

Mid-Atlantic Association Executive Committee
April 27, 2005 Public
Severance Room, Villanova University

President Ed Callahan called this special meeting to order at 8:28 p.m. Members attending were Ed Callahan, Harold Adams, Gary Arend, Bob Delambily, Norm Green, Michael Hemsley, Monique White and Ken Yerger.

Harold Adams wants the Bylaws to require two signatures for expenditures over \$1,000. Mike suggested that the issue could be handled through an intermediate document titled "Policies and Procedures" rather than in the Bylaws. Ed proposed that Gary and Harold work with him on preparing financial operating procedures. Mike also suggested that all deposits should be made within 3 business days. Gary will revise his deposit procedure document to reflect that deadline. Further Gary should receive a copy of the deposit slip and of the supporting deposit form; Harold receives the original of each.

The need to inventory equipment was reiterated preparatory to determining what needs upgrading. The equipment is in a locker at Queen Street and Ivy Hill Rd. Harold has a key to it. It was agreed that Harold, Gary, Bill Brasington, Ken Yerger, and Ron Jackson should be involved with the inventory and are hereby given the authority to complete the job and to change the keys.

Ed reported that the vendor used previously for association stationery and business cards appears to have been high priced. National (USATF) office can produce stationery and business cards at less expense. Ed proposed that anyone needing cards go through the national office for them. He offered generic USATF stationery and envelopes to anyone desiring same. Norm also offered to provide an MSWord version of the Mid-Atlantic letterhead customized by individual as a master for black/white correspondence upon order.

In regard to "memo" notepads that we previously have received, Ed noted that the previous vendor's price for 10 persons was \$375. [After the meeting, Norm checked his printing source Thorndale Press and secured a bid for a similar volume at \$177. Ed approved proceeding with this new vendor.]

The committee adjourned at 8:59 p.m.

Respectfully submitted,
Norman Green, secretary