

Vice President – Member Services
Report to the Board of Directors
2009 Pre-Convention

My thanks to everyone who supported my efforts to serve our membership. A special “thanks and good luck” to Stephanie Crocker, who leaves us after four years as Membership Manager to attend graduate school. I’m also pleased that Liz Simonson has taken on the job – we look forward to working with her.

Activities since Convention 2008:

1. Forwarded all Committee meeting minutes from Convention to Taylor for posting on the website
2. Cross-checked all entries to US Masters Championships to make sure they were currently registered as USSSI members and contacted all those who were not, reminding them that they needed to register before they could compete
3. Forwarded copies of Membership Profiles from Convention to appropriate VP's for their consideration
4. Submitted language and formatting to post the \$3.00 upgrade transaction fee on the membership page of the website
5. Membership Profile Form – updated with appropriate committee member choices for even/odd years
6. Updated the 2008-2009 Club Manual for distribution to all new and renewing clubs. Also created fillable PDF version of this manual.
7. Participated in the following conference calls:
 - a. October 15
 - b. January 22
 - c. March 11
 - d. April 17
8. Updated reports on membership statistics from database numbers
9. Outreach Committee member, Betsy McGeoch, submitted a program for “try-out days” for groups such as the Girl Scouts. This program was sent to Kevin Warner for introduction to various scout troops.
10. Continue to reviewing the website a few times each month to see if updates and/or corrections are necessary
11. Worked with Membership Committee on the following recommendations to the Board of Directors:
 - a) Jr/Sr Association Medals – remove requirement for USSS clubs to purchase from National Office and place links to approved vendors on our website so clubs can purchase on their own
 - b) Club Manual revision to remove LSSC Admin Chair list and insert instructions on how people can locate their Admin Chairs, using either the online or printed Directory
 - c) Proposal for a new individual membership structure (for streamlining purposes)
12. Reviewed and forwarded Club Recruiting Article to all member clubs as a way to boost their local membership numbers
13. With Betty Hazle, updated the job descriptions document for the National Office Staff

Audit Committee activities:

1. Reviewed information on bids submitted by firms proposing to conduct the 2008 records audit and tax preparation for USSSI; discussed with Audit Committee and submitted motion to BOD with our recommended firm (Dunbar, Cook & Shepard)
2. Forwarded IRS Governance speech to the Committee which Terry sent to the BOD. One of the committee members located a document referred to in the speech, which I then sent on to the BOD.
3. Participated in a conference call on May 6 with Janice Martin, the auditor, and the members of the Audit Committee
4. Reviewed Final Management Letter submitted by audit firm and submitted recommendations to the Board of Directors

Respectfully submitted,

Scotti Nichols
Vice President – Member Services