

**THE AMERICAN DRIVING SOCIETY, INC. EXECUTIVE COMMITTEE MINUTES**  
**Thursday, October 24, 2013**

***President Freiburger called the meeting to order at 7:01 PM CT.***

Present were John Freiburger, Bill Lawson, Ann Davis, Amanda Horton, Francine Arrington, Elaine Kendig, and Susie Koos-acker.

**Approval of the minutes**

***Elaine Kendig moved approval of the minutes from the ADS Executive Committee meeting of September 5, 2013, and Amanda Horton seconded the motion.*** The President asked if there were any additions or corrections. Several members pointed out that the donation for the development of an education clinic for course design came from Marc Johnson and Susan Koso, organizers of an event no longer scheduled, who want to donate left over funds from that event to the development of the clinic.

With no further corrections, ***the President stated that the minutes were approved as corrected with unanimous consent.***

**Forthcoming Board of Directors meetings**

FALL WEBINAR, WEDNESDAY NOVEMBER 20, 2013

The Executive Director stated that notice of this meeting would be sent out to Board members on a timely basis.

WINTER BOD MEETING AT USEF MEETING, JANUARY 8-11, 2014 IN LEXINGTON, KY

There was consensus that the American Driving Society Board of Directors meeting be scheduled on Saturday January 11, 2014 from 8:30 a.m. to 12:30 p.m.

**Follow-up on action items from the BOD meeting**

TRAVEL GRANT PROCESS FOR BOARD OF DIRECTORS MEMBERS: Amanda Horton, as chair of the Bylaws and Governance Committee, will work with the Executive Director and Francine Arrington to draft a procedure. This will be submitted for approval at the January 2014 Board of Directors meeting.

DESIGN AND ORGANIZATION OF THE TRAINING CLINIC IN COURSE DESIGN: The Executive Director will work with Marc Johnson to complete this project.

ADS PRELIMINARY AND INTERMEDIATE LEVEL NATIONAL CHAMPIONSHIP FOR: The President will appoint immediately a special committee to establish this event, ready by the fall of 2014.

GRANT WRITING AND SUBMITTAL TO UPDATE WEBSITE WITH IMPROVED HARDWARE AND SOFTWARE: The Executive Directors will put together a draft document outlining the necessary steps with timeline to complete and implement this project. The draft should be done by November 7, 2013 for discussion at the next Executive Committee meeting on that date.

### **Update on state registration for fund raising**

The President reported that the ADS had received a packet of information from Perlman + Perlman, Attorneys at Law who specialize in state registration for non-profit fundraising. The packet included the registration brochure and the rate sheet.

***The President moved that the Executive Director sign a Letter of Engagement with Perlman to do renewal registrations filings and new registration filings, as specified by the ADS. Elaine Kendig seconded the motion.*** The President asked if there were objections. ***Hearing none, declared that the motion was approved with unanimous consent.***

The President asked that the Executive Director, Treasurer Lawson, and himself look jointly at a spreadsheet to determine where the ADS need new registrations.

### **Adjournment**

With no further business, ***Elaine Kendig moved adjournment.*** Hearing no objection, ***the President adjourned the meeting at 8:10 p.m.***

**Submitted by: Ann Davis, Secretary of the Board of Directors    Date: October 25, 2014**

**Next meeting: Thursday November 7, 2013**