



MINUTES
of
INTERNATIONAL OFF-HIGHWAY VEHICLE ADMINISTRATORS ASSOCIATION
BOARD
ANNUAL GENERAL MEETING DEBRIEF
on
AUGUST 31, 2022

1) Members Present

Chair: Matthew Eberhart, Arizona State Parks and Trails

Co-Chair: Peter Reed

Secretary/Treasurer: Scott Morrill, Mass

Member at Large: Carman Jackson

Member at Large: Bruce Lawrence

2) Agenda Items

a) Annual General Meeting Takeaways

- i)** Good overall turnout for the first-time meeting in two years
- ii)** Positive response from attendees and folks that couldn't make it
- iii)** People want to see an improvement in communication between the states and territories. Communication is huge
- iv)** Having Peter and Matt talk to NOHVCC leadership was a big step in the right direction
- v)** What is our "WHY" who are we and what is the benefit of joining
- vi)** Needs to be action items ready for the collective group for the quarterly meetings. We as a board need to bring opportunities for people to engage in our meetings. Give people a sense of contribution.
- vii)** Carman thinks that we need to bring in a younger generation of enthusiasts and passionate folks to help push this organization forward.
- viii)** Industry presenting about changes in the market really affects the management agencies and program managers. These things change our safety and education rules which affect use.
- ix)** Careful about how industry impacts us without generating conflict between us and NOHVCC.
- x)** Managing the bigger machines and keeping the bigger machines off 50in or less trails.
- xi)** Be more fluid and engaged in the Annual Conference with NOHVCC
 - (1) What is a cool project you completed in your state/territory that could be a breakout session?
 - (2) More quarterly meetings will make the in person interaction more beneficial.
 - (3) More learning opportunities will improve membership.

b) Meeting Minutes Template

c) Bank Account Discussion

- i) Chase is currently the front runner. They have the most brick and mortar locations and they shouldn't charge us as a not-for-profit.
- ii) Should we have the entire Board on the Bank Account
- iii) Scott is meeting with Chase Wednesday, September 7, 2022
- iv) Due Diligence
 - (1) Have provide a report at the Quarterly meeting on the process for selecting our new bank
 - (2) Selection process, online options, brick and mortar locations, online payment choices driving distance from board members.
 - (3) we will currently plan to have the entire Board on the account

v) Timeline

d) Online Presence

i) Website

- (1) Anyone have experience, Bruce has some with using WordPress and that it's a reasonable program
- (2) Peter's ideas
 - (a) Public facing
 - (i) Information for each state
 - (ii) Rules, Regs
 - (iii) Who we are and how we help?
 - (iv) Our membership
 - (v) Our Partners
 - (b) Members only
 - (i) Populating information for each state
 - (ii)
 - (c) Each States Data Information
 - (i) Vehicle Weight and Size
 - (ii) Miles of Trail in state
 - (iii) Licensing fees
 - (iv) Who runs your programs in your state?
 - (v) Everyone comes up with 3 potential Domain names for September 19th meeting
 - (vi) Survey the membership pool on potential domain names
 - (vii) Survey monkey on potential times for the October 20th meeting time.

ii) Marketing

- (1) Facelift for website
- (2) New Logo
- (3) Catchy name for website
- (4) Google Drive for the Board
- (5) Backdoor website access for members
- (6) IOHVAA.org is an available option

e) INOHVAA Membership

- i) recruiting
 - (1) Set up a shared drive that belongs to INOHVAA
 - (2) Peter Plans to present to the Canadian OHV Group September 10th
 - (3) Peter needs 2 invoices
- ii) meetings
 - (1) Board bi-monthly
 - (2) Quarterly as a whole
- iii) ongoing communication
- f) **Next Steps**
 - i) Minutes and thank you for attending sent out by Friday at noon.
 - ii) Shared Drive: inohvaa.board@gmail.com
 - iii) Bank account: Scott by September 19th
 - iv) Member Benefits and consolidated mission statement: Carman
 - v) Logo: Team
 - vi) Website domain/name changes: Team
 - vii) Doodle Poll for times for October 20th Meeting: Team at 19th call
- 3) **Future Agenda Items**
 - a) Bank Selection
 - b) Debrief Meeting Minutes
 - c) Onboard process for new members
 - d) Dues: Introductory offer
 - e) RTP Funds for attending the annual conference
 - f) Carman out of office for 2 weeks starting Sunday September 4, 2022
- 4) **Future Meeting Dates**
 - a) Bi-Monthly Board: Monday, September 19, 2022
 - b) Quarterly General Meeting: Thursday, October 20, 2022
 - c) Bi-Monthly Board: Monday, November 21, 2022