

## Minutes of the OISRA Board Meeting

The Board of Directors met on November 28, 2023.

The meeting was held by Zoom.

The meeting was scheduled during the October 18<sup>th</sup> meeting.

Reminder for the meeting was sent out in advance of the meeting by email.

The directors present for the meeting were Eric Martin, John Collins, Pete Reinhardt, CJ Rench, Tiffany Tisdell, and Kryste Robie.

Other persons present at the meeting were Virginia (Jinny) Martin, Sarah Swaney, David Munson, and Andrea Shockey.

A quorum was present because there are currently six directors and six of them were present.

Eric Martin called the meeting to order at 7:10 pm.

### BOARD RESOLUTIONS AND ACTIONS:

- 1. Para Athlete Advisor:** The following motion was made, seconded and passed:  
RESOLVED to appoint David Tranby to be the Para Athlete Advisor for the 2023-24 season.  
**ACTION ITEM:** Jinny will notify David Tranby.
- 2. Dialogue with Mt. Bachelor:** The following motion was made, seconded and passed:  
RESOLVED to appoint Brian Dumais and someone of his choice to open dialogue with Mt. Bachelor with the purpose of creating a relationship and talk about the long-term possibility of offering a discount for trail passes for OISRA participants for training and racing.  
ADDITIONAL clarification about this motion:
  - This request is being considered because of new management at Mt. Bachelor.
  - Start the conversation with Sydney at the Nordic Center to find out how best to approach Mt. Bachelor about this topic.
  - **ACTION ITEM:** Dave Munson will talk to Brian Dumais and further clarify the Board's intention.

### DISCUSSIONS:

- 1. Addressed a request to add "the hard wax version of Superglide" to the approved wax list.**  
No board member made a motion to add this wax to the list. The Board members agreed that this wax was too expensive to be included in the wax list.
- 2. Board unanimously approved Alan Watson to be the Technical Delegate for the State Championships.**  
**ACTION ITEM:** Jinny will notify Alan Watson.
- 3. Start time for Saturday's race at the State Championships will be 9:00 am.** The events on Saturday's schedule will be one hour earlier, including the Awards Ceremony.
- 4. Board members agreed to use HotTees for the state championships merchandise.** Need more communication to skiers and families about the merchandise.  
**ACTION ITEM:** Jinny will introduce Tiffany by email to the HotTees representative.
- 5. Technical Zone for the State Championships.** A technical zone will be included in the state championships plans, with the understanding that the Technical Delegate has the authority to take it out based on the conditions on race day. Monitor at TZ will record racers on video.
- 6. Board members agreed to assignments of people or leagues to assume the responsibilities for the State Championships event as listed in Appendix A.**
- 7. Pete Reinhardt will coordinate medical support with Mt. Bachelor.** This support may be different from what it has been in the past.

8. **Ask Jessica Shaffer for her suggestions about what would work best for how coaches pick up relay bibs – set a specific time? or a “not-earlier-than” time? use a check-off list? etc.**
9. **A start wand may or may not be used.** The start times are captured by a hand-held timing device if a start wand is not used. Racers are instructed to start on the “Go” command.

Meeting adjourned at 9:00 pm.

Signature of Secretary                     *virginia martin*                     Date: November 30, 2023

**Appendix A**

**Worksheet for Planning State Championships**

**The OISLAN Board is the State Championships Oversight Committee. League Liaisons will assign people from their League to assume duties listed on this planning worksheet.**

**OISLAN President will appoint a State Championships Coordinator, who supervises all State Championships activities.**

**State Championships Coordinator: Andrea Shockey**

<b>Committee – and description of jobs</b>	<b>Friday</b>	<b>Sat.</b>
<b>Awards Banquet Ceremony: 2:15</b> Reserve location – seeking Latitude 44 People to handle decorations, set up tables, podium, and PA system Two people to check in people who will be eating Master of Ceremonies for awards presentation People to assist MC for presenting awards Set up table for awards Slides for Logos – way to project them on screen Order food and coordinate with caterer	NA	John C Andrea  John C As available Andrea
<b>Awards:</b> Order and pick up awards Make a list of awards for MC Include Biathlon plaque and individual awards	NA	Bill DM/AS Jinny EM>BM
<b>Determine Most Improved</b> for Each Team and give names to person ordering awards if there is time	NA	CJ
<b>Merchandise for sale</b> – coordinate with HotTees – approve design and coordinate process for sales, including notifying coaches	NA	Tiffany T
<b>State Meet Programs</b> – get logos and updated organization officers – names of participants – print off copies		

<b>RACE COMMITTEE – Coordinates how race is organized</b>	
<b>RACE COMMITTEE: Chief of Race:</b> Directs and controls the work of all officials Works with Ski Area to confirm date and communicate what ski area wants	Dave Munson
<b>RACE COMMITTEE: Chief of Course-</b> (could be 2 people) 1) Selects course and 2) is responsible for preparation of the course Prepares maps for courses and stadium layout	JD & John Millslagle
<b>RACE COMMITTEE: Chief of Timing</b> Oversees all timing crews Coordinates with Chief of Calculations	Tabitha Duval
<b>RACE COMMITTEE: Chief of Calculations</b> Creates start orders for each race Calculates all elapsed times for individuals and relay races Creates report for individual results and team results for each day Posts results	Erin Moore OPEN- SL OPEN- SL
<b>RACE COMMITTEE: Race Secretary</b> Produces and distributes all technical data for the races Creates and distributes schedules Puts all race information on the website Makes copies (as requested) of Start Orders, maps, medical plans Handles media reports Sets up link for volunteers on website Race day on-site secretary	Jinny      Sarah S

	Friday	Sat.
<b>Technical Delegate: Alan Watson</b> prefer a US Ski and Snowboard official oversees Safety & Rules	AW	AW
<b>Chief Medical Officer:</b> Selects some assistants Works closely with Mt. Bachelor Ski Patrol Oversees handling all medical incidents (Tent is provided by Southern League)	Pete Coord. w/ Mt. B	Pete Coord. w/ Mt. B
<b>Chief of Course Monitors:</b> Instructs Course Monitors how to do their job and where they are stationed on the course Instructs technique monitors and tells them their location on the course	Jamie Duval	Jamie Duval
<b>BIBS –</b> Person who sorts bibs and puts bibs in packages for each school (Individual bibs and Relay bibs) Person who distributes Individual bibs to coaches at check-in Puts Relay Sign in sheets in Relay Bib packages Hand out relay bibs by timing shed Saturday at stadium Puts coaches' packets in Individual Bib packages	Jessica Shafer  Check in  Jess S	Jessica Shafer  Timing shed relay bibs Jess S.

<b>Race Food</b> Plans food and food supplies for a race (approx... 200 racers) Purchases or solicits food for the food tables Finds Volunteers to work at food tables Includes preparing beverages			
<b>Volunteers for Timing Crew – Will be coordinated by the volunteer coordinator</b> Start Supervisor Start Volunteers Finish Volunteers Photo Finish for Mass start race and varsity relay races	Sarah S		
<b>Volunteers for Course Monitors -Will be coordinated by the volunteer coordinator</b> Includes technique monitors for classic race (video needed) Includes relay zone referees	Sarah S		
<b>Volunteer Coordinator for Race Set Up -Will be coordinated by the volunteer coordinator</b> Sets up Stadium Sets up Food tables Sets up Announcer’s station Sets up Check-in tables Sets up Start Wand if needed Sets up signage on course Sets up mass start position markers if needed	Sarah S		
<b>Announcer</b> – on PA system for races <a href="#">Andrea will ask Bert</a>			
<b>Check-in Table – 2 people to check in coaches; 2 people to check in volunteers</b>	Sarah S Sarah Mattox 2 others		Sarah S Sarah Mattox 1 other