

# UNITED STATES PARACHUTE ASSOCIATION

## MINUTES OF THE BOARD OF DIRECTORS MEETING

July 13 – 15, 2007  
San Francisco, California

(DRAFT)  
August 2, 2007

**UNITED STATES PARACHUTE ASSOCIATION**  
**BOARD OF DIRECTORS MEETING, San Francisco, California**  
**July 13 - 15, 2007**

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**United States Parachute Association Minutes:**  
Board of Directors Meeting, San Francisco, California  
July 13 - 15, 2007

**1. Call to Order**

The President, Mr. Glenn Bangs, called the meeting to order at 9:00 A.M. on July 13, 2007. The Directors present included: G. Bangs, S. Butcher, F. Casares, J. DeSantis, E. Dixon, J. Farrington, J. Goswitz, M. Gruwell, L. Hill, V. Johnson, K. Lohmiller, M. Laughlin, J. Meyer, G. Peek, C. Quaintance, L. Schlichtemeier, S. Smith, T. Spillers, J. Stokes, and, B. J. Worth.

**2. Approval of the minutes of the previous meeting**

**Motion 1: Passed, 19/0 (Mr. Bangs)**

*“Move to adopt the minutes of the previous meeting, dated March 31, 2007.”*

**3. Adoption of the Agenda**

**Motion 2: Passed, 19/0 (Mr. Bangs)**

*“Move to adopt the agenda.”*

**4. President's Report (Mr. Bangs)**

The President welcomed the directors to the meeting, and challenged all to continue to promote the sport and serve the members well in this term. He then made the following comments. “To say the last five months have been challenging for me would be a massive understatement, and with the help of this board and some on it that I consider near and dear friends as well as colleagues, ‘Thank You’ for your kind words of support and prayers during this very difficult time. The business of the association continued, and for the most part continued as outlined with our Governance Manual and board policies. But I must address a specific issue, which did not follow our doctrine so I am going to ask the gallery to excuse us as we go into closed session for the remainder of my report. The Governance Manual is very specific as to the responsibilities of the committee chair, committee members and the Executive Director that we either follow the Governance Manual or we reject it. And, for the record, each time we reject it, we as an organization have paid tens of thousands of dollars in legal fees and expenses. When will we learn?” The President then deferred to the Treasurer and Executive Director for detailed status of the association’s finances and administration.

**5. Interim Actions of the Executive Committee (Mr. Bangs)**

The following interim actions were conducted by the Executive Committee during the period of February 2007 – July 2007, and are now presented for consideration to the Board of Directors:

**XC Interim Action 2/12/07**

The competition committee forwarded the following motion.

**Motion 3: Passed 19/00/00 (Mr. Bangs)**

*“Move to grant Skydive Chicago the 2007 Canopy Piloting Nationals based on the approved 2007 Nationals bid and include \$120 for registration that is not included in the bid and with no additional performance bond.”*

**XC Interim Action 2/12/07**

The Competition Committee forwarded the following motion.

**Motion 4: Passed 19/00/00 (Mr. Bangs)**

*“Move to select the 2007 Accuracy Team that will represent the US at the 2007 Accuracy World Cup in Russia from the 2006 National accuracy results.”*

#### **XC Interim Action 2/19/07**

The Safety and Training Committee forwarded the following motion. Jose Reyes has met all the requirements outlined in the IRM and has endorsements from Jay Stokes and Glenn Bangs.

**Motion 5: Passed 19/00/00 (Mr. Bangs)**

*“Move to appoint Jose Reyes, member number 98710, as an AFF Course Director.”*

#### **XC Interim Action 05/09/07**

The Safety and Training Committee forwarded the following motion.

**Motion 6: Passed 18/00/01 (Mr. Bangs)**

*“Move to waive SIM section 2-1.J.5, to allow Quad City Skydivers to perform a tandem jump into a Class A baseball stadium with The Swing of Quad Cities Team Mascot. Both the tandem instructor and the jumper (Keith Paulsen and Tom Swartz) in the mascot costume are PRO rated jumpers and Tandem Instructors.”*

#### **XC Interim Action 07/03/07**

A request from Tamara Koyn through the competition committee was received, the 2007 AE Chief Judge. The number of FAI AE judges necessary to set a competition world record at the Nationals is five and the freestyle speed event is the only AE event that has the possibility of setting a world record. Based on the current roster of judges for the Nationals there will be four FAI judges on site and possibly one more that would complete the five required for a WR. The FAI judges that have AE ratings are judging other events but could be brought together to form the WR panel if necessary. The other AE events can have a panel of three judges if the waiver passes. In fact the freestyle speed event can also have a panel of three judges if there is not the potential of a WR. The following motion was made:

**Motion 7: Passed 19/00/00 (Mr. Bangs)**

*“Move to approve a three-judge AE panel if necessary at the 2007 US Nationals.”*

#### **6. Treasurer's Report (Dr. Schlichtemeier)**

The USPA Reserve Fund began 2007 at \$2,137,619. No additions were made during the first six months of 2007. Withdrawals of \$100,000 were made to support association operations and also prepay \$20,000 of the mortgage on the headquarters facility. The value as of July 6, 2007, was \$2,113,004 for a decrease in the Fund value of \$24,615. If the withdrawals are excluded, there was a gain from investment activities of \$75,385. The Fund continues to be managed very conservatively with preservation of capital as the primary goal, income secondary and capital gains third.

The U.S. Parachute Team Trust Fund began 2007 at \$503,290. Contributions of \$12,326 were made during the first six months of 2007. No distributions were made during the first six months of 2007. The value as of July 6, 2007, was \$548,761 for an increase in the Fund value of \$45,471. If the contributions are excluded, the gain from investment activities was \$33,145.

The Fund is currently managed primarily for income with preservation of capital second and capital gains third.

## **7. Executive Director's Report (Mr. Needels)**



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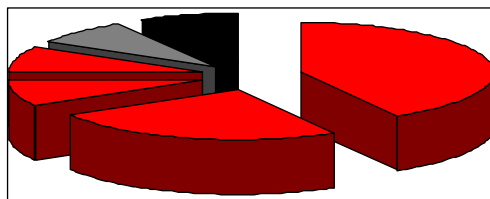
## **Challenges For 2007**

- Rejuvenate Membership Growth
- Lower Member Insurance Rates
- Complete Instructional Rating Hierarchy
- Reduce Fatalities And Accidents
- Preserve Access To Airspace & Airports
- Increase Non-Dues Revenue, Particularly Advertising
- Bring Website To The Next Level
- Redesign *Parachutist*
- Get E-Commerce Module Up
- Provide For Meaningful, Representative Election
- Keep Skydiving Fun And Friendships Strong

MEMBERSHIP HIGHEST AND LOWEST TOTALS							
	2,001	2,002	2,003	2,004	2,005	2,006	2,007
JAN	34,392	34,309	33,568	32,606	32,113	31,300	30,573
FEB	34,267	34,287	33,361	32,503	32,168	31,227	30,540
MAR	34,248	34,270	33,394	32,598	32,169	31,175	30,546
APR	34,189	34,275	33,218	32,611	32,005	30,994	30,723
MAY	34,232	34,182	33,121	32,459	32,038	31,035	30,777
JUN	34,426	34,110	33,076	32,581	31,958	31,078	30,833
JUL	34,502	34,028	33,083	32,538	31,815	30,912	
AUG	34,583*	33,871	32,826	32,512	31,779	30,830	
SEP	34,569	33,947	32,957	32,252	31,617	30,808	
OCT	34,388	33,879	32,854	31,938	31,598	30,488**	
NOV	34,525	33,682	32,860	32,129	31,474	30,758	
DEC	34,322	33,664	32,628	32,057	31,276	30,618	
*Highest Month							
** Lowest Month							
Highlight signifies end of month membership higher than the prior month							

## 2007 Major Categories

As of July 9, 2007



- Canopy Collisions-5
- Low Turns-3
- Canopy Collapse-1
- Induced Line Twist-1
- Equipment Related-1
- Medical-1

	Last Month's Total or End of Last Month	This Month's Total or End of This Month	Same Month or Time Last Year	Year to Date 2007	Comments & YTD 2006
<b>Membership Services</b>					
Regular members	30,777	30,734	31,078		
New members	461	456	455	1,968	1,818
% Renewing members	90%	82%	96%		
Lifetime members	1,701	1,710	1,558	37	39
Temporary members	352	220	246	1,347	1,093
Temp to regular members	39	37	0	168	34
<b>Safety &amp; Training</b>					
Licenses issued	369	402	363	1,771	1,558
Coach courses held	19	25	10	112	99
Coach ratings issued	74	62	61	317	309
S/A courses held	2	0	8	11	23
S/A ratings issued	8	10	19	26	37
AD courses held	0	1	4	7	9
AD ratings issued	10	1	7	23	16
AFF courses held	9	9	10	46	66
AFF ratings issued	15	33	27	155	119
Tandem courses held	9	7	3	52	35
Tandem ratings issued	14	19	21	85	91
New PRO Ratings	33	9	22	79	52
<b>Publications</b>					
Page count	88	88	88	520	536
% Advertising	37%	39%	40%	38%	38%
Ad debt	\$1,370	\$243	\$1,050	\$243	\$2,069
<b>Group Membership</b>					
Group members	247	252	252		
New group members	2	1	0	19	15
Renewing group members	4	2	4	231	183
<b>Store</b>					
Net revenue	\$6,252		\$4,281		\$30,064
<b>Finance &amp; Accounting</b>					
Net revenue (loss)	(\$34,833)		(\$94,977)		(\$148,437)
Operating reserves	\$140,658	\$118,193			
Investment reserves	\$2,110,670	\$2,094,896			
AADF	\$136,888	\$139,702			
USTTF	\$548,429	\$535,815			

## **8. IPC Delegate Report (Ms. Laughlin)**

The IPC Delegate had no report for this meeting

## **9. Nominations and Election of new Eastern Regional Director**

The following candidates for the Eastern Regional Director were nominated:

John Huber, Scott Stewart, Max Cohn, Mike Davidson

The candidate present, Mr. Stewart, was allotted five minutes to address the directors and answer questions. The other nominations were presented to the directors. Those doing the nominations answered questions. Elections were scheduled after a recess to permit members to deliberate their voting preference.

Mr. Scott Stewart was elected as the Eastern Regional Director for the balance of the 2007-2008 term. All votes were by secret ballot.

## **10. Nominations and Election of Vice President**

Three candidates were nominated for the position of Vice President by the members of the board, Ms. Marylou Laughlin, Ms. Jan Meyer, and Mr. Jay Stokes. Mr. Jay Stokes was elected as the Vice President by secret ballot.

## **11. Old Business**

No old business

## **12. New Business**

### **A. Selection of dates and location of the Summer 2008 USPA BOD meeting**

Several locations for the summer 2008 USPA BOD meeting were discussed by the members of the board.

**Motion 8: Passed 17/3/0 (Mr. Bangs)**

*“Move that the summer 2008 USPA Board of Director’s Meeting be held in the USPA headquarters vicinity on July 18 - 20, 2008.”*

### **B. Site Selection of 2009 USPA National Skydiving Championships**

Two bidders made presentations, Skydive Arizona and the Skydive Spaceland. Ms. Laughlin read the process of site selection from SCM Section 8.

**Motion 9: Passed by Secret Ballot (Mr. Bangs)**

*“Move to award the 2009 USPA National Skydiving Championships to Skydive Spaceland.”*

## **13. Committee Reports**

### **A. Competition Committee**

**Chair:** Marylou Laughlin

**Members:** Mike Gruwell  
Larry Hill  
Lee Schlichtemeier  
BJ Worth

**Director of Competition:** Larry Bagley

**Advisors:** Judy Celaya

The committee will have the final draft of the SCM, to include only the exceptions to the IPC rules, ready for the winter BOD meeting. All motions herein to change the current [2007] SCM will be effective with the writing of the 2008 SCM.

Scott Smith resigned from the committee.

### **SECTION 1: GENERAL (Schlichtemeier)**

The committee reviewed the General Section for the purpose of integrating IPC rules and making the section more efficient. At this time the only revision to the General Section is the following motion:

**Motion 10: Passed 20/0/1 (Mr. Schlichtemeier)**

*“Move to delete SCM 1-1.7: Equipment and clothing, paragraph D. AADs, and reletter E to D.”*

The primary purpose of this motion is to remove the rule that accidental AAD activation is not grounds for a re-jump. The secondary purpose of this motion is to remove the requirement for declaration of an AAD by each competitor at the time of equipment inspection.

### **SECTION 7: COLLEGIATES (Gruwell)**

1. Based on a request from the competitors meeting at last year’s collegiates for different classes for sport accuracy, the committee will research the subject for a possible change to the rules at the next meeting.

2. The committee is in support of the request from the same competitors' meeting for a 6-way speed event with the following motion:

**Motion 11: Passed 16/0/4 (Mr. Gruwell)**

*"To conduct a 6-way Speed test event at the 2007 Collegiates following the 10-way rules from Section 5 of the SCM, except for the following: This will be a 3 round competition. The formations for the competition will be a star, snowflake and a dogbone. The videographer will be provided by the DZ. Diagrams of the formations will be provided by at a later date"*

### **SECTION: 9 VRW (Hill)**

The current rules call for an altitude for the event of 12,500 ft. and it is the desire to bring the exit altitude to the same as AE, 8- way and 16-way, so the following motion is made:

**Motion 12: Passed 20/0/0 (Mr. Hill)**

*"Move to change Section 9-1.5A, to read: 'Each jump will be made from 13,000 feet.'"*

### **SECTION 10: NATIONALS (Worth)**

1. The committee reviewed two bids for the 2009 USPA National Skydiving Championships, one of which included canopy piloting. (The Board subsequently voted to award the 2009 US National Skydiving Championships, including Canopy Piloting, to Skydive Spaceland, motion listed elsewhere in the minutes.)

2. The committee reviewed one stand-alone bid for the 2008 USPA National Canopy Piloting Championships. After viewing a presentation for the bid, the committee unanimously agreed to the following motion:

**Motion 13: Passed 19/0/1 (Mr. Worth)**

*"Move that Mile High Skydiving in Colorado host the 2008 U.S. National Canopy Piloting Championships per their bid."*

3. The committee viewed a presentation on the one bid for the 2009 National Collegiate Parachuting Championships and unanimously agreed to the following motion:

**Motion 14: Passed 20/0/0 (Mr. Worth)**

*"Move that Skydive Spaceland host the 2009 U.S. National Collegiate Parachuting Championships, based on their bid."*

4. The committee addressed the concept of having USPA design a web-based registration form and process for all US National Championships. Further discussion will continue between the committee and headquarters.

5. The committee addressed the use and handling of the video images of all competitors' performances at US National Championships. At the most recent Nationals, some of these video images were not available to USPA for making training tapes for the judges, which is just one potential use for the images. Other uses are sales to competitors, and use in commercial or news productions featuring the US National competitions. Since USPA owns all rights to the video images taken on-site at the US National Championships, the committee, in cooperation with headquarters, will develop a policy that ensures that USPA maintains physical possession of the original video sources during and after the competition.

6. The committee confirmed that USPA does not object to third parties selling copies of video performances to competitors at cost, if these third parties are first approved by USPA. At this time, Tamara Koyn has been approved to sell such video at cost.
7. The committee clarified certain aspects of the performance bond referred to the Letter of Agreement between USPA and the hosts of US National Championships.
8. The committee agreed that the awards presentations at the US National Championships will be "Olympic Style," where the medals of each event are presented upon the conclusion of that event.
9. The committee agreed that priority should be given to US judges, who wish to judge US National Championships, over non-US judges who also wish to judge the US Nationals.
10. The committee addressed the issue of providing a \$100 fee to the judges at the US Nationals, and National Collegiate Parachuting Championships. It was agreed that some judges will complain about the monetary remuneration no matter the amount, and that the current payment of \$100 should be maintained.
11. The committee addressed the benefits that should be provided to the judges by the hosts of US National Championships. As a result of the deliberations, the committee unanimously agreed to the following motion:

**Motion 15: Passed 20/0/0 (Mr. Worth)**

*"Move that the following be added to 10-2.11 in the Skydivers Competition Manual*

1. *Airfare or driving expenses up to the equivalent of airfare from home to major airport closest to DZ.*
2. *Transportation from closest airport to DZ*
3. *Local transportation from DZ to/from lodging site*
4. *Breakfast and lunch at DZ*
5. *Lodging (Double Occupancy)*
6. *Per diem for days actually participating as a judge to include the training/set up day."*

**SECTION 11: US TEAMS (Schlichtemeier)**

1. The committee is reviewing this section with the goal of making the team leadership structure more defined and efficient with regard to authority and responsibility. The goal is to develop a contract for team leadership similar to that required of team members and to improve the team leadership selection process.
2. The committee plans to develop a system whereby IPC first category events are more efficiently posted for the benefit of competitors who are interested in and eligible for the U.S. Parachute Team. This will be primarily through usage of the USPA website and Parachutist magazine.
3. The committee discussed and will be modifying the Team Trust Fund distribution allocation for 2008 to reflect the deletion of Canopy Formation 8-Way event. Action on this matter will be during the Winter 2008 meeting. The committee is conducting extensive discussion, review and clarification of the process of distribution of the Trust Fund income and will be presenting this

for further discussion both at the competition committee and full BOD level during the Winter 2008 meeting.

### **SECTION 12: STATE, NATIONAL & WORLD RECORDS (Worth)**

1. The committee addressed the requirements for judges at US Nationals as it pertains to certifying world records. After much deliberation, the committee decided there should be a minimum of enough qualified judges, including the chief judge, to certify FAI competition records, including two FAI judges qualified in the respective discipline. The committee also agreed that the US IPC delegate should propose to the IPC that this be the minimum qualification requirement for judges who certify FAI world records at all national championships.

2. The committee addressed the issue of acquiring and possessing FAI sporting licenses by competitors who may be capable of setting FAI world records at US National Championships. At the present time, it was suggested that competitors be responsible for acquiring the necessary FAI sporting license from NAA, and that USPA will continue to provide information on this requirement in the SCM.

### **SECTION 13: INTERNATIONAL PARACHUTING ACTIVITIES (Worth)**

The committee reviewed a proposal presented by Skydive Arizona to host a World Cup of VRW in 2008. As a result of this proposal, the Committee unanimously agreed to the following motion:

**Motion 16: Passed 19/0/1 (Mr. Worth)**

*“Move to submit a bid to the IPC for the USA to conduct a World Cup of VRW in 2008, hosted by Skydive Arizona per the bid document presented by Skydive Arizona to the Competition Committee and attached to the minutes for this meeting.”*

If the IPC accepts the bid, the committee has decided that the results of the 2008 USPA Nationals will be used to select the 2008 US VRW Team because the intended dates of the world cup will be immediately following the 2008 USPA Nationals.

This concludes the report for the competition committee.

### **B. Constitution and By-Laws**

**Chair:** Mike Mullins-Absent

**Members:** John DeSantis

Gary Peek

Scott Smith

Mike Mullins was not able to be at the meeting; Gary Peek acted as the substitute Chair.

1. It was pointed out to the committee that the motion passed at the February 2007 BOD meeting to allow the chair of any committee but the executive committee to set the number of committee members would allow a committee chair to build a committee-of-the-whole by adding many members. This motion reverses the affect of Motion 34 from the February 2007 Board meeting:

**Motion 17: Passed 19/01/00 (Mr. Peek)**

*“Move to change Governance Manual Section 1-2.4A1, to read: ‘All committees other than the Executive Committee are comprised of a chair and a maximum of six other voting members.’”*

2. The goal of this discussion and resulting motion is to prevent members who have been involved in an incident from relinquishing their membership or ratings in order to prevent a disciplinary action:

**Motion 18: Passed 19/01/00 (Mr. Peek)**

*“Change Governance Manual 1-6.6C1, to add the following: ‘However, in the event of an incident resulting in a fatality or serious injury, the disciplinary action will be initiated within three years.’”*

### **C. Executive Committee**

**Chair:** Glenn Bangs

**Members:** Lee Schlichtemeier  
Jay Stokes  
Sherry Butcher  
Scott Smith  
B.J. Worth

**Advisor:** Chris Needles

1. For their assistance in winning one for the skydivers in Yazoo City, MS, and for skydiving in general across the country with a precedent setting FAA Part 16 Airport Access decision, USPA headquarters has recommended the following verbiage to be included into the minutes and reads as follows: *“USPA staff to provide appropriate thanks and recognition to four FAA personnel-Bill Miller, Ross Carroll, Craig Curtis, and LaVerne Reid-for their efforts on behalf of skydiving.”*
2. Skyride lawsuit – no action has been taken in the last several months.
3. Sport Promotion Committee- As part of the Executive Committee duties, HQS is continuing to pursue a national sponsor for the nationals in Chicago, with some promising leads.
4. Colorado Skysports- DZO Randy Fortner appeared before the board to make an appeal for allowing his Group Membership application to go through, resulting in the following motion:

**Motion 19: Passed 13/06/00 (Mr. Bangs)**

*“Move to approve the request for Group Membership for Colorado Sky Sports.”*

5. Executive Director’s Departure:  
“Over the past 12 years, I have had the incredible privilege of working as both a Headquarters staffer and a BOD member, made all the more enjoyable by the fact that I have worked for and with Chris Needles.

In the past 13 years of Chris’ leadership, USPA has never prospered so much or so well, and wanting to leave on a high note of an increasing membership, I am very disappointed to announce that Chris has announced his retirement, on/or about November 1, 2007.

The Executive Committee has asked that Chris post an announcement of his retirement on the web page and in the September issue of Parachutist magazine, soliciting resumes for the position of Executive Director along with a brief job description and deadline for applications to be received no later than October 1, 2007, with a hire date of on/or about November 1, 2007.

I know everyone on the Board as well as the membership wants to thank Chris for a superb job well done!”

#### **D. Finance and Budget**

**Chair:** Lee Schlichtemeier

**Members:** Chris Quaintance  
Victor Johnson  
Mike Gruwell  
John Goswitz

**Advisor:** Chris Needels

1. 2007 Mid-year Financial Report: Presented by Executive Director in his report.
2. 2007 Mid-year Investment Report: Presented by Treasurer in his report.
3. Review/Update of 2007 Budget. Mr. Needels presented the need to allocate additional funds to supplement the 2007 budget for additional information technology capital equipment and support. This is primarily to complete the association software upgrade begun in 2006 and the major component is the e-commerce module and an additional server to support this upgrade. A T-1 line is also planned to better support the entire information technology program. The amount requested is not greater than \$30,000.

**Motion 20: Passed 20/00/00 (Mr. Schlichtemeier)**

*“Revise the 2007 USPA Budget to allocate up to \$30,000 for Information Technology capital equipment and support.”*

4. Audit: The Rogers & Company ‘Independent Auditors’ Report of the USPA for the year ended December 31, 2006, was reviewed by the committee and accepted. The audit revealed no significant change in the accountants’ prior statement of financial status and found no deficiencies in operating procedures.
5. Intermediate/Long-term Budgeting: Mr. Needels presented a Program Evaluation Review for FY 2006 that includes all major programs supported by USPA. This includes a comparison with similar information from his 2002 review and also Member Priority survey from 2003. At this time the committee is making no recommendations to the committees in charge of the various programs. This long-term planning process is intended to be an ongoing agenda item for this committee.
6. Introductory Membership Program Update: The program will be started in September 2007 so no information regarding its effectiveness can be made at this time.
7. Sport Promotion Program Status: In his executive director’s report Mr. Needels reviewed the various sport promotion activities being supported by this budget item so far in 2007.

#### **E. Group Member Committee**

**Chair:** Frank Caseras

**Members:** Larry Hill

John DeSantis  
Jessie Farrington

**Director of Group Membership:** Ed Scott

1. Ed Scott briefed the committee on a request to change the Demo Insurance program to include the ability for drop zones to obtain Demo Insurance. The committee discussed this idea and concluded that absolutely no changes should be made to the current program.
2. Ed briefed the committee on the preliminary results of the ‘Beyond the First Jump program’. No comments were made.
3. Ed briefed the committee on the ‘Introductory Membership Campaign’. No comments were made.
4. Ed Scott briefed the committee on a trial membership campaign with Ohio State University. The campaign is in the middle of a three-month program. Results are pending.
5. Ed briefed the committee on a FAA notice to local FSDOs on airport access issues with drop zones. This notice should clarify to FSDOs that airport access by skydivers can be accommodated at most GA airports.
6. Ed briefed the committee on an insurance company that is willing to offer liability insurance to Group Members for skydiving. The committee is awaiting detailed information about the policy and its costs, which should be available by the next BOD meeting.
7. The committee heard from Dan O’Brien who represented a group of members proposing changes be made in a manner to control landing procedures. The following motion resulted after much discussion:

**Motion 21: Passed 19/01/00 (Mr. Casares)**

*“Move to amend the Group Membership pledge to require GM Drop Zones to establish and disseminate landing procedures that will include separation of high speed landings and normal landings.”*

#### **F. Membership Services**

**Chair:** Sherry Butcher

**Members:** Lee Schlichtemeier  
Ed Dixon  
Mike Mullins  
Jan Meyer  
Victor Johnson  
John Goswitz

**Advisors:** Larry Bagley, Michelle Garvin, Chris Needles

The committee reviewed membership statistics and is current positive trend in membership. An update of several programs followed.

1. The “Beyond the First Jump” survey results were reported. Three thousand cards were distributed and 84 responses were received and analyzed to date.

The preliminary findings in summary are: First, people make their first skydive because they always wanted to, or a friend/family member tried it. Since all did make a jump, there are no data on why people do not make the first jump. Age, gender and occupation are largely irrelevant. Second, more people might enter into student progression programs if the cost of training/jumping were less, if friends went with them or the felt safer through gaining more knowledge.

The preliminary inferences from this sampling are: Sport promotion matters more than advertising; retention improves when friends do it together; reduced early costs of continuing might improve retention; including more skydiving instruction on the first jump might improve retention.

Staff will continue to provide feedback over the next few months as to the programs progress, keeping in mind that this is not a permanent program. The goal is to gather data to help us know who jumps, why they jump, and why they may or may not continue to jump. As this data continues to come into headquarters, USPA may then be able to provide information to DZOs as to target audiences for advertising purposes.

2. Introductory Membership - Staff updated the committee on the new Introductory Membership program that was approved at the last meet. The projected implementation date is September 1<sup>st</sup>, 2007. The committee was provided sample letters that will be sent to the USPA Group Member DZs explaining the changes in the program. We were also provided a sample of the Introductory Membership Application as well as the letter to the new Introductory Member.

3. Trial Membership Campaign Test - USPA set up a test of the concept of providing a “trial membership” to beginning skydivers. The goal is to determine whether providing three months of Parachutist and targeted email information encourages a first-jump student to continue skydiving.

The test group involved those enrolled in a skydiving course at Ohio State University. The group numbered 129 individuals, who were divided into two groups for training and jumping at a GM DZ. To date, we have had one student become a USPA Regular Member and there are many other students in the student progression that may become Regular Members.

4. Insurance - Staff reported that there are currently only two 3<sup>rd</sup> Party Liability claims to date. If this trend continues, USPA would look forward to another decrease in premiums for 2008. Headquarters staff will continue to research alternatives including the pros and cons of partial self-insurance options for the next year.

5. Awards - The committee considered the number of awards that would be brought forward in a given year. The discussion resulted in the following motion:

**Motion 22: Passed 20/00/00 (Ms. Butcher)**

*“Move to change SIM Section 8-1B1b, to read, ‘the award, given to no more than three recipients per year, is in the form of a struck brass medal.’”*

The committee received several nominations for USPA awards, which resulted in the following motions:

**Motion 23: Passed Unanimously (Ms. Butcher)**

*“Move to award Mr. Mike Truffer the USPA Gold Medal for Meritorious Service for 2006.”*

**Motion 24: Passed Unanimously (Ms. Butcher)**

*“Move to award Mr. James Wallace the USPA Gold Medal for Meritorious Service for 2006.”*

**Motion 25: Passed Unanimously (Ms. Butcher)**

*“Move to award Mr. Norman Kent the USPA Gold Medal for Meritorious Service for 2006.”*

6. The committee received a request from Richard Gardner USPA #126284 to waive the 1000-jump requirement in addition to a PRO rating to be eligible for Demo Insurance. Mr. Gardner petitioned for the same waiver in 2006 and it was granted. He will be jumping into the same venue for this jump, July 29, 2007, as in 2006.

**Motion 26: Passed 13/07/00 (Ms. Butcher)**

*“Move to waive the Insurance Technologies requirement that Stadium and Level 2 demo participants have a minimum of 1000 jumps in addition to a PRO rating for Richard Gardner, USPA #126284.”*

7. Website and Magazine Redesign - The committee would like to commend the USAP staff on the fresh new look of Parachutist Magazine. We appreciate your hard work and dedication to the progress of the skydiving industry.

## **G. Nominations and Elections**

**Chair:** B.J. Worth

**Members:** Jan Meyer  
Chris Quaintance  
Ed Dixon

**Advisor:** Larry Bagley

The Committee addressed three items of importance.

1. Headquarters proposed to improve the nominations and election process by separating, into two documents, the nominations and elections policy, and the implementation of this policy. One document is 3-1 of the Governance Manual, and the other is an internal headquarters document. Headquarters presented proposed versions of these two documents, and the committee conducted a thorough scrub of these documents. The members of the Constitution and By-Laws Committee also reviewed these documents. To the best of our knowledge, this separation of documents does not consist of any change to the existing Nominations and Election policy.

The committee unanimously supports the generation and intended use of these two documents, and therefore submits the following motion:

**Motion 27: Passed 14/01/02 (Mr. Worth)**

*“Move to modify Section 3-1 of the Governance Manual per the modified version of 3-1 attached to the minutes of this meeting, as prepared by headquarters.”*

One of the goals of the Nominations and Election Committee (and that of headquarters) is to increase the number of members voting in elections, increase the number of members voting in association-related matters, and minimize inappropriate voting activities by members.

Member Jan Meyer reported on the options she researched about on-line voting.

Even though on-line voting is not currently viable for USPA, there is an option for USPA to take advantage of the new world of electronic communication. USPA is registered as an association in the State of New York. New York State now recognizes electronic signatures when conducting association business. Without changing any Nominations and Election policies, USPA can now conduct electronic balloting. The committee is working with headquarters to develop a practical and secure (as possible) method of implementing electronic balloting for the upcoming election.

In order to minimize inappropriate voting activities, the committee recommends that USPA no longer allow using photocopied ballots for voting, but rather use only the paper ballots that arrive in the magazine, or use the electronic balloting procedure. Members would be allowed to request a replacement paper ballot if they wish.

## **H. Regional Directors**

**Chair:** Jesse Farrington

**Members:** All Regional Directors

All Regional Directors were present.

Regional Directors committee met with no published agenda. The topic of canopy flight /landing patterns was addressed. Regional directors were asked to inform Group Member DZs of the change to the Group Member Pledge. DZs are to establish and publish a landing pattern that will separate high speed, high performance landings from the more conventional landings. This can be done in a number of ways to include: with distance, as in separate landing areas, or in timing, having high speed canopies land first. The Regional directors and S&TAs can help DZs come up with a plan that will work for their landing area.

Jim Crouch reported that he is not receiving incident reports at Headquarters. He asked that Directors try to get DZs to send in reports anonymously. Skydiving in general benefits from information and lessons that can be learned from these reports.

One director reported that he is having an issue with some tandem instructors who are not performing their duties in a professional manner. Warnings will go out to these people. If their behavior does not change, disciplinary action may follow.

## I. Safety and Training

**Chair:** Todd Spillers

**Members:** Mike Mullins  
 Jan Meyer  
 Chris Quaintance  
 Jay Stokes  
 Kip Lohmiller  
 Jessie Farrington

**Advisers:** Sherry Butcher

**Director of Safety & Training:** Jim Crouch

1. Landing area BSR change requested by Molly Osbourne – Parachutist will provide public service announcement space for canopy piloting safety messages as part of an overall plan to reduce canopy collisions. Sub-committee: Jan Meyer and Dan O’Brien to work on checklists that provide information for DZ’s and jumpers. Wording for a possible BSR was suggested, but will need to be considered carefully prior to implementation.

2. The committee discussed finalizing the title for the rating end game and “Train the Trainer” – Motion for the Instructor-Examiner Rating passed unanimously and will be effective with the 2009 IRM publication.

**Motion 28: Passed 19/00/00 (Mr. Spillers)**

*“Move to accept the Instructor Examiner rating as presented.”*

Rating Structure Showing Consistency Wherever Possible

<p><b>AFF Instructor Examiner</b>  <b>Course:</b> Complete the AIC Course (Advanced teaching and evaluation skills, course administration, problem resolution)  <b>Jumps:</b> 500 AFF student jumps  <b>License:</b> D license  <b>Other:</b> Current AFF I Rating, taught 50 first jump courses (Any Method), Conduct 50 AFF Evaluation Jumps under the direct supervision of a current AFF Course Director  <b>Authority:</b> Can teach AFF IRC</p>	<p><b>SL-IAD Instructor Examiner</b>  <b>Course:</b> Complete the AIC Course (Advanced teaching and evaluation skills, course administration, problem resolution)  <b>Jumps:</b> 500 student jumps (250 freefall, 250 static line or IAD dispatches)  <b>License:</b> D license  <b>Other:</b> Current SL or IAD Rating, taught 50 first jump courses (Any Method), Conduct 50 SL or IAD Evaluation Jumps under the direct supervision of a current SL/IAD Course Director  <b>Authority:</b> Can teach SL or IAD IRC</p>	<p><b>Tandem Instructor Examiner</b>  <b>Course:</b> Complete the AIC Course (Advanced teaching and evaluation skills, course administration, problem resolution)  <b>Jumps:</b> 500 Tandem student jumps  <b>License:</b> D license  <b>Other:</b> Current Tandem I Rating, taught 50 first jump courses, Conduct 50 Tandem Evaluation Jumps under the direct supervision of a current Tandem Course Director, Manufacturer type rated specific examiner endorsement(s).  <b>Authority:</b> Can teach USPA Tandem IRC</p>
<p><b>AFF Instructor Rating</b>  <b>Course:</b> USPA AFF Instructor Rating Course Method specific training and evaluation of ground and air skills  <b>License:</b> C license  <b>Other:</b> Completed AFF Proficiency card Attend and pass the AFF Instructor Rating Course  <b>Authority:</b> Can train and jump with students in the AFF method and coach jumps</p>	<p><b>SL/IAD Instructor Rating</b>  <b>Course:</b> USPA SL/IAD Instructor Rating Course Method specific training and evaluation of ground and air skills  <b>License:</b> C license  <b>Other:</b> Completed SL/IAD Proficiency card Attend and pass the SL/IAD Instructor Rating Course  <b>Authority:</b> Can train and jump with students in the SL or IAD method, non-AFF freefall jumps and coach jumps</p>	<p><b>Tandem Instructor Rating</b>  <b>Course:</b> USPA Tandem Instructor Rating Course, Method specific training and evaluation of ground and air skills  <b>License:</b> D license  <b>Other:</b> Completed Tandem Instructor Proficiency card 500 jumps Attend and pass the Tandem Instructor Rating Course and endorsed by a manufacturer  <b>Authority:</b> Can train and jump with students using Tandem progression, non-AFF freefall jumps and coach jumps</p>
<p><b>Coach Rating</b>  <b>Course:</b> USPA Coach Course (3 days), Basics of Instruction, Ground and air skills evaluation  <b>License:</b> B License  <b>Other:</b> Completed Coach Proficiency Card 100 jumps  <b>Authority:</b> Supervises Students in Category E-H in freefall and most ground training</p>	<p><b>Coach Rating</b>  <b>Course:</b> USPA Coach Course (3 days), Basics of Instruction, Ground and air skills evaluation  <b>License:</b> B License  <b>Other:</b> Completed Coach Proficiency Card 100 jumps  <b>Authority:</b> Supervises Students in Category C-H in freefall and most ground training</p>	<p><b>Coach Rating</b>  <b>Course:</b> USPA Coach Course (3 days), Basics of Instruction, Ground and air skills evaluation  <b>License:</b> B License  <b>Other:</b> Completed Coach Proficiency Card 100 jumps  <b>Authority:</b> Supervises Students in Category E-H in freefall and most ground training</p>

<p><b>Coach Examiner</b>  <b>Course:</b> Complete the AIC Course (Advanced teaching and evaluation skills, course administration, problem resolution)  <b>Jumps:</b> 100 freefall student training jumps within the past 12 months or 300 freefall student training jumps total.  <b>License:</b> D License  <b>Other:</b> Current USPA Instructor, taught 15 first jump courses (Any Method), Conduct 15 Freefall Evaluation Jumps under the direct supervision of a current course director  <b>Authority:</b> Can teach USPA Coach Rating Course</p>		
<p><b>Coach Rating</b>  <b>Course:</b> USPA Coach Course (3 days), Basics of Instruction, Ground and air skills evaluation  <b>License:</b> B License  <b>Other:</b> Completed Coach Proficiency Card 100 jumps  <b>Authority:</b> Supervises Students in Category E-H in freefall and most ground training</p>		

3. The committee discussed the minimum jump requirements to become a USPA Coach, which resulted in the following motion, which failed.

**Motion 29: Failed 04/11/02 (Mr. Spillers)**

*“Move to require a minimum of 200 jumps to obtain a USPA Coach rating.”*

4. AIC course changes – The S&T Committee defined the list of topics that are needed in this course. Chris Needles has been asked to negotiate with Rob Laidlaw and report back on SDU’s ability to provide the requested portions of the course. The committee will fill in the USPA portions to complete the course content.

5. Tandem guidelines with handicapped students – Mr. Jay Stokes will compose a special needs tandem guideline with minimum qualifications.

6. On June 5, 2007, a Tandem meeting was held between USPA and Tandem manufacturers. This was a positive and productive meeting, which results in the following two motions:

**Motion 30: Passed 19/00/00 (Mr. Spillers)**

*“Move to change SIM Section 2-IBSR’s E4c to read, ‘c. Any USPA member performing any tandem jump must hold a current USPA Tandem Instructor rating and a current equipment manufacturer’s type rating.’ This is to be effective with the printing of the 2009 SIM.”*

**Motion 31: Passed 19/0/0 (Mr. Spillers)**

*“Move to add to the Tandem Instructor Card, ‘valid only with current manufacturer’s equipment type rating,’ effective with the printing of the 2009 SIM.”*

The committee discussed Bill Morrissey’s email requesting mandatory video submission in the case of serious injury or fatality, but the committee determined it could not be required.

7. Tandem Instructor Currency Requirements will be discussed in the interim and at the next meeting.

8. The committee discussed foreign licenses transferring to USPA licenses hold a conversion require the USPA A-License Proficiency card be completed.

**Motion 32: Passed 19/00/00 (Mr. Spillers)**

*“Move to add SIM Section 3-1A5, ‘Federation Aeronautique Internationale (foreign non-USPA) to USPA License Conversions.*

*a. Jumpers who hold an FAI equivalent license may apply for a USPA equivalent without completion of the USPA A-License Proficiency card or A-License Progression card.*

*1. A USPA rated instructor must verify the FAI License, or equivalent of the applicant.*

*2. A copy of the license must be included with the USPA license application.*

*3. All other license requirements for USPA B, C, and D licenses must still be verified and initialed by a USPA instructor.*

*b. The USPA license application and a copy of the FAI License must be submitted to USPA Headquarters for processing.*

*c. USPA will charge a separate license fee for each USPA license number issued.”*

9. Edits for the Skydiver’s Information Manual – aside from the foreign license issue, no policy changes were requested for the SIM. All other edits have been given to Jim Crouch.

10. Edits for the Instructional Rating Manual – still in Progress. We ask the board to allow S&T to complete in interim as the edits needs to be in by Sept 1.

11. Individual Waiver Requests

Jarrett Martin requested a waiver for age requirement of 18 to earn the USPA Coach Rating. After much discussion the waiver request failed at the committee level.

Patrick Dassi requested to be added as a CCD without attending an AIC, saying that he will attend an AIC within 18 months. The committee reviewed a good number of available course directors in that area and found no immediate need to grant this waiver.

John T. Guthrie requested to be added as a TCD without attending the AIC. Mr. Guthrie is a current Coach Course Director and a current manufacturer’s examiner.

**Motion 33: Passed 15/00/02 (Mr. Spillers)**

*“Move to waive Tandem Section 1E1b, of the IRM requiring attendance at an AIC to become a Tandem Course Director for Mr. John Guthrie, USPA #35018.”*

Gregg Fahrenbruch requested to be added as a TCD without attending the AIC. Mr. Fahrenbruch is a current Coach Course Director and a current manufacturer’s examiner.

**Motion 34: Passed 15/00/02 (Mr. Spillers)**

*“Move to waive Tandem Section 1E1b, of the IRM requiring attendance at an AIC to become a Tandem Course Director for Mr. Gregg Fahrenbruch, USPA #138800.”*

Billy Cockrell requested to be added as a TCD without attending the AIC. Mr. Cockrell is a current USPA Coach Course Director and has attended the UPT Manufacturers tandem examiner course. In addition, he has received specific training on USPA requirements and tandem IRC conduct from Jay Stokes (TCD).

**Motion 35: Passed 14/00/02 (Mr. Spillers)**

*“Move to waive Tandem Section 1E1b, of the IRM requiring attendance at an AIC to become a Tandem Course Director for Billy Cockrell, USPA #94442.”*

Greg A Windmiller requested to be added as a TCD without attending the AIC. Greg is a current manufacturers tandem examiner for UPT. Greg submitted his paperwork in 2006 and the paperwork was lost.

**Motion 36: Passed 14/00/02 (Mr. Spillers)**

*“Move to waive Tandem Section 1E1b, of the IRM requiring attendance at an AIC to become a Tandem Course Director for Greg Windmiller, USPA #110537. Greg must show evidence that he has received training from a current USPA Tandem Course Director on the USPA tandem Course as outlined in the IRM.”*

Ms. Laura Posson has night blindness as certified by a doctor. The regional director concurs with this request:

**Motion 37: Passed 17/00/00 (Mr. Spillers)**

*“Move to waive SIM section 3-1E4c, (made two night jumps...), for Laura Posson, USPA #136320, and allow her to apply for a D-License.”*

## **12. Appointments**

The committee received one request from Mike Hawley for appointment as AFF CD. The committee reviewed the qualifications, which resulted in the following motion:

**Motion 38: Passed 15/00/02 (Mr. Spillers)**

*“Move to appoint Mike Hawley as an AFF Course Director.”*

The committee received a request from Yong Son Chisholm for appointment as AFF CD. The committee reviewed the qualifications, which resulted in the following motion:

**Motion 39: Passed 15/00/00 (Mr. Spillers)**

*“Move to appoint Yong Son Chisholm as an AFF Course Director.”*

This concludes the Safety and Training report.

## **14. Adjournment**

The next meeting of the USPA Board of Directors is February 8-10, 2008, in Orlando, Florida.

**Motion 40: Passed unanimously (Mr. Goswitz)**

*“Move to adjourn.”*

The meeting was adjourned at 2:20 p.m. on Sunday, July 15, 2007.

Respectfully submitted,  
Sherry Butcher, Secretary  
July 31, 2007

## **Attachments:**

### I. Competition Committee:

#### **Proposal to Host a World Cup of Vertical Relative Work in 2008**

Presented by the US Parachute Association and Skydive Arizona

### **Event Organizers**

NAC: United States Parachute Association, 5401 Southpoint Center Blvd., Fredericksburg VA, 22407 USA. Tel: 540-604-9740. Fax: 540-604-9741. Contact: Larry Bagley, [competition@uspa.org](mailto:competition@uspa.org)

IPC Delegate: Marylou Laughlin, 8 Notch Road, Granby, CT 06035 USA. Tel: 860-653-3718. Fax: 860-653-7188. e-mail: [uspalou@mac.com](mailto:uspalou@mac.com)

Host facility/Chair of Organizing Committee: Larry Hill, Skydive Arizona: 4900 N. Taylor Road, Eloy AZ, 85231 USA. Tel: 520-466-3753. Fax: 520-466-4721. Contact: [jump@skydiveaz.com](mailto:jump@skydiveaz.com)

### **Event Details**

*Name of the Event:* 1<sup>st</sup> World Cup of Vertical Relative Work

*Approval:* USPA

*Discipline:* Vertical Relative Work

*Event dates:* October 26 – 28, 2008.

Judge's seminar: October 25-26.

Registration: October 26.

Competition: October 27 – 28.

Departure: October 29.

*Location:* Skydive Arizona, Eloy, Arizona USA

*Access:* Competitors will fly into Phoenix, AZ, a one-hour drive from the competition site. Host can provide information about local car rentals and shuttles to the competition site.

*Weather conditions:* Rainfall is rare, averaging .05mm (.026 inches) per day during the month of October. Typically about three days during the month will experience rain. Average high temperature is 32 C/85 F. Average low is 13 C/55 F. Sunrise is 06:38. Sunset is 17:35. There will be no moon.

The 1991, 1992, 1994, 1996, 1998, 2001 and 2006 US National Championships, as well as the 1993 World Championships of FS, the 1998 World Championships of CF, the 2000 World Cup of FS and AE, and the 2005 World Cups of FS, AE, and CF were all held at approximately the same time of year as the proposed World Cup of VRW and all rounds completed on time. The five-year history for October 20 – 30 is excellent. Our operations logbooks show that in 2005 and 2002 we lost no flying time to weather in this time frame. In 2006 one day lost a few hours

to clouds and in 2003 one day was partially lost to wind. In 2004 one day was partially lost to wind and a second totally lost to rain. Thus, out of 55 days, only one was a total loss and three were partial losses.

*Airspace restrictions:* none below 16,500 feet above ground level.

*Landowner restrictions:* none.

*Insurance requirements:* none. However, medical insurance is highly recommended and contestants are advised to join USPA for liability insurance. The host cannot provide insurance coverage for officials, judges, etc.

*Proposed Budget:* Entry fee of \$600 USD will include all competition costs but no food, lodging, or transportation. Sanction fee of E90 per competitor will be paid to IPC. Sanction fee of \$40 per competitor will be paid to USPA.

*Facilities:* see [www.skydiveaz.com](http://www.skydiveaz.com)

*Aircraft:* three DHC-6 Twin Otters

*Pre-event training:* available seven days a week for the two months prior to competition. Wind tunnel capable of holding VRW teams on site. Discounted jump prices available to teams.

*Accommodations:* 1,000-plus hotel and motel rooms are within a 20 minute drive from the drop zone, with some as close as 5 minutes. The Skyrider Inn is on the site, a two-minute walk from the competition staging area. Prices range from \$30 to \$100 per night and most hotels offer skydiver discounts. Franchise hotels include Holiday Inn, Comfort Inn, Best Western, Super 8, Motel 6, and Days Inn. At least half a dozen non-franchise motels are in the area, including the luxurious Francisco Grande golf resort.

Skydive Arizona facilities include expansive bathrooms and showers (6 each men's and women's), a newly refurbished 30 place bunkhouse with storage lockers, kitchen, and laundromat, and a large grassy camping area. Another 70 bunks on the dz are found in our team rooms. Some caravan parking, including utilities, is available. A fitness center and a swimming pool complete the facilities.

*Local transportation provided:* none.

*Outline of media plan:* to be prepared.

*Details of judging equipment to be provided:* Skydive Arizona owns all Omniskore systems and will provide judges with Omniskore, PAL video equipment, etc.

*Judge panel:* CJ, event/relief judge, panel of three scoring judges. Total judges: five.

Details of public address system: Manifest and competition announcements are made by public address audible throughout the competition area. In addition, they are broadcast on FM radio and televised on monitors throughout the area.

July 14, 07

Mr. President and Full Board,

The competition committee has reviewed the bid for the 2008 1st World Cup of Vertical Relative Work and the committee unanimously supports it.

Respectfully,  
Marylou Laughlin  
Chair of the Competition Committee

July 15, 07

Dear competition committee

As, alternate IPC USA delegate, I support the bid presented by Sydney Australia to host the 1st WC of Vertical Relative Work, 2008.

J. S. Ogley

July 14, 07

Mr. President and Full Board,

I have reviewed the bid for the 2008 1st World Cup of Vertical Relative Work and I support it.

Respectfully,  
Marylou Laughlin  
IPC Delegate

## 2. Nominations and Elections Committee:

### ELECTION BALLOTING PROCEDURES USPA BOARD of DIRECTORS (see GM 3-1: Nominations and Elections)

#### *General*

The election process is conducted in accordance with the Governance Manual, sections one and three.

Only those staff members required to process election materials, specifically the executive director, the chief election official (appointed by the executive director), the mail processor and the N&E chair, are privy to who is running for election. No information will be provided to others – staff / board / members – until authorized by the N&E chair. The spreadsheet containing the election information will be handled as an internal working document for the exclusive use of the N&E committee and headquarters.

~~All balloting materials are confidential. No incumbent board members or potential candidates will be reminded by any staff members of deadlines to submit letters of intent or biographical sketches. Candidates will not be advised of the number of signatures verified on petitions nor the progress of the election, e.g., ballots received and/or votes for candidates.~~

All election material will be properly received and immediately date-stamped upon its arrival at USPA and given directly to the chief election official so it can be properly recorded, processed and stored. In his absence, the material is to be given directly to the executive director.

~~By 20 June, the executive director will advise the N&E chair of all who met the deadline for submitting letters of intent and the position on the board for which they are running. The spreadsheet containing the election information will be handled as an internal working document for the exclusive use of the N&E committee and headquarters.~~

After matters of length, language, and content are resolved by the Nominations & Elections Committee, the chief election officer will present candidate biographies to the Parachutist staff for typesetting to conform with Parachutist conventions for spelling, capitalization, punctuation, hyphenation, and justification. The final layout and ballot will be returned to the Nominations & Elections Chair with photocopies of the original biographies as presented. ~~The Chair has five days in which to respond, lack of which will be considered approval.~~ The staff may make no changes to the approved typeset copy.

Each member's TIMSS file **membership record** will be used to establish region and membership currency. ~~Neither ballots nor petitions will be used by membership to change or update a member's database.~~ [move to 3-1]

If a member votes twice, the first ballot is the one that is counted. If a person votes the second time, the membership record will show that the person has already voted and the second ballot will be marked invalid. Members will not be notified if all or part of their ballot is invalid.

~~No candidate will be allowed publicity in the form of authored articles or pictures in the September thru December issues of Parachutist magazine, except in Wings & Things.~~

The election material will be posted on the USPA web site starting November 1<sup>st</sup> and will contain all the material printed in Parachutist, ~~including a print out of the ballot for use in voting.~~

~~Bio forms, statements and petition forms can be provided by fax, or by email as long as they contain electronic signatures where required.~~ [move to 3-1]

~~Payment of the \$50 filing fee can be made using credit card, money order, check or cash.~~ [move to 3-1]

### ***Petitions of Non-incumbent Regional Director Candidates***

~~The signatures must be of members whose membership was current on 1 June of the current election year, regardless of when the petition was signed.~~ [already in 3-1]

~~Validation of the petitions cannot start before the election deadline for submitting petitions.~~

As verification of a signature is confirmed, the member's USPA number will be placed in the margin next to his name. Upon reaching the required number of signatures, verification for that candidate will stop.

### ***Ballots***

1. When the ballots are opened and date stamped, the envelope will be discarded if the ballot includes the voter's complete address information. If not and the envelope has it, the envelope will be stapled to the ballot. Once all the mail has been sorted for the day and is ready for distribution, ~~place~~ the ballots received for that day **will be placed** in a large manila envelope and given to the executive director ~~(unless he is out of the office, then give to the election official).~~ The executive director will scan the ballots (to monitor flow and other abnormalities) and then give to the election official **to store in a safe location.**
2. The ballots will be scanned by the election official to make sure they've been date-stamped and to determine if they are valid:
  - a. Each must have an original signature and marks, ~~write in names can be copies;~~
  - b. Only one Regional Director candidate can have a mark next to it or one name written in;
  - c. Only eight or fewer National Director candidates can have marks next to their name or names written in.
3. No signature makes the entire ballot invalid and a large red X will be marked through the ballot with the initials of the person making the declaration. If b or c is violated, **only** that portion ~~only~~ of the ballot (for Regional or National Director) will be marked through with a red "X" and initialed.

- ~~4. If the entire ballot is invalid, it will be marked accordingly and kept separate from otherwise valid ballots.~~
- ~~4. The ballots will be separated into groups of 50 and stored in a secure location. Each group will and be put into a manila envelopes and marked with a designated letter and number, e.g., A-1 thru A-9, B-1 thru B-9, etc, assigned by the election official. Once assigned a batch number, the ballots will stay with that batch, even if later declared invalid.~~
- ~~5. Completely invalid ballots will be placed in X-numbered envelopes.~~
- ~~6. As each X envelope is filled, the ballots will be posted to the member's TIMSS file in the "vote batch #" field with the envelope number and date the ballot was received.~~
5. Beginning 8 December, as each envelope of valid ballots is filled with 50 ballots, each ballot will be checked to verify the voter's current REGULAR OR LIFETIME membership and region of residency. Membership must be current as of the date the ballot is received. The membership record will be marked with the batch number to show the member has voted in this election and the ballot will be marked with the region, along with a "Y" to denote current regular or lifetime membership or "N" for invalid membership. If the membership is not current, is other than an R or L, or shows the member has already voted, the ballot will be marked invalid.
6. If a name is written in for Regional Director, that person's region of residency must be checked to determine if it is the same as the voter and noted next to the person's name. If it is not, that section of the ballot will be marked invalid.
7. As a portion of a ballot is found to be invalid, that portion will be marked through with an "X" in red pen along with the initials of the person making the declaration. If the entire ballot is invalid, a large "X" will be marked through the ballot along with the initials of the person making the declaration. After all 50 ballots have been verified in TIMSS, initial the outside of the manila envelope.
8. ~~On December 20, actual counting of the ballots will begin.~~ Ballots will be tallied in 50 ballot groupings using a master tally sheet. The traditional method of counting five votes -- 1111 and slash -- will be used. Totals from the groupings then will be entered on the master computer tally list.
9. The election official will verify counts at random.
10. In cases of close counts, all votes for that slot will be counted twice.

### **3-1: NOMINATIONS AND ELECTIONS**

#### **3-1.1 INTRODUCTION**

- A. The election of the USPA Board of Directors is conducted under the authority established in the USPA By-Laws, Article V.
- B. This section contains specific direction for the election procedure.

### 3-1.2 AMENDMENT PROCEDURES

- A. Amendments to this section require a two-thirds majority vote of the board members present at a full meeting of the board.
- B. Proposals to amend this section must be submitted in writing to the board and distributed at least 15 days in advance of the meeting.
- C. The proposal will contain a general description of the action sought.

### 3-1.3 CANDIDATE QUALIFICATIONS

- A. ~~No USPA member will be considered~~ For consideration as a potential candidate for election to the board, a USPA member must be:
  - 1. a member of USPA in good standing for not less than one year immediately prior to the year of candidacy
  - 2. 18 years of age by June 1 of the year of candidacy
- B. Regional director candidates must reside in the USPA region for which they seek election.
- C. No current employees of USPA are eligible for consideration as candidates and may not serve on the board.

### 3-1.4 RESPONSIBILITIES

- A. **February** (even-numbered years): The chair of the Nominations & Elections Committee will notify the executive director to place an announcement in the April issue about the forthcoming elections, soliciting applications from the general membership.
- B. **April 1**: USPA headquarters will notify the membership of the election process, and the deadline of June 1 for submitting letters of intent to run for the board.
- C. **June 1 by close of business**: All candidates, new and incumbent, must submit to headquarters, a letter of intent to run for the board, stating whether the candidacy is for regional or national director.
  - 1. Letters of intent must be signed.
    - a. Emails with a signature attached are acceptable.
    - b. Faxed letters of intent are acceptable.
  - 2. Letters received after this date will be returned to the candidate with a form statement of rejection, citing this section as authority.
- D. **June 20 or before**
  - 1. Headquarters will send each candidate a letter by certified mail, return receipt requested, acknowledging receipt of the letter of intent and provide a copy of the Governance Manual, drawing the candidate's attention to the procedures established in Section 3-1.
  - 2. The Nominations & Elections Committee will be provided a list of names of candidates to include the date their letter was received.
- E. **Monday following Labor Day by close of business**:
  - 1. All candidates must return to headquarters:
    - a. a Director Biography Form (containing all the information found in Governance Manual, Section 3-2)
    - b. a suitable current portrait-style photograph
      - (1) Photos are to be provided in either electronic or physical media and in a format usable by headquarters.

(2) Headquarters is not responsible for the procurement, storage, return of photos for incumbent or nonincumbent candidates, or the suitability for publishing of any photograph submitted after the deadline, although candidates may pre-submit photos for evaluation.

c. where applicable, completed petition forms

d. a filing fee of \$50, made payable to USPA **in the form of money order, credit card, check or cash**, which is refundable to any candidate who withdraws in time to have his or her biographic statement pulled prior to publication

## 2. Petition form

a. Each non-incumbent candidate for regional director must provide a written petition nominating him or her as a candidate.

b. The petition must be signed by a minimum of ten percent of the current members of his or her region as of June 1 of the year in which balloting takes place

(1) The signatures must be of members whose membership was current on June 1 of the current election year, regardless of when the petition was signed.

(2) Only residents of the region can sign a petition, making foreign members' signatures illegal.

c. No limitation is placed on the number of petitions any region member may sign.

d. Validation of signatures by headquarters can begin upon receipt.

**3. Bio forms, statements and petition forms can be provided by fax, or by email as long as they contain electronic signatures where required.**

F. **September 15:** Deadline for validating petitions received from regional director candidates.

G. ~~September 18:~~ ~~Each candidate will receive routine board correspondence from the executive director for the duration of the campaign and elections period.~~

~~H. November 1:~~ The biographies of the candidates and the ballot will be published in the November issue of *Parachutist* magazine, with the notation "Election Issue" on the cover of the magazine; **only the biographies will be published on the USPA website.**

~~I. H. December 31~~ **The last business day of the year, by close of business:** Deadline for receiving ballots at headquarters.

~~J. I. January 10~~ (of the year following the balloting): By close of business on this date, headquarters will have verified, counted, and tallied the ballots and distributed the results, notifying new ~~and old~~ board members of the dates and place of the next board meeting.

~~K. J. March 31~~ (of the year following the balloting): With the approval of the Nominations & Elections Committee chair, the ballots will be destroyed.

## 3-1.5 CANDIDATE SELECTION AND NOMINATION

A. All candidates complying with the requirements and deadlines outlined in this section will automatically be placed on the ballot.

1. Regional director candidates will be arranged alphabetically by region and alphabetically within each region.

2. National director candidates will be listed in accordance with a random draw conducted by the Nominations & Elections Committee chair on some suitable public occasion.

B. The names of all candidates will be printed on the ballot in identical typeface, and the word "incumbent" will not appear.

C. A space will be provided on the face of the ballot for the voting member's signature, which is required for the ballot to be valid.

D. The Nominations & Elections Committee will be provided a proposed sample ballot well in advance of publication production deadline, which must be approved in every detail by the committee chair prior to printing.

E. Candidates will not be advised of the number of signatures verified on petitions nor the progress of the election, e.g., ballots received and/or votes for candidates.

F. No candidate will be allowed publicity in the form of authored articles or pictures, in the September thru December issues of *Parachutist* magazine, or other forms of media, except in *Wings & Things*.

### **3-1.6 PRESENTATION OF THE CANDIDATES**

A. The Nominations & Elections Committee will review all material submitted by candidates to ensure it is factual, accurate, and of real value in assisting the membership to make a thoughtful decision on the merits of the various candidates.

B. The biographic information and personal statements may be edited by the committee to conform to the space requirements and to provide some uniformity of verbiage and presentation.

C. Personal statements will be limited to 250 words.

D. The biographies of the candidates and the ballot will be published in the November issue of *Parachutist* magazine in the same manner in which they are listed on the ballot; **only the biographies will be published on the USPA website.**

1. Biographies will be arranged in such a manner that the initial presentation gives each candidate equal space to the end of his or her space allotment.

2. Biographies will be preceded by the candidate's name, printed in boldface upper-case letters.

3. Where applicable, the word "incumbent" will follow the name of the candidate and be printed in upper and lower case light Roman type.

4. Photographs of each candidate will be published in portrait style, with the face and head area for each candidate approximately the same size when reproduced.

5. All statements by the candidates will be printed exactly as approved by the committee and will appear inside quotation marks in light face italic type identical in size and type family to the light face roman type used elsewhere in the biography.

E. The ballot will accompany the biographies of all candidates and will be so positioned as to be immediately adjacent to the biographical material.

F. At the board meeting immediately prior to September 15 of each election year, headquarters and the Nominations & Elections Committee will schedule deadlines for the following:

1. Headquarters supplying the committee with all eligible candidate statements in electronic format with a hard copy of the original

2. The committee returning edited and length limited statements to headquarters

3. Headquarters providing the final *Parachutist* proof of the ballot and election layout to the committee in hard copy, showing in detail each subsequent edit made by headquarters

4. The committee providing corrections to the final proof to headquarters in hard copy or via written instructions, after which any additional changes in any detail require committee chair approval

### **3-1.7 VALIDATION OF BALLOTS**

A. Valid ballots are those received in the approved format on or before ~~December 31~~ by close of business **the last business day of the year.**

B. Ballots containing more than eight national director votes or more than one regional director vote will not be considered valid for that portion incorrectly marked.

C. ~~Photocopies of ballots are encouraged but acceptable only if the voter individually marks them in original handwriting.~~

~~D. Ballots that are faxed, electronically transmitted, or pre-marked will be declared invalid.~~

E. Foreign members can vote for any one regional director, and up to eight national director candidates, including write-ins.

D. Neither ballots nor petitions will be used by membership to change or update a member's database.

### 3-1.8. TABULATION OF BALLOTS:

A. ~~Not sooner than December 20,~~ Upon receipt and not later than January 10 of each post-election year, headquarters will count and tally the ballots in conformity with this Section and other direction from the board and will publish the results.

B. In case of a tie among regional director candidates or between national director candidates (for the last seat), confirmed by a re-count of the valid ballots, the seating of the winner will be determined by a toss of a coin.

1. Such toss is to be conducted in a manner and at a time and place as agreed upon by the president and the Nominations & Elections Committee chair.

2. The toss will take place in front of at least three witnesses.

3. In the case of a three-way tie, a coin will be tossed for each candidate, with the odd coin signifying the winner.

C. ~~No incumbent or non-incumbent candidate or sitting elected director may receive totals on votes cast for each candidate until the election is completed.~~ [already in 3-1.5E]

### 3-2: DIRECTOR CANDIDATE BIOGRAPHY FORM

~~This form must be completed~~ The information contained herein must be provided by all candidates seeking nomination for election as a USPA National or Regional Director candidate of the United States Parachute Association and must be returned to USPA Headquarters and received not later than the close of business on the Monday following Labor Day of the same year in which balloting takes place. Failure to complete this form and return it by this deadline will eliminate you from further consideration as a candidate (see USPA Governance Manual, Section 3-1). It is your responsibility to ensure that this and other necessary material reach headquarters on time.

It is strongly recommended that you mail early and use "Registered Mail/Return Receipt Requested" only.

#### PLEASE PRINT ALL ITEMS CLEARLY

Name (First/Middle/Last): \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number(s) (h): \_\_\_\_\_ (w): \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Candidate for (check one):  National Director  Regional Director

Year Joined USPA: \_\_\_\_\_ USPA Membership Number: \_\_\_\_\_

Job Title (in real life): \_\_\_\_\_

Year of First Sport Jump: \_\_\_\_\_ Total Sport Jumps: \_\_\_\_\_ Jumps Past Year: \_\_\_\_\_

USPA Licenses: A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_ D \_\_\_\_\_

USPA Ratings:  Coach  Instructor  I/E Discipline:  AFF  IAD  S/L  Tandem  PRO

Aviation Licenses and Ratings: \_\_\_\_\_ Other: \_\_\_\_\_

Awards Earned:  GW  DW  DDW  GFF  DFF  4-stack  8-stack  CCS

Other: \_\_\_\_\_ (Only USPA-issued awards will be listed in *Parachutist*.)

I certify that the factual statements included in this biographic form are true and correct to the best of my knowledge. I certify that a suitable portrait photograph, meeting the requirements of USPA Governance Manual Section 3-1.4.E and at least 2-1/2" x 2-1/2" is attached herewith. I also certify that I have attached a filing fee of \$50 as a contribution to USPA.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**YOUR PERSONAL STATEMENT:**

(250 word maximum limit)

**IMPORTANT:** Each candidate is encouraged to include further information about himself or herself which will expand upon his or her qualifications as a candidate or which he or she believes will be useful to USPA members as they cast their ballots. In addition, candidates may, but need not, include a brief subjective, personal statement about themselves or their plans if elected. When a candidate provides a personal statement with the biographic form, it should be typewritten or printed clearly to be reproduced in *Parachutist*. Because of space limitations, candidates are urged to include only significant facts and to be as brief as possible. The USPA Nominations & Elections Committee is empowered by USPA Governance Manual Section 3-1 to edit the biographical information and personal statement to meet space limitations, to provide uniformity of verbiage and presentation, and to avoid the appearance of misstatement of facts. However, some or all statements are subject to exclusion if the 250 word maximum is exceeded.

**NOTE:** Do not count on USPA Headquarters to supply the photograph required or to make a selection from photographs Headquarters might have on file. Photographs which do not clearly show the candidate's head and face are not normally satisfactory.