

**OPRC Board of Directors  
Meeting Minutes  
February 24, 2007**

Special note to readers: The topic discussed at the meeting is in regular type. The discussion/decision made is in *italics*. If you have any questions, please feel free to contact any member of the National OPRC Board of Directors.

**I. New Clubs Forming**

a. Establish Mentors

Should we establish Board contacts/mentors for clubs already formed?  
*We will send out a Presidents letter to the chapter Presidents informing the chapters that this is now available to them. If they request a mentor, the National President will assign a mentor to their chapter.*

Who will keep a running list of who is mentoring which clubs?  
*We will add a column to the database that captures that chapter's mentor's name.*

b. EIN numbers? Is that an easy process for them?  
*EIN numbers are easy to obtain. Use this online link to apply*  
[https://sa2.www4.irs.gov/sa\\_vign/newFormSS4.do](https://sa2.www4.irs.gov/sa_vign/newFormSS4.do)

c. When a new chapter forms, how late in the year do we allow them to start up or just get them going in January of following year?  
*Any group wishing to form a new chapter between 1 Nov and 31 Dec will have their dues waived. However, in order to participate in any mounted activity the members must be rated, which includes having paid National Dues.*

**II. Membership Renewals**

a. How are they coming along?  
*So far we have received three chapter renewals (Feb. 24, '07).*

b. Online renewal or paperwork snailmail or both?  
*Both*

c. Date cut off for Renewal Slips: stop new 2007 memberships after 30 Nov 07.  
Anyone who joins after that date would just be a 2008 member. Should we keep this as a rule for all years?  
*No*

**III. The \$500 Award**

a. Did we ever post the document of the winning chapter? How about documents submitted by runners-up?  
*After we located them, they were posted immediately. For next year's submission we will track them through our online secure Admin section, so this will not happen again.*

b. The Award Application Process: Should it remain the same?  
*Yes, the process worked. We did however decide to recruit committee members throughout the country. We will post the incoming award submission in a password protected area on the web and then the committee members can login, review and vote from the admin section.*

#### **IV. Website:**

- a. Are we satisfied with the layout, organization of info, etc?  
*The board discussed posting more pictures on the home page. Shiela will continue to post pictures if they correspond with a story.*
- b. The Administrative Section: Manual/Instructions for using Admin Section  
*The board voted to inform the Presidents of this Admin sections availability and Shiela will set them up if they so desire.*
- c. Updating of Newsletters, Tips  
*Everything that has been sent in has been updated within a week or less.*
- d. Sub-domains for Chapters  
*If they request it Shiela will set them up. However there has not been any requests for this service.*
- e. Posting of Chapter Activities.  
*We will continue to post activities from around the country as long as they are OPRC events that are inviting other OPRC members to join their activity. We can not post every event each chapter is hosting, due to lack of manpower and time.*

#### **V. Accounting**

(Welcome Tanya!)

- a. Quickbooks or Quicken? Was it purchased and is it being used?  
*Quickbooks has been purchased, and is being used.*
- b. Online banking? Has it been set up? If so, does Hope have access yet?  
*Online banking is up and running. Hope has access, but I haven't told her yet.*
- c. Postage Online? Did that get established?  
*Postage online – too expensive? They want \$15.99 per month. I can send stamps out*
- d. Paying Dues Electronically through PayPal: Did we do a survey on that? Should we?  
*Per Shiela - Survey will be posted on the web site in the near future to see if there is any interest in this functionality.*
- e. Nov. & Dec. bank statements? Did we receive those? Leslie was missing them for some reason.  
*Leslie received the bank statements and closed the year. I don't know why she was missing them, I didn't have the accounts until mid-January 07.*

## **VI. Board Members**

- a. Hope, Betsy, Shiela, Whitney, Katie, Tanya ... That makes 6. Does this pose a problem with fair voting procedures?

*Tanya is not a voting board member.*

- b. Need we add one more from another chapter?

*No, since Tanya is not a voting member.*

- c. Is there anything in the bylaws addressing this?

*No there isn't; we will revise the Bylaws.*

- d. The "pie chart" of expenses to be posted on the website. We provided this for 2005; now we need to do it for 2006. A member of the Rockville chapter is requesting it.

*Tanya is putting together what we by law must post. As soon as she has it completed she will forward it to Shiela for submission on the web.*

## **VII. PR Efforts**

Anything going there?

*We have contacted some TV stations and waiting for return confirmation.*

*The local chapters are submitting news articles to their local magazines and newspapers and we are posting them on the web.*

## **VIII. Ratings**

- a. Certificates

Shiela is sending them out?

*Yes, when they come in.*

Did you finalize the letter to go with them?

*Yes*

How often on average are they being sent out?

*When they come in, a week later they go back out.*

- b. Is the ratings system still satisfactory?

*Yes*

- c. Is there anything we can do to encourage chapters to do more rating up? A grant for the chapter who hosts the most rating rides?

*At this time it was voted to not change anything with this process.*

## **IX. Special Projects:**

- a. Knowdown booklet

*Betsy is working with a chapter out west to finalize this booklet*

- b. National Rally?

*National will work with any chapter that would like to sponsor a National Rally in their area. Nationals is looking into sponsoring a banquet as the surveys indicated people would like to see.*

c. Fundraisers for the National Rally

*As a group of 6 board members, we are not large enough to sponsor or plan a national rally, but we will work with any chapter that would like to host a National Rally and all the proceeds from the rally would go to the hosting chapter.*

d. OPRC logo items

*We are gearing up for the release of our ratings patches. We should have enough in our budget to purchase them and give them out to the raters free of charge.*

e. The OPRC Charity Effort

*Nothing at this time.*

f. OPRC Directory (was created but never announced)

*It was voted to not spend the money on printing for such a directory. With the webpage listing all the chapters a member can find other members by contacting the chapters they will be near.*

g. President's/Start-up Manual: Have we sent many out? Do we see any need for updating? Are we getting any questions about it? Are any other types of manuals/booklets necessary?

*Yes, we have sent them out and they have been well received. We see no need for a change at this time.*

**X. National Not for Profit Status:** USPC votes in their DCs so the club can fall under the National "not for profit" status. Is this something we need to pursue (Shiela knows more about this issue). *We declined this concept because we want to keep our National dues at a minimum and USPC pays upward of \$75,000 a year for insurance. Our organization is too small to implement this concept.*

**XI. The Survey**

How did that go? Results? Actions we think should be taken?  
*Over all, the majority of the members loved the organization. Katie briefed on the results. Shiela will post the results of the survey on the web.  
One of the most mentioned suggestions was hosting a banquet.*

**New business**

Banquet planning

*Katie will see if we can book a hall during the Harrisburg National Jump Off and how many participants will be required.*