

MINUTES OF MEETING

SUBJ: NORTHERN VIRGINIA WRESTLING FEDERATION (NVWF) MEETING HELD ON MAY 5, 2016

From: Bill Marck, NVWF Secretary

Ref: (a) Notice to Board of Directors, email dtd Apr 13, 2016
(b) Notice to Board of Directors, email dtd May 5, 2016
(c) Spring Meeting Financials
(d) Spring Meeting Agenda
(e) Club Attendance List
(f) South County Athletic Association Proposal for NVWF Wrestling Club
(g) Northern Virginia Wrestling Federation Preliminary Membership Analysis, dtd April 5, 2016

1. Subject meeting was held as stated in references (a) and (b) which was sent to members containing references (c) and (d).
2. A quorum was held based on reference (e) attendance list. It was stated that the Stone Wall Jackson club was no longer going to exist due to the transition of one of its main lead personnel. The only executive committee officer absent was Greg Jenkins.
3. Treasurer report provided as reference (c) outlined budget snapshot. The Treasurer also identified clubs that owe funds to NVWF outlined in separate report by Treasurer. Comments were made as follows:
 - a. Higher registrations this year
 - b. NVWF did not run two tournaments and therefore did not expense funds for the use of gyms or trainers
 - c. Typical fees for gyms is around \$750, and some schools require custodial fees
 - d. Fairfax County fees are extra
4. The Treasurer stated that the NVWF regained its IRS Tax Exempt status after many months of effort to reconstruct old tax filings that were delinquent and not previously filed. NVWF is legally able to seek donations by supporters via tax exempt processes. An additional question was raised regarding the status of tax exemption at the state level. Jimmy said he would get an answer similarly.
5. NVWF Secretary briefly described results from two surveys issued to NVWF registrant families as well as club managers/coaches. Overall, members appear to enjoy the benefits of the NVWF. Surveys identified many areas that require attention and improvement including but not limited to tournament software and associated processes that caused delays and lengthy attendance periods by families. Other areas that significantly required attention involved age group divisions, separation of experience levels at regionals, and needs to increase competitors in the senior group. 484 responses were collected out of roughly 1600 wrestlers. Families and club representatives requested investigation to get more mat space for wrestlers so they did not bump into one another at events.

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6. A request was made to club members to update their contact information due to turnover and the transition of many clubs. It was requested that they provide phone numbers, emails, and contact information for at least two representatives in their clubs.
7. Christina stated that NVWF saves funds by hosting tournaments in Fairfax County as compared to other counties.
8. Discussions were held by members on how the process is used to decide where competitions are held and which schools get the privilege of hosting events. Many members said that wrestlers often bump into one another thus creating a safety issue. There was a desire to obtain additional space.
9. Christina requested that clubs submit their requests to host tournaments to her or Shannon by September 1st.
10. Treasurer stated that, item 1, clubs successfully FedEx packages previously to get payments to Treasurer on time to avoid fees. Many clubs did not send payments on time and therefore received a fine. Amounts for regular charges were based on numbers verified by the Registrar who first exported the League Athletics data into a spreadsheet upon which to manipulate thereafter based on club inputs thereafter.
11. A motion was raised and a vote taken in favor of fines based on the Post Marked Date which was not something written clearly in the bylaws according to the Treasurer.
12. A motion was raised and vote taken in favor of enabling payment methods by pay pal, credit cards, or other electronic means in addition to checks.
13. Members asked if NVWF could serve as the umbrella organization for clubs that wish to use that 501(c)3 rather than establishing or maintaining their own. Bill Marck stated that was a long term desire but the NVWF was not yet in a position to incur liability for such clubs until a written process was well documented that included a method to monitor tax related information and expenditures more carefully. Members were referred to the Virginia State Corporation website to seek the process to file properly.
14. Bill Marck further stated that the NVWF lost its legal status to operate as a legitimate corporation in Virginia due to a lapse in annual filings. Mr. Marck reconstituted the NVWF by refiling with the SCC and having the Treasurer pay penalty fees for that purpose in late 2014. The NVWF annual reports were also filed thus bringing the corporation current.
15. A motion was raised followed by a successful vote in favor of adding South County as a new club to the NVWF.

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16. The Frost Falcons Wrestling Club also sought to become a member, and was a feeder to Woodson Fairfax. Christina suggested they write an outline and submit it similarly to the previous club. She stated that the issue would be raised as an on-line vote.
17. Shannon raised the need for meet managers as one was exiting the area. She stated that meet managers get paid an amount to run tournaments on select Sundays.
18. The Treasurer identified a budget for the registrar function and meet managers in the order of roughly \$8,000/year for registrar and \$200/tournament (\$3000 total) for each meet manager. Mr. Zoller, Treasurer, requested that other software be investigated to potentially reduce the costs and efforts to the registrar function and tournament management software in terms besides League Athletics. The top expenses required a more thorough evaluation, however, this year the organization was in the black overall according to Mr. Zoller.
19. Christina raised the issue of fines required for misconduct by coaches, managers, parents, and others. She stated the need to outline some amount and a process to impose penalties for poor public behavior.
20. Bill Marck requested copies of the waivers and code of conduct used as part of the registration process by parents and others. Shannon acknowledged abilities to access.
21. Mike Gingras asked why NVWF fell short of being able to provide ribbons and medals this past year as well as the year prior. Tim Weaver as the equipment manager stated that he purchases medals based on last year's stats.
22. Christina relooked at the first portion of the agenda and solicited comments from club members. Members asked about the status of new tournament software and age group divisions specifically targeted towards fixing the low numbers of competitors for the senior group. Tim Weaver said he was looking into mini computers, projectors, and track wrestling software. Shannon said she was looking into potential updates to current software via Jim Appleman who was a former NVWF officer. Bill Marck summarized statistics showing that ½ of registrants in the older birth year for seniors were actually high school freshmen and therefore were not participating in youth sports. Mr. Marck said this trend and associated proposals to adjust the age divisions based on grade or birth date were consistent over the past two years and presented at previous board meetings. Shannon, Registrar, said she was evaluating the current software with Jim Appleman and additionally looking at TrackWrestling for abilities to enable such adjustments. Members voted on the adoption to adjust groups prior to the season start in this regard.
23. Members asked if the rules could be posted on the NVWF website in terms of legal or illegal wrestling holds as well as overtime rules. Tim Weaver, Equipment Manager, and high school wrestling coach said he could easily do this along with the posting of the HS rule book.

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24. Discussions were held regarding the need for a process to conduct skin checks, finger nails checks, and hair lengths prior to each age group wrestling session. Apparently several kids incurred cuts and scratches during matches. Members asked if the crying rule was still in effect with yes as an answer.
25. Jimmy Zoller, Treasurer, raised a motion followed by a vote in favor of conducting a complete and thorough evaluate of all NVWF business processes including but not limited to tournament software, registration software, website, hosting processes, etc. Mr. Marck said he would solicit for volunteers through email given that the meeting time was nearing a close.
26. Bill Marck, Secretary, proposed adoption of the stated business principles in the agenda, update bylaws from the 2007 version, and hold elections in accordance with agreed upon processes. All members stated that bylaws were not being followed nor had copies.
27. Bill Marck stated use of Survey Monkey as a means to solicit suggestions from club members which is a paid service for volumes of this size. This method was used to capture the views of wrestler families to see what was working and what needed improvements. A version was additionally sent the year prior with results that were made available in the spring of that year. It was said that in both cases, parents wanted to separate beginners from advanced wrestlers and complained a good beginner would face advanced wrestlers at the regionals for the first time thus diminishing season successes. Someone mentioned that beginners and advanced groups were stated in the bylaws thus adjustments would require bylaws changes in this regard.
28. Bill Marck summarized discussions with USA Wrestling that outlined insurance clarifications for athletes, coaches, and managers. Basically, USA insurance is a secondary insurance and athletes are required to use their own insurance as primary.
29. Mr. Marck solicited help from volunteers to serve on committees and conduct research on topics outlined in the agenda.
30. All members requested a summer meeting be held to hold elections and update bylaws. Mr. Marck added the topic of bylaws updates to the agenda and offered to lead the effort during this and previous meetings.
31. Meeting was adjourned around 9:00 pm.