Tech Advancement Roundup of skydiving-related apps and tech at the USPA exhibit at PIA
• A potential worker's comp program
• Celebration of the centennial of freefall in 2019

10. **Old Business**

There was no old business.

11. **New Business**

**Presentations**
The International Skydiving Museum & Hall of Fame requested additional in-kind and cash support from USPA. Their presentation began with Museum President James “Curt” Curtis making introductory remarks. Museum Vice President Chris Needels then briefed the board on the history of collaboration between USPA and the Museum over more than 40 years. Museum Director of Development Jim McCormick then provided information on past support provided by USPA and options for new support.

**Appeals**

**Motion 4: Passed 21-0-1 (Mr. Stokes)**
Move to deny the appeal of Yuri Garmashov, USPA #163264.

**Motion 5: Passed 22-0-0 (Mr. Stokes)**
Move to uphold the decision of the Executive Committee to deny the eligibility of Lauren Weikle, USPA #310192, to begin any training for a USPA Tandem Instructor Rating until at least April 1, 2020.

**Selection of dates of the summer 2019 USPA BOD meeting**

**Motion 6: Passed 21-0-1 (Mr. Stokes)**
Move to accept the following dates for the summer board of directors meeting July 12-14, 2019.

12. **Committee Reports**

**A. Competition**

**Chair:** Kirk Verner
Members:  Chuck Akers  
Albert Berchtold  
Josh Hall  
Larry Hill  

Advisers:  Shawn Hill  
Steven Hubbard  
Alix Hubbard  
Marylou Laughlin  

The following topics were discussed:

- SCM Chapter 12, Section 5.1.4, currently reads, "Each performance shall be judged by at least three members of the panel of judges."
  Change to:
  5.1.4 Each performance shall be judged by at least three judges.
  5.1.4.1 A competitor cannot judge their own performance.

  This is so that appropriately rated judges can sign off on a record done at a regional competition when there may not be three nationally rated judges judging the competition.

- Change USTTF funding for the USPT management positions.  
  (Winter BOD)
  Add language that allows Comp Committee to allocate more money at their discretion.

SCM Chapter 4  
Adding 6.2.1.4 At the discretion of the Competition Committee, additional funds may be allocated for the Head of Delegation and each Team Manager.

- Have host provide ground photographer  
  Add language to LOA that photographer will be required by host for official team/individual photos.

SCM Chapter 5, Appendix B: USPA National Skydiving Championships Letter of Agreement  
Adding the following:  
23. Host will provide one photographer responsible for the official competitor and/or team photographs. This photographer will report to the official USPA staff photographer.

Motion 7:  Passed 22-0-0  (Mr. Verner)
Move to remove Random P from the MFS advanced dive pool.
• An alternate for MFS was discussed and tabled to solicit additional information.

• VFS dive pool graphics corrections

Change language to on or below ankle bone.

8.1.2.2 VFS: A grip requires stationary contact of the hand on an arm, leg or foot as shown in the dive pool. A foot grip consists of a handhold on the foot or ankle; the grip must be below the anklebone.
8.1.2.3 MFS: A grip requires stationary contact of the hand on an arm, leg, foot or head as shown in the dive pool. A foot grip consists of a handhold on the foot or ankle; the grip must be below the anklebone. A head grip consists of a hand placement on the top of the head; the grip must be above the line that goes around the head passing at the tip of the ears.

SCM Chapter 9 changes to:
8.1.2.2 VFS: A grip requires stationary contact of the hand on an arm, leg or foot as shown in the dive pool. A foot grip consists of a handhold on the foot or ankle; the grip must be on or below the anklebone.
8.1.2.3 MFS: A grip requires stationary contact of the hand on an arm, leg, foot or head as shown in the dive pool. A foot grip consists of a handhold on the foot or ankle; the grip must be on or below the anklebone. A head grip consists of a hand placement on the top of the head; the grip must be above the line that goes around the head passing at the tip of the ears.

Change images to match IPC VFS dive pool images.

• Freestyle canopy piloting is adopted as test event for 2019.

**Motion 8:** Passed 22-0-0 (Mr. Verner)
Move to remove outside 3-meter gates 2 through 4 and remove the rule for vertical extension on gates 2 through 4 in the canopy piloting advanced-class speed event.

**Motion 9:** Passed 18-4-0 (Mr. Verner)
Move to allow the President and IPC Delegate to engage an attorney to investigate the enforcement of our LOA with the NAA and request time with the NAA Board for presenting our case.

- A letter will be sent to Mr. Jay Sanders from Chair of Competition Committee recapping events and required response.

- A survey of competitors at 2018 Nationals will include a question about allowing teams to repeat in advanced class.

**B. Constitution and Bylaws**

- **Chair:** Gary Peek
- **Members:** Steve Helffrich
- **Advisers:** Jan Meyer, Ed Scott

Discussed agenda item for changes to the bylaws suggested by USPA's counsel to bring the bylaws in compliance with New York corporation law. (Articles II, III And VIII.)

**Motion 10:** Passed 22-0-0 (Mr. Peek)
Move to change bylaws as described in documents named "Articles II and III" and "Article VIII."

**C. Executive Committee**

- **President:** Jay Stokes
- **Vice President:** Steve Helffrich
- **Secretary:** Jan Meyer
- **Treasurer:** Albert Berchtold
- **Member-at-Large:** Mike Mullins
- **Chairman of the Board:** Al King

The Executive Committee discussed the following:

1. Motor City Skydiving Center request for AAD Fund disbursement. This was deferred to the F&B Committee for action.

2. Update on the ongoing lawsuit “Holly vs. Horry County.” Still in motion, we have spent $71,000.00 to date to defend USPA.

3. Discussed the possibility of liability insurance for judges. Currently,
board members have protection from lawsuits by members; judges at
competitions do not. They are contractors during the performance of
their duties, and we may not be able to add them as riders on a policy.
This was deferred to Ed Scott to research with our insurance company.

Ed Scott’s call to action energized the entire GA community and was
instrumental in defeating the ATC privatization initiative. His actions
earned him and our organization accolades from AOPA and several of
our other air sports associations.

Motion 11: Passed 16-6-0 (Mr. Stokes)
Move to allocate a performance bonus of $5,000.00 for the Executive
Director, Ed Scott, for his efforts in defeating the ATC privatization
initiative.

Disciplinary Actions

Passed 4-0-2
Move to uphold the decision of the CG reference the eligibility of Lauren
Weikle, USPA #310192, to begin any training for a USPA Tandem
Instructor Rating until at least April 1, 2020.

Before she begins any training for a tandem instructor rating, she must
contact the Director of Safety and Training at USPA Headquarters to
provide the name of the examiner who will perform the training and
receive specific permission from the Director of Safety and Training to
begin the training for said tandem training. The Director of Safety and
Training will then speak with the examiner before training begins.

Passed 4-0-2
Move that the penalties assessed by the CG to Lauren Weikle, USPA
#310192, remain in effect during any appeal to the full board.

The Compliance Group suspended the USPA Tandem Instructor Rating
of Scott Kasmar USPA #236013, for a period of one (1) year, beginning
March 20, 2018. He must complete a full retraining with a USPA Tandem
Instructor Examiner at the completion of the suspension and provide a
valid FAA Third-Class Medical Certificate in order to return to performing
any tandem skydives.

The Compliance Group revoked the C license of Gerard Krokus, USPA
#250453. He will not be eligible to apply for any USPA license or rating
for a period of three years, beginning March 20, 2018. Additionally, he
may not participate as a skydiver in any demonstration jump for the
three-year period.

D. Finance and Budget

Chair: Albert Berchtold
Members: Shauna Finley
        Al King
        Jack Pyland
        Tony Thacker
Advisers: Ed Scott
          Lee Schlichtemeier

Future Capital Expenditures
The committee reviewed foreseeable capital expenditures presented by HQ. These are related to roof replacement, HVAC replacement, carpeting replacement, new refrigerator, printer for membership cards, window repairs, competition hall, other HQ-related expenses. These expenditures were reviewed and will be budgeted in the coming years as the repairs/replacements are necessary. These expenditures are approx. $143,000-$163,000. All inquiries were answered by the Executive Director.

2018 Mid-Year Investment Report
The 2018 mid-year investment activities were presented to the committee; the committee discussed our investment results. The committee discussed our investment strategy to ensure our portfolio remains in agreement with our IPS.

2017 Audit Report
The committee received and reviewed the 2017 audit report from our independent auditors. Changes in reporting of deferred revenue related to ratings fees resulted in changes to 2017 financials as discussed at the winter board meeting. In accordance with professional standards, 2016 financials were amended to keep in line with these changes as well.

Motion 12: Passed 22-0-0 (Mr. Berchtold)

Financial Analysis Metrics
The committee reviewed operating reserve ratios, capitalization ratios, operating margin and excess margin. All questions were answered to agreement of the committee. The committee discussed the cash flow related to deferred income from the dues increases made this year.

AAD Fund Allocation
The EC and F&B Committees reviewed the request from Motor City Skydiving Center for AAD funds following their favorable Part 16 determination. Staff gave the committees further information on how this determination set a good precedent for airport access for skydiving operations.

**Motion 13:** Passed 22-0-0 (Mr. Berchtold)
Move to allocate $8,588.59 from the AAD Fund to Motor City Skydiving Center in accordance with our Governance Manual.

FASB Updates
The committee reviewed the changes that have come through the Financial Accounting Standards Board. Tate & Tryon presented the changes to staff and these were reviewed by the committee. The board should be prepared to see some of these reporting changes in 2018 financial reporting.

Museum Pledge/Donation
The EC and F&B Committees heard from representatives from the International Skydiving Museum regarding USPA becoming the Host Country Affiliate. This resulted in the following motion:

**Motion 14:** Passed 13-9-0 (Mr. Berchtold)
Move to establish USPA as the Host Country Affiliate of the International Skydiving Museum & Hall of Fame in accordance with the attached specifications titled “USPA & ISM Host Affiliate Specifications-2018.” This represents past cash donations of $25,000, past in-kind support of $87,000, future in-kind support of $34,200 and $25,000 per year for 6 years. This totals $296,200.

**E. Governance**

**Chair:** Jan Meyer  
**Members:** Sherry Butcher  
Steve Helffrich  
Mike McGowan  
Michael Wadkins
We were informed that Clint Vincent will be the election proctor for this election.

We reviewed election deadlines, rules and SOPs. Josh Hall agreed to join the committee to participate in the candidate information review.

We discussed the online candidate form and the following immediate changes will be made to it:

- Add email address entry
- Send copy of form submission to candidate
- Correct in proper 250-word rule

Add statement about pasting comments in and make text input block larger.

Candidates may only submit once, and verbiage to this effect will be added to the form.

Photos may be replaced after submission if they do not meet publication standards.

We discussed in-house, Votenet and Simply Voting online voting systems.

**Motion 15:** Passed 12 (Finley, Helffrich, King)-9 (Peek, Meyer)-1 (Ms. Meyer)

Move to use an in-house election system.

**Motion 16:** Passed 22-0-0 (Ms. Meyer)

Move to accept changes to Governance Manual Section 1-5 and 1-8 as shown in attached documents.

**F. Group Membership**

**Chair:** Chuck Akers

**Members:**
- Larry Hill
- Al King
- Jan Meyer
There were no items for the Group membership Committee.

G. **Membership Services**

**Chair:** Steve Helffrich  
**Members:** Sherry Butcher  
Shauna Finley  
Josh Hall  
Shawn Hill  
**Advisers:** Michael Wadkins  
Stephanie Seidel  
Elijah Florio

**Motion 17:** Passed 21-0-1 (Mr. Helffrich)  
Move to award Pat Thomas, USPA #273081, the USPA Lifetime Achievement Award.

**Motion 18:** Passed 22-0-0 (Mr. Helffrich)  
Move to award Greg Windmiller, USPA #110537, the USPA Gold Medal for Meritorious Service.

**Motion 19:** Passed 22-0-0 (Mr. Helffrich)  
Move to award Mike Horan, USPA #4375, the USPA Gold Medal for Meritorious Service.

**Motion 20:** Passed 22-0-0 (Mr. Helffrich)  
Move to award Mary Bauer, USPA #25741, and Bob Stumm, USPA #1443, the USPA Gold Medal for Meritorious Service.

**Motion 21:** Passed 22-0-0 (Mr. Helffrich)  
Move to award Kevin "Ratboy" Carver, USPA #100352, the USPA Regional Achievement Award.
Motion 22: Passed 22-0-0 (Mr. Helffrich)
Move to award Stephen "Raff" Rafferty, USPA #62851, the USPA Regional Achievement Award.

Motion 23: Passed 22-0-0 (Mr. Helffrich)
Move to award Brandon Radcliff, USPA #233146, the USPA Regional Achievement Award.

Motion 24: Passed 22-0-0 (Mr. Helffrich)
Move to award Marc DeTrano, USPA #119230, the USPA Regional Achievement Award.

H. Regional Directors

   Chair: Jack Pyland
   Members: All Regional Directors
   Advisers: Jen Sharp
             Randy Ottinger

Jen Sharp and Stephanie Seidel answered questions about the new electronic membership card. They responded to questions about database capabilities.

There was a discussion of the need to update and organize the Regional Director Handbook for the upcoming new term of regional directors. A subcommittee of Shauna Finley and Michael Wadkins was formed to review and update the current handbook by December.

Randy Ottinger and Jim Crouch explained the format on the new demo insurance form.

Regional Directors were reminded that they need to be diligent in originating or renewing PRO-rated jumpers.

The chair thanks all the members present for the time and thoughtful work done in the short time we had during the meeting.

I. Safety and Training

   Chair: Michael Wadkins
   Members: Luke Aikins
1. The S&T Committee discussed possibly retracting the language regarding demo jumps using water towards the total landing area requirements when they make their jumps and fill out their paperwork. After discussing the value of using it on a demonstration jump, the committee decided not to retract it.

2. The committee discussed the biennial 2019 Examiner Standardization Meetings and possibly adding online programs versus the scheduled physical meetings. The committee decided that the physical meetings still have quite a bit to offer and there is still value in the face-to-face meetings, so the committee will still schedule in-person meetings with the AFF and Tandem IEs during 2019. We are looking into still using some online tutorials to add more education information and offer more to the examiners.

3. The committee discussed scheduling a standardization meeting for all Coach Examiners in 2019. During this discussion the committee discussed how to accommodate this meeting along with the AFF and tandem IE meeting. Some of the suggestions were to have an online tutorial for the multi-rated IEs to eliminate having these examiners attend multiple meetings. During the next meeting the committee hopes to have a viable plan to execute coach standardizations meetings.

4. The committee discussed getting in line with the international skydiving community and the FAI regarding license requirements. The committee felt that the changes to the licenses were minimal and would not have a detrimental effect on the membership, and it was important to adopt the changes to bring the USPA licenses into compliance with the world standards. The committee voted to add to the requirements to SIM section 3-1.

**Motion 25: Passed 20-0-0 (Mr. Wadkins)**
Move to change SIM Section 3-1 to be in line with the FAI license requirements as follows effective with the release of the 2019-2020 SIM:

**Definition**

In order to meet the minimum requirements of the FAI Certificate of Proficiency for Category A, B and C, move to change the USPA license requirements as follows and place in the USPA Section 3-1 as appropriate:

1. A license to require 25 freefall jumps
2. B license to require successful completion of ten formation skydives or ten formation freefly jumps, at least five of which, in either discipline, must involve at least three participants.
3. C license to require successful completion of 50 formation skydives or 50 formation freefly jumps, at least ten of which, in either discipline, must involve at least four participants.

5. The S&T Committee decided to increase the number of air evaluations required for the IAD and static-line IE candidates from 15 evaluation jumps to 25, to match the evaluation jumps required for the coach examiner and tandem instructor examiner candidates. This requirement will be reflected in the 2019-2020 IRM.

**Motion 26:** Passed 20-0-0 (Mr. Wadkins)

Move to change IRM Section 1.E.1.e to increase the number of IAD/SL evaluations.

Change the following language in the Instructional Rating Manual: IAD and static-line instructor rating course syllabus to increase the number of evaluation jumps from 15 to 25.

6. The S&T Committee also decided to add language in the IRM for the IAD and SL program regarding a candidate failing a course and having to wait 14 days before attending another course. All other disciplines have this same verbiage in the IRM, and adding this requirement for IAD and SL will make it consistent across all rating certification courses.

7. The committee decided to add language to the IRM that makes it clear that examiners must conduct one course at a time without any overlap or combination of any of the courses. In the past, some examiners conducted overlapping courses for multiple ratings. The committee felt it was not possible to properly conduct rating courses
when the courses were overlapped or conducted simultaneously.

8. The committee discussed requiring a time limit for B, C and D license applicants to submit their license application to 60 days. The committee felt that there was no need to implement a time limit.

9. The committee discussed adding verbiage to Section 3-2 to also make the A-license applicant wait seven days until retaking the A-license test. The committee felt that there was no need for this due to the fact that some A-license applicants may need more help and guidance with completing the exam.

10. The committee discussed limiting the length of time that an expired rating could be used as a prerequisite towards attending an instructor rating course. After reviewing the guidelines, it was decided that the current language in the IRM was adequate to provide the examiners in the field with the necessary guidance.

11. The S&T Committee continued to discuss the concept of adding a “High Performance (HP)” endorsement to the PRO Rating that was introduced at the previous meeting in San Antonio, TX. Instead of revamping the whole PRO Rating program, the committee once again discussed the value of this endorsement for those who want to use their smaller canopies for demos. The committee felt that it was a great compromise that would serve the membership in a more productive way. The committee discussed and passed a motion to allow the Safety and Training Director to add to SIM Section 7 to reflect these changes. After more discussion and evaluation of the PRO Rating (PRO Rating card, renewal forms and Section 7, etc.), the committee decided to table the motion for the next BOD meeting so that we can put a subcommittee together to look at modernizing the PRO Rating process and requirements and providing recommendations at the next board meeting in Dallas, TX.

Definition:
Any demo jump made on a 1.5 or higher wing loading or a sub-100 sq. ft. canopy is considered a high-performance demo canopy.
To earn the HP endorsement:
- Hold a current PRO Rating
- Complete 5 pre-declared jumps into a 20ft x 45ft landing area, touching down and stopping within the area.
- Must have 100 jumps on same type and size parachute.
- Must have 1000 jumps total.
- Landing area and jump preparation:
o The landing area for a high-performance canopy must be at least 50ft wide by 150ft long.
o The approach end of the landing area must be unobstructed and clear of people for an additional 500ft to ensure you remain at least 50ft above any spectators.
o Landing area security is even more important for high-performance canopy demos; fencing and ample security is required.
o A practice jump into a scaled mockup in a clear LZ should be done prior to a high-performance demo.
o The winds should be monitored and a strict cross- and downwind limit set on the site inspection and never altered at jump time.
o A clear and appropriate-sized alternate LZ should be in the plan in case the primary LZ becomes obstructed.

Renewal of PRO Rating and HP endorsement:
- Complete 2 jumps that can include a Level 2 demo or a declared jump on the smallest size parachute on which the jumper is PRO-qualified and on the parachute on which the jumper qualified for the HP endorsement.

12. The committee discussed possible criteria for members to qualify or register for swooping competitions. The committee felt that there were mechanisms already in place and that there was no need for Safety & Training to get involved.

13. The committee once again discussed the possibility of having a BSR for reporting all tandem and student AAD activations. Even though the committee felt that it was a good idea, they could not agree on who is responsible for reporting the incident. The item was tabled for further discussion and deliberation.

14. The committee discussed requiring all tandem instructors to provide proof of a manufacturer’s rating in order to renew the USPA Tandem Instructor rating. Before this can be implemented, USPA needs to check database records to see how many members would be required to provide manufacturer ratings.

Add the following to IRM Getting Started Section 3.A.15.f. to ensure that IEs’ paperwork for their candidates was received.

**Motion 27:** Passed 20-0-0 (Mr. Wadkins)

**Move to add IRM Section 3.A.15.f.: Request verification from USPA and**
the tandem manufacturer for the tandem manufacturer rating application paperwork to ensure that the course paperwork and candidate proficiency cards have been received for processing and add the language where necessary in each rating course syllabus.

15. The committee discussed the importance of IEs receiving some form or receipt or acknowledgement that the candidates’ paperwork (proficiency cards and tandem packets) was received by USPA and the manufacturer. There will be language added to the IRM (Getting Started) stipulating that the examiner must receive confirmation that the paperwork was received and to keep a record of that confirmation.

16. Tom Noonan from United Parachute Technologies shared with the committee a Tandem Hand Cam Proficiency Card that UPT will be using in the UPT tandem program. The committee discussed the value of having it put in the IRM, but no decision was made to include the documentation in the IRM.

17. The committee discussed requiring an instructor candidate to complete the Category D ground and air evaluations for the IAD/SL ratings even if the candidate was already an AFF or tandem instructor. The committee felt that it was a different discipline and that the criteria should remain. The committee tasked Jim Crouch to eliminate the asterisk that is on the proficiency card that allows already certified instructors to skip this requirement.

Motion 28: Passed 20-0-0 (Mr. Wadkins)
Move to change the IAD/SL Proficiency Card to make Category D freefall and canopy training session and air evaluations mandatory for everyone who attends the IAD and SL Instructor Rating Course and change any necessary language in the IRM to reflect that change.

18. The committee discussed the need for changing what the student does with the RSL before landing on a building in SIM Section 4.F. (Category A FJC). The current language does not include disconnecting the RSL, but with the advent of the MARD system, cutting away may result in the extraction of the reserve, possibly causing more injury or exasperating the problem. The committee felt that in normal student wind conditions, the MARD would not be a factor in the event of a cutaway after landing on a roof and decided to leave the present language in place.

19. The committee discussed extending the 180-day recommendation
for refresher training in Section 5-2 of the SIM to 240 days for C- and D-license holders. The committee decided no change in the recommendation was necessary.

20. A proposal was presented to the S&T Committee to add language to the first-jump course in Section 4 of the SIM that in the event the reserve is activated in the plane, the jumper should contain the reserve pilot chute and keep the reserve parachute and freebag from escaping from the container by pushing the container against the inside wall of the airplane fuselage. The language that was added to the FJC was, “Contain the reserve pilot chute and have the jumper keep the container pressed against the inside of the fuselage to help prevent the reserve from coming out of the container.” The committee suggested that it could be added to the existing language that recommends removing the harness and container to allow each drop zone to teach whichever method is preferred.

<table>
<thead>
<tr>
<th>Motion 29:</th>
<th>Passed 21-0-0 (Mr. Wadkins)</th>
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<tbody>
<tr>
<td>Move to add the language in the IRM AFF Section 3-3 B.1.b., Reserve: “Contain the reserve pilot chute and have the jumper keep the container pressed against the inside of the fuselage to help prevent the reserve from coming out of the container.”</td>
<td></td>
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<tr>
<td>Change to read, “Reserve: Remove rig, if practical, turn off the AAD and ride down with the aircraft,” or, “Reserve: Contain the reserve pilot chute and have the jumper keep the container pressed against the inside of the fuselage to help prevent the reserve from coming out of the container.”</td>
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21. The committee was presented with recommended changes to the Basic Safety Requirements developed by a subcommittee led by Gary Peek that helps to clarify the use of wind tunnel training that allows a first-jump student to begin skydiving with one AFF instructor once the freefall skills outlined in the language have been demonstrated in a wind tunnel. The committee made some minor changes to the language and presented the motion to the full board for approval.

<table>
<thead>
<tr>
<th>Motion 30:</th>
<th>Passed 21-0-0 (Mr. Wadkins)</th>
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<tbody>
<tr>
<td>Move to add the below verbiage to SIM Section 2-1.G.4 to add guidance for tunnel training:</td>
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</table>

| Definition |
b. Harness-hold program

(1) All students must jump with two USPA AFF rating holders until demonstrating the ability to reliably deploy in the belly-to-earth orientation at the correct altitude without assistance, except:

   (i) Students who have been trained in a wind tunnel may jump with one AFF rating holder after demonstrating the following in the wind tunnel:
       - basic stability (neutral body position)
       - heading control
       - simulated altimeter checks and time awareness
       - wave offs
       - simulated main parachute activation
       - controlled forward and backward motion
       - controlled turns
       - proper response to hand signals

   (ii) The wind tunnel training must be conducted by an AFF rating holder, including the tunnel flight sessions, or a tunnel instructor who is under the direct supervision of the AFF rating holder. All training must be documented.

22. The committee discussed the dates and locations for the 2019 examiner standardization meetings. The dates that were approved for the 2019 standardization meetings are as follows:

- Feb 7-10: Skydive Dallas, Whitewright, TX
- Apr 30-May 3: Skydive Sussex, Sussex, NJ
- July 16-19: Skydive Chicago, Ottawa, IL
- Oct 15-18: Skydive San Diego/TACAir, Jamul, CA
- Dec 3-6: United Parachute Technologies, Deland, FL

The committee also discussed the need to use one individual as the presenter for each rating discipline at all five of the meeting locations. This will maintain the consistency necessary for each meeting.

**Motion 31:** Passed 14-6-1 (Mr. Wadkins)

Move to waive SIM Section 2-1.D.1 to allow Caitlyn M. Kelly to skydive and attain her USPA licenses at the age of 16.

**Motion 32:** Passed 17-1-3 (Mr. Wadkins)

Move to waive SIM Section 2-1.G.9 to allow Matt Yount, USPA #152369, to conduct a night tandem with his wife between the dates of August 25 and Sept 1, 2018.
Motion 33: Passed 21-0-0 (Mr. Wadkins)
Move to waive SIM Section 2-1.G.2 to allow Michael Graham, USPA #94009, to conduct AFF first-jump courses and ground training.

Motion 34: Passed 21-0-0 (Mr. Wadkins)
Move to waive SIM Section 2-1.G.1.2 and 3 to allow Penny Fletcher, USPA #219907, to conduct all AFF method-specific ground training for Categories A through E. She will be issued a restricted AFF Instructor rating for ground training only.

Robert Spencer, USPA #106991, requested a waiver for BSR Section 2-1.C.2. and was informed to complete all paperwork before requesting the waiver.

13. Adjournment

Motion 35: Passed 21-0-0 (Mr. Thacker)
Move to adjourn.

The President adjourned the meeting at 2:15 p.m. on July 15, 2018.

Jan Meyer
USPA Secretary
National Director
2018 mid-year trends

- Total membership: 1.2% increase
- Licenses: 3% increase
- Licenses in A: 1% decrease
- Investment: 7% increase
- Net worth: 9% increase

2018 mid-year financials

- Current topics
- Mid-2018 fatalities
- Membership, licenses, and ratings
- 2018 mid-year financials
### Mid-Year Investments

- **2017:** $3,718,317
- **2018:**
  - January: $3,000,000
  - February: $3,100,000
  - March: $3,200,000
  - April: $3,300,000
  - May: $3,400,000
  - June: $3,500,000
  - July: $3,600,000
  - August: $3,700,000
  - September: $3,800,000
  - October: $3,900,000
  - November: $4,000,000
  - December: $0

### Reserve Accounts

- **Investment Reserves:** $3,718,317
- **Team Trust Fund:** $1,461,806
- **Airport Access & Defense:** $339,511

### Totals Assets vs. Net Worth

- **Total Assets:** $6,047,274
- **Total Net Worth:** $3,719,829

### Statement of Activities

- **For the four months ending April 30, 2018**

<table>
<thead>
<tr>
<th>Description</th>
<th>2017</th>
<th>2018</th>
<th>Variance Amount</th>
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<tr>
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<td>Total Operational Expenses</td>
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<td>Interest &amp; Dividends</td>
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<tr>
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<td>$118,120</td>
<td>$(72,045)</td>
<td>$(190,165)</td>
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</tbody>
</table>
**Current Topics**
- Member database
- GDPR
- Auto rating renewals
- Worker's comp
- Skydiving tech advancement
- Centennial of freefall 2019

**Action Needed**
- Board election online ballots
- Special board meetings
- Student incident reports

**Closed Session**
- Lawsuits
- NAA LOA
SECTION 6: DISCIPLINARY ACTION

A. Any member may be censured, suspended or expelled by the USPA Executive Committee, with such action subject to review by the BOD, for causes including but not limited to transgression of basic ethical principles of USPA as detailed in the Constitution, By-Laws, and policies of USPA. If requested, the member shall be granted a hearing before the BOD at its next scheduled meeting. Notice in writing shall be given the individual at least 30 days in advance. A majority vote of the BOD shall decide any action on the matter.

B. Under a reciprocal agreement with the Canadian Sport Parachuting Association (CSPA), USPA respects and honors disciplinary actions of the Board of Directors of the CSPA and accepts the due process procedures of the CSPA as satisfying those guaranteed in subparagraph A above.

SECTION 7: DUES AND ASSESSMENTS

Each member shall pay dues as prescribed by the BOD.

SECTION 8: RENEWAL

Individuals or groups may apply annually for membership renewal in a manner prescribed by the BOD or USPA Executive Director.

ARTICLE II—ASSOCIATION MEETINGS

SECTION 1: GENERAL MEMBERSHIP MEETINGS

General Membership Meetings (GMM) may be called by the BOD, the USPA Executive Committee, or the USPA President. A minimum of one such meeting shall be held each calendar year. A quorum of the general membership shall be 10% of the total membership. The total membership count used for this quorum shall be the number of eligible voters as of a date that occurs at least 10 days prior to but not more than 50 days prior to the published GMM. Regular members are entitled to vote either in person or by proxy at the meeting.

SECTION 2: BOARD OF DIRECTORS MEETINGS

USPA Board of Directors Meetings may be called by the BOD, the USPA Executive Committee, or the USPA President. A minimum of two such meetings shall be held each calendar year. A minimum of two regular meetings of the USPA Board of Directors shall be held each year. The BOD shall approve the date, time and location of regular meetings of the BOD. Special meetings of the BOD may be called by the BOD, the USPA executive committee, or the USPA President. Any one or more members of the BOD who is not physically present at a special meeting of the BOD, or all BOD members participating in a special meeting, may participate by means of a conference telephone or similar communications equipment or by electronic
Roberts Rules of Order shall govern USPA in all cases to which they are applicable and in which they are not inconsistent with the By-Laws.

ARTICLE III—BOARD OF DIRECTORS

SECTION 1: GENERAL

USPA shall be governed by a board of directors consisting of at least eight USPA National Directors. Additionally, USPA Regional Directors shall be elected from each region. All USPA Regional Directors shall reside in the region from which they were elected throughout their term. Both USPA National and Regional Directors shall carry equal vote and authority.

SECTION 2: TERM

All USPA Directors shall be elected for three-year terms and may be re-elected. They shall hold office until the election and seating of their successors.

SECTION 3: RESIGNATION

The resignation of any USPA Director shall be tendered to the BOD.

SECTION 4: REMOVAL FROM THE BOARD OF DIRECTORS

Removal of any BOD member must be made in accordance with all applicable state and federal law.

SECTION 5: VACANCY

Board members shall be physically present at regular meetings of the BOD in order to participate, unless participation by conference telephone or similar communications equipment or by electronic video screen communication is permitted by the BOD. Participation by such means shall constitute presence in person at a special meeting or, if approved by the BOD, at a regular meeting, as long as all persons participating in the meeting can hear each other at the same time and each director can participate in all matters before the BOD, including, without limitation, the ability to propose, object to, and vote upon a specific action to be taken by the BOD.

SECTION 3: NOTICE

Individual notice shall be sent to each USPA Director not less than 30 days prior to any full regular BOD meeting. Special meetings of the BOD may be held with a reasonable number of days notice. Notice in an official publication shall appear at least thirty (30) days prior to any GMM.

SECTION 4: AGENDA

In the case of any regular BOD meeting, the USPA Secretary shall furnish each USPA Director with a proposed agenda at least 15 days prior to the meeting.
Any vacancy among USPA National or Regional Directors may be filled for the unexpired term by special election or nomination from the BOD, including the outgoing director, and election by the current BOD at the meeting wherein the vacancy becomes a matter of official business.

SECTION 6: QUORUM

A quorum shall consist of a majority of the BOD, not counting absent directors who are members of the Armed Forces, but in no case shall the quorum be less than one third of the total number of duly qualified USPA Directors. Directors who are present at a meeting but not present at the time of a vote due to a conflict of interest or related party transaction shall be determined to be present at the time of the vote for purposes of this Section.

SECTION 7: ACTION BY BOARD

Except as otherwise required by law, the certificate of incorporation, these by-laws or other provisions of the Governance Manual, the vote of a majority of the directors present at the time of the vote shall be the act of the BOD, if a quorum is present at such time. Any action required or permitted to be taken by the BOD may be taken without a meeting if all members of the BOD consent to the adoption of a resolution authorizing the action. Such consent may be written or electronic. If written, the consent must be executed by the director by signing such consent or causing his or her signature to be affixed to such consent by any reasonable means including, but not limited to, facsimile signature. If electronic, the transmission of the consent must be sent by electronic mail that sets forth, or is submitted with, information from which it can reasonably be determined that the transmission was authorized by the director. The electronic mail should state that the director intends transmission of the e-mail to be the director’s signature, but failure to say so shall not invalidate a director’s vote if transmission of the e-mail was intended as the director’s signature. The resolution and the written consents thereto by the members of the BOD shall be filed with the minutes of the proceedings of the BOD.
SECTION 1: GOVERNANCE

receiving the largest number of votes shall be certified as USPA Regional Director for the ensuing three years.

SECTION 5: DEFINITION OF REGIONAL AREAS

Regional areas for election purposes are defined as the fifty states of the Union subdivided as delineated, approved, published, dated by the BOD and published in the USPA Governance Manual.

SECTION 6: ELIGIBILITY TO VOTE

All current regular members at the time of the election are eligible to vote.

SECTION 7: VALIDATION OF BALLOTS

Ballots will list all USPA National Director candidates and USPA Regional Director candidates for each region. Ballots marked with more than eight USPA National Director candidates will be declared invalid and not counted in the USPA National Director balloting. Ballots marked with more than one USPA Regional Director candidate will be declared invalid and not counted in that regional election. Paper ballots that do not contain the voting member's original signature will be declared invalid.

SECTION 8: VOTING DEADLINE

All ballots must be received by the date and time specified on the ballot. Ballots received after said date will not be counted.

ARTICLE VI—SEAL

The seal shall consist of a circular die with two concentric circles, between which shall be the corporate name of USPA. The State in which incorporation occurred and the year of incorporation shall appear in the center of the die.

ARTICLE VII—FISCAL YEAR

The fiscal year of USPA shall begin on 1 January and end on 31 December of the calendar year.

ARTICLE VIII—COMMITTEES

SECTION 1: USPA EXECUTIVE COMMITTEE

The BOD shall elect an executive committee composed of six members of the USPA Board of Directors. This USPA Executive Committee will consist of the USPA President, Vice President, Secretary, Treasurer, one other BOD member, and the Chairman of the Board, all of whom have the right to vote on the USPA Executive Committee. The USPA Executive Committee shall be authorized to act in place of the BOD between meetings and in all matters that under state law require action by the full BOD, and shall be authorized to act on such matters as may be assigned to it by the BOD. All USPA Executive Committee actions are subject to effective when taken (or the date properly specified by the Executive Committee) but shall require subsequent ratification by the BOD.

SECTION 2: STANDING COMMITTEES

The BOD shall establish the following standing committees:

Elected Committees:
- Executive
- Regional Directors

Appointed Committees:
- Constitution
- Bylaws
- Finance & Budget
- Governance
- Group Membership
- Membership Services
- Safety & Training

ARTICLE IX—AMENDMENTS

A. Proposals to amend the Constitution and By-Laws shall be submitted in writing to the BOD.
   1. The proposed amendment must be included in the call of the meeting at which it is to be considered.
   2. The proposal shall then be acted upon by the BOD at a full USPA Board of Directors Meeting.

B. A two-thirds majority of the BOD present may approve any amendment to these By-Laws except sections referring to size, composition, and election of the USPA Board of Directors.

ARTICLE X—INDEMNIFICATION AND LIMITATION OF LIABILITY

In almost all cases, members of the USPA Board of Directors are released of any legal or financial liability stemming from their actions as board members. The full policy on indemnification and limitation of liability appears as Appendix A.
1-5: ACTION BETWEEN SEMI-ANNUAL BOARD MEETINGS

1-5.1 INTRODUCTION

The full board may be required to take action between regular meetings in lieu of the Executive Committee.

1-5.2 PURPOSE

This Section addresses ways that corporate action may be taken between the board’s regular meetings by either the Executive Committee or the full board.

1-5.3 ACTION BETWEEN SEMI-ANNUAL BOARD MEETINGS

A. The by-laws authorize the board’s Executive Committee to act for the corporation between board meetings subject to ratification by the board. Even if the by-laws would permit the Executive Committee to take an action, there may be circumstances that would be prudent for the full board to act on a matter, or at least give the matter consideration, as opposed to the Executive Committee alone.

B. A special board meeting, between the board’s regular meetings, may be called in accordance with the by-laws with a reasonable number of days notice. The meeting may be held by telephonic or video screen conferencing, or with participation in that manner by some board members, as provided in the by-laws.

C. The by-laws also permit board action between regular board meetings if written or electronic consent is given by each and every board member in office. For matters that are not controversial, it may be feasible to obtain unanimous written or electronic consent without the necessity of a conference call or other meeting.

D. If there is a matter that the Executive Committee is legally authorized to approve but is reluctant to approve without input from other board members, the Executive Committee may "poll" the board members or "vet" a proposal with them before taking action. In that event, or in the event that a board vote under C is sought but not all board members respond, the Executive Committee may base action on input from at least those board members who were able and willing to respond. The Executive Committee may not take action that requires full board approval. Action taken by the Executive Committee, even after polling the board, would require subsequent board ratification.

E. New York law requires approval by the full board, rather than the Executive Committee alone, for the taking of certain actions. Such actions include: a decision by the board to submit to the members for approval any matter that under New York law must be approved by the members to be effective, filling vacancies on the board or the Executive Committee, approving compensation for board members, amending or repealing by-laws, electing or removing officers or board members, approving a merger, plan of dissolution or disposition of substantially all assets of the corporation, or amending the certificate of incorporation.

1-5.4 PROCEDURES
A. Any board member or the executive director may request that a decision be made by the Executive Committee (with or without the polling of board members), or by a special meeting of the board (including a meeting by telephone or video screen conferencing).

B. The item must be submitted to the secretary in the form of a motion accompanied by supporting material.

C. The decision as to whether the motion is in order and is appropriate for action between semi-annual board meetings is the sole responsibility of the secretary who, in consultation with the president and the executive director, will consider whether the matter requires action prior to the next semi-annual board meeting, and if so, by which means: 1-5.3.A, B, or C.

D. If it is determined that the motion is in order and appropriate for action between regular board meetings, the secretary will forward the motion and supporting documentation to the board members. If a special board meeting is requested by the board member putting forward the motion, the persons authorized under the by-laws to call a board meeting shall decide whether to call a meeting, subject to the applicable notice requirements in the by-laws.

E. If unanimous consent or board polling is sought, the secretary shall prepare a communication to board members containing the following:

1. The motion proposed;
2. A due date for the return of the ballot; and
3. If the proposal is for a unanimous board vote or a polling of the board, appropriate space for recording votes of “yes” or “no,” and, for paper balloting, a line for the board member’s signature and space for the board member’s comments.

F. Hold for discussion

1. Any board member may, upon receipt of a ballot, initiate one 20-day extension of the due date, solely for the purpose of advancing further discussion of the issue, unless the secretary, in consultation with the president and the executive director, determines that an emergency exists and that extending the due date, or extending the due date by 20 days rather than by an identified shorter period, would be imprudent.

2. A board member may initiate such a hold by notifying the secretary, who will, in turn, promptly notify the executive director and all board members of the revised due date.

3. It will be the sole responsibility of the board member initiating the extension to prepare and circulate documentation representing his position on the issue.

4. If an extension has been initiated, any board member who submitted his ballot prior to the original due date will have the opportunity to change his vote by written notice to the secretary prior to the revised due date.

G. Voting and authentication

1. To ensure that a sender of a returned ballot is the board member voting, one of the following authentications is required:

   a. Mail and carrier service ballots must be signed in original handwriting by the voting board member.
b. Faxed ballots must be signed by the voting board members prior to transmission.

c. Emailed ballots must be received from the board member’s email address that is on record at USPA Headquarters.

2. Ballots will be returned to the secretary.

H. Ballots not received by the due date cannot be assumed to be affirmative or negative votes and will not be counted.

I. Upon determination of the vote count, the secretary will notify the board members and executive director of the tally.

1. Results of the voting will be recorded in the minutes at the board’s next scheduled meeting.
1.8: USPA EXECUTIVE COMMITTEE

1.8.1 INTRODUCTION
The Executive Committee of the board is established as a standing committee by Governance Manual Section 1-1, Constitution and By-Laws, Article VIII, Section 1.

1.8.2 PURPOSE
The primary purpose of the Executive Committee is to conduct association business and make policy decisions when the full board is not in session.

1.8.3 STRUCTURE
The Executive Committee is a special committee elected by the board which is composed of six members of the board, including the USPA chairman of the board, president, vice president, treasurer, secretary, and one member-at-large.

A. The Executive Committee is authorized by the board to serve in this capacity, subject to board approval for each decision made as an interim action.

B. All members of the Executive Committee have the right to vote on all Executive Committee decisions.

1.8.4 FUNCTIONS OF THE USPA EXECUTIVE COMMITTEE
The Executive Committee

A. Conducts association business and make policy decisions through interim actions when the full board is not in session.

B. Through the president, supervises the executive director by providing clear direction according to the method of governance deemed most appropriate by the current board.

C. During the interim periods between board meetings, receives, evaluates, and considers suggestions and requests from board members, committee chairs, staff members, general members, and other individuals on matters pertaining to USPA policy and procedures.

D. Submits all interim actions conducted by the Executive Committee to the full board for its consideration and vote of approval or disapproval.

E. Determines membership eligibility, conducts disciplinary actions, and reviews appeals of disciplinary actions for individual and group members, per Article 1, Section 6.A of the Constitution and By-Laws.

F. Administers the AAD Fund in conjunction with the senior staff director responsible for government relations.

G. Conducts interim meetings, conference calls, and other pertinent correspondence among committee members between board meetings as necessary to fulfill the committee’s responsibilities.

H. Calls for USPA General Membership meetings and board meetings, as appropriate.

I. Authorizes financial expenditures according to USPA’s financial policy documents.

J. Reviews, approves, or disapproves waiver requests to the BSRs as appropriate.

1.8.5 PROCEDURES
A. Interim Meetings
   1. The chair may call for interim meetings of the Executive Committee a reasonable number of days prior to the start of the meeting.
   2. The chair will distribute an agenda to the full board and executive director a reasonable number of days prior to the start of the meeting or with the meeting call to which all Executive Committee members, committee chairs, board members, and administrative staff members may submit additional agenda topics.

B. Interim Actions
   1. Issues addressed during the interim periods between board meetings should be time-sensitive in nature, and ones which would be impractical to address at the next scheduled full board meeting.
   2. Whenever possible, committee members should be given the opportunity to discuss the merits of each issue among themselves, with administrative staff, and with other individuals concerned with or relevant to the issue.

C. Voting Procedures: When an issue being addressed by the Executive Committee requires a formal decision or approval, one of the following means of voting will be used:
   1. During interim meetings, votes are called for and given verbally, or by a show of hands.
   2. When committee members are in separate locations, the chair may choose to conduct a verbal or a written vote. **A written vote taken without a meeting of the**
Executive Committee shall require the approval of all members of the Executive Committee in office.

3. Verbal votes may take place by means of individual or group correspondence using telephone or video screen conferencing at a meeting at which all committee members attending the meeting can simultaneously hear each other.

4. In the case of a written vote:
   a. A printed explanation of the issue, including supportive evidence where applicable, will be distributed to committee members and the executive director.
   b. The chair will establish a deadline, by which time all committee members should conclude their evaluations of the issue and submit a written vote to the chair, with a date and signature.
   c. E-mail is an accepted means of voting if the e-mail sets forth, or is submitted with, information from which it can reasonably be determined that the transmission was authorized by that Executive Committee member. Each committee member’s e-mail should state that the committee member intends transmission of the e-mail to be the committee member’s signature, but failure to say so shall not invalidate a committee member’s vote if transmission of the e-mail was intended as the committee member’s signature.

1-8.6 RESPONSIBILITIES

A. Committee Chair (President)
   1. Sets the agenda and chairs all Executive Committee meetings
   2. Distributes the agenda for Executive Committee meetings to the full board and headquarters 30 days prior to the start of the meeting—with the exception of emergency or other short-notice meetings
   3. Represents the committee when presenting actions proposed by the committee
   4. Copies committee-related correspondence to, and reviews committee-related issues with Executive Committee members and the executive director
   5. Consolidates committee deliberations and develops related proposals as appropriate
   6. Writes reports on interim actions of the Executive Committee, and presents them to the board and staff
   7. Delegate duties of committee chair to other members of the Executive Committee when practical

B. Chairman of the Board
   1. Serves as Wise Counsel to the Executive Committee
   2. Offers pertinent background and historical information on topics being addressed by the committee whenever possible
   3. Fully participates in all Executive Committee deliberations

C. Vice President
   1. Serves as a confidante, objective third party, and second set of eyes for the committee chair
   2. Fulfills the duties of the committee chair if the president is not available to fulfill these functions
   3. Fully participates in all Executive Committee deliberations

D. Treasurer
   1. Evaluates the financial impact of all interim actions being considered by the Executive Committee and provides informed conclusions and recommendations to Executive Committee members
   2. Reviews each request from board members for financial expenditure which is not specifically designated in the budget and recommends for approval or denial of that request to Executive Committee members
   3. Fully participate in all Executive Committee deliberations

E. Secretary
   1. Reviews each interim action being considered by the Executive Committee, and provides committee members with relevant information concerning how this action could affect existing association policies and how existing policies could affect the proposals being considered
   2. Ensures that accurate records of all interim Executive Committee meetings are recorded, printed, and provided to the committee chair and the executive director fully participate in all Executive Committee deliberations
   3. Fully participate in all Executive Committee deliberations

F. Member-at-Large
   1. Serves as an objective liaison between the full board and the officers of the association
   2. Seeks input from board members on topics being addressed by the Executive Committee
   3. Fully participates in all Executive Committee deliberations