

**ILLINOIS NAWGJ  
OPEN MEETING MINUTES  
VIA GO TO MEETING  
May 17, 2016**

I. Linda McDonald called the meeting to order at 7:30 pm CT.

II. Attendance - Kathy Krebs

Present Via Go To Meeting:

Linda McDonald - SJD

Kathy Krebs – Administrative Assistant

Mary Lou Ackman – Assigner North

Christi Kearns – Assigner South

Hilary Carlson - Education

Brooke Bennett – Judge’s Cup

Sue Woloszyk – Treasurer

Cheryl Schuh – Web Master

III. Welcome - Linda McDonald

A. Linda welcomed the Board to the Go To Meeting.

IV. Old Business

A. Linda reminded the Board that the minutes from the October open meeting were approved electronically.

V. New Business

A. Judge’s Cup Equipment – Linda McDonald

a. Linda discussed the cost of leasing the gymnastics equipment for Judge’s Cup from 2 different companies.

**Recommendation:**

1. **Judge’s Cup shall lease the gymnastics equipment from North Shore Leasing for a total of \$10,400.**

Motion: Kathy Krebs

Second: Brooke Bennett

PASSED: UNANIMOUSLY

- b. **Recommendation:**
  - 1. **Judge's Cup shall lease the scoring equipment from North Shore Leasing for a total of \$1,300.**  
Motion: Kathy Krebs  
Second: Hilary Carlson  
PASSED: UNANIMOUSLY

B. Tracking Unpaid Meet Fees

- a. Sue Woloszyk discussed a problem with tracking unpaid meet fees.

C. New Judge Benefit Tracking System

- a. Sue Woloszyk discussed a need for a different method to track new judge benefits.

D. Pay Vouchers (Texas Style)

- a. Linda McDonald discussed the use of a pay voucher similar to the one used in Texas.

- b. **Recommendation:**
  - 1. **Illinois NAWGJ shall use an expense voucher similar to the Texas voucher but modified for use in Illinois.**
  - 2. **The Board directed the SJD to develop an expense voucher for Illinois to be distributed at Judge's Cup in November.**
  - 3. **The Board determined that the voucher shall be in use for one year and then be reevaluated for use during subsequent years.**
  - 4. **The total cost for 100 packets of 25 sheets each will be \$303.94.**  
Motion: Kathy Krebs  
Second: Christi Kearns  
PASSED: UNANIMOUSLY

E. Clinics

- a. Hilary Carlson reported that the Illinois Congress has been organized in collaboration with USA Gymnastics-Illinois.

- b. Linda McDonald will conduct a clinic at Gymnastics Etc. prior to the judge's test in August.

F. Audit

- a. Linda McDonald reminded the Board that the June 2014 minutes reflect a discussion regarding an audit. Linda consulted with Donna Trevathon, RJD, about the worthiness of an audit. After Donna's affirmation, Linda instructed Kathy Krebs to research a suitable firm.

- b. Kathy Krebs reported to the Board that the firm of Dreyer, Ooms & Van Drunen, Ltd. of South Holland, Illinois could conduct two types of audit. A Financial Statement Audit that uses third party verification would cost around \$2,800. A Report of Findings Audit would cost around \$1,000. Both audits would exam the accounting practices of IL NAWGJ. The accountant recommended A Report of Findings Audit for IL NAWGJ, a not-for profit organization.

- c. **Recommendation:**

- 1. **Linda McDonald, Illinois SJD, shall sign a letter of engagement with Dreyer, Ooms & Van Drunen to conduct a Report of Findings Audit. Such audit will cost around \$1,000 depending on the billable hours charged to IL NAWGJ.**
- 2. **The SJD, Administrative Assistant and Treasurer shall submit all necessary documents (meeting minutes, invoices, bank statements and all other materials requested by Dreyer, Ooms & Van Drunen) to conduct an independent audit.**
- 3. **The findings of the audit will be presented to the Board and membership upon completion of the audit.**

Motion: Brooke Bennett  
Second: Kathy Krebs  
PASSED: UNANIMOUSLY

G. Open Meeting of the Membership

- a. The Open Meeting of the Membership will be on Sunday November 12, 2016 at 8:00 am at Judge's Cup.

H. Mileage Reimbursement

- a. Linda McDonald reported that a copy of MapQuest must be submitted for mileage reimbursement for 2016 season and thereafter. No mileage will be reimbursed without a hard copy of MapQuest.
- I. Annual Review for USA Gymnastics-Illinois
- a. Linda requested input from the Board to be included in the IL NAWGJ report to the USA Gymnastics-Illinois.
    - 1. Linda noted concerns expressed by members that only 16 out of 78 judges in Illinois were assigned to all of the state meets.
- J. Board Member Reports
- a. Administrative Assistant – Kathy Krebs
    - 1. All memberships including NAWGJ and USA Gymnastics, will expire on 7/31/16. Background and Safety expirations vary by member and all that expire this year have the common day and month, 7/31.
    - 2. Congress registrations for Region 4, National and Region 5 have been proceeding smoothly.
  - b. Treasurer – Sue Woloszyk
    - 1. Sue reported the financial balances.
    - 2. Sue electronically distributed to each Board member their working budget document and asked the Board to begin working on their budget requests.
    - 3. Reimbursement for hotels at Congresses will only be processed with a hotel receipt with the member's name on the receipt.
  - c. Judge's Cup – Brooke Bennett
    - 1. The equipment, venue and logo have been secured. Other preparation work is ahead of schedule.
    - 2. Brooke and Sue discussed a variety of methods to collect spectator admissions and will report back to the Board at the Board's next meeting.

- d. Web Master – Cheryl Schuh
  - 1. Cheryl reported that she continues to update the website.
  - 2. Cheryl announced that the entire website will be revamped during the summer months.
- e. Education – Hilary Carlson
  - 1. Hilary discussed a need to develop a system to track judges who test and how that information is shared with other Board members.
- f. North Assigner – Mary Lou Ackman
  - 1. Mary Lou discussed that one of her biggest problems this year were judges who did not go into the assigning system to make themselves unavailable.
- g. South Assigner – Christi Kearns
  - 1. Christi discussed the need for more judges.
  - 2. Christi would like an assigning system that would allow her better access to assign out-of-state judges.
- h. SJD – Linda McDonald
  - 1. Linda previewed a new assigning system to the Board developed by Julie King of North Carolina
    - a. Among the features of the new system are: ability to track membership expirations, ratings, written contracts, member information, availability, reports, as well as a user friendly system and less inputting for meet directors as well as numerous other features.
    - b. The cost of the newer system is a \$200 set up fee and an annual fee of \$6 per judge.
  - 2. **Recommendation:**
    - a. **The SJD will contact the current developer of the assigning system to request that he add specific features to the current**

**assigning system. If the current system cannot be modified then IL NAWGJ will shift to the Julie King assigning system. The deadline for incorporating the changes was established as 5/27/16.**

Motion: Cheryl Schuh  
Second: Brooke Bennett  
PASSED: UNANIMOUSLY

VI. Motion to adjourn at 10:30 pm CT.  
Motion: Hilary Carlson  
Second: Brooke Bennett  
PASSED: UNANIMOUSLY

**ADDENDUM TO THE MINUTES:**

In an electronic discussion of the Board, the Board decided to switch assigning systems.

**Recommendation:**

**Illinois NAWGJ shall switch assigning systems to the system developed by Julie King of North Carolina. 6/3/16**

Motion: Kathy Krebs  
Second: Hilary Carlson  
PASSED: UNANIMOUSLY

Respectfully Submitted,  
Kathy Krebs  
Administrative Assistant