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**Action Items:**

1. Send Board agenda items to Jeff
  2. Review Audit Committee Charter and provide feedback to Ralph
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President Jeff Moxie called the meeting to order at 8:00 pm EDT. Members present: Rob Butcher – Executive Director, Michael Heather-VP of Administration, Rob Copeland-Immediate Past President, Ralph Davis-Treasurer, Ed Tsuzuki – VP of Local Operations, David Diehl-VP of Programs, Nadine Day-VP of Community Service, Doug Church – Legal Counsel and C.J. Rushman – Secretary.

## **Agenda topic**

1. Committee Terms – The EC discussed creating a policy that moves the terms of committees to be calendar year. It was decided that no formal policy was needed and it will remain the responsibility of the president. Jeff asked for the Committee Chairs to review the list of individuals that requested to serve on a committee and get back with their recommendations.
2. February BOD agenda – Jeff asked for agenda items for the upcoming Board meeting. Mike Heather brought up the point that since we are meeting face to face, the BOD meeting would be an opportunity to work on larger tasks for the benefit of USMS..
3. Audit for 2009 – An audit review will be performed for the 2009 calendar year. Once the controller position is filled, we will resume a full scope audit performed by an outside firm.
4. Draft Audit Committee Charter – The Audit Committee is appointed by the Board President to assist the Board of Directors (the Board) with its financial oversight responsibilities. Jeff requested that the EC review the document and send any comments to Ralph Davis within the next 2 weeks.
5. Next Meeting date – Next 2 meeting dates are set. They are; Tuesday January 12<sup>th</sup> at 8 PM EDT and Saturday February 6<sup>th</sup> at 8 PM EDT.
6. New Business –
  - Registration issues – If a member is having issues please do not send them directly to Club Assistant, have them go directly to Tracy. Tracy Grilli is the Point of Contact (POC) with Club Assistant.
  - Bad Check/DOB item – Mike Heather asked Doug Church about the follow up on language for paying debt prior registering. A document will be forth coming.

## **Next EC meeting and adjournment**

The meeting adjourned at 9:10 p.m. EDT. Our next meeting will be January 12<sup>th</sup>, 2010 at 8:00 p.m. EDT.

C.J. Rushman,  
Secretary