Hi Everyone,

Since this is a transitionary time, I’ve included both the old and new Board members. Hopefully this can provide some guidance on how we did business on the Board.

Attached are the Meeting minutes & the “future business items”. As soon as the old members give me their approval (or recommended changes) I can release the General minutes to the entire club. The Future Business items are a summary of the open issues from the meeting that can be used as a guideline for the agenda for the next meeting. I’d recommend this approach for your future release of Minutes.

Other items of interest:

1. I will shortly be sending out invitations (via Yahoo groups) to the new board members to invite you to the exec\_board group members. After you are all signed on I’ll remove everyone who has left the board. For new members: We sent emails to all other board members via the yahoo mail list:  [ffbc\_exec\_board@yahoogroups.com](mailto:ffbc_exec_board@yahoogroups.com) The group can be found at: <https://groups.yahoo.com/neo/groups/ffbc_exec_board/info> (you’ll be able to see it when you become a member). Those emails are saved with the group, which is another reason to use it to conduct club business. Note that oyu have to send emails to the groups using the email address that you registered with.
2. West: In the past Chris has provided the details of the last months race results to me via email after the meeting. He used that information during the meeting as part of his presentation, and it was a huge benefit to me to get an electronic copy later to insert into the minutes. I think it was great PR for the race team to have details of all the races published and saved me a lot of detailed note taking that I’m sure I would have messed up. I’m sure Judy will be equally as happy if she can get something similar from you. I attached a sample of what Chris provided for reference.
3. New Board: Since West and Judy haven’t officially been voted in, you should probably do that at the next meeting.
4. Judy: I created a document to help you with the transition. It is attached. I’ll be doing all the “transition items” so they are there for future reference however you’ll need to take over on the “ongoing” items. I am more than happy to help support/train you on any of the items. It really doesn’t take any time at all once you know how to do it.
5. New Board: You may also want to browse the document I created for Judy to give you a sense as to how things are processed on the Board.
6. New Board: There are two Yahoo groups that the Secretary oversees (described in the attached document) – the FFBC List (general club group) and the ffbc\_exec\_board (whose members are only the board). Judy will be the owner-manager of the group and the membership. I have added the President and Vice-President as backup owners of those groups. You two won’t get the notification emails but will have full access to everything else in case that is ever needed. The secretary also manages all the FFBC Corp documents, meeting minutes, insurance info, and accident reports that are saved on the exec\_board site. The Treasurer uploads the monthly register reports to that site as well, so it is an important repository of club info.
7. I’ll show up at the next Board meeting to help with any other transition questions.

Good Luck,

Bob