



## Board of Director's Meeting **MINUTES** Wednesday, May 20, 2020

### I. Call to Order

#### ROLL CALL

Fiona Allen  
Tim Dalton  
Mark Flora-Swick  
Patrick Parkes  
Jim Thomson

#### Staff

David McCann  
Lorin Fiehler

### II. Director's Report

#### A. General Updates

1. Hiring of Admin/Compliance Manager (Lorin - ACM)
2. BOD sent membership communication announcing hiring of new ED in April
3. ED sent communication to mass list with introduction and COVID comments
4. ED has participated in several USOPC COVID-19 Information/Discussion on-line meetings. Received policies and recommendations on protection of athletes and coaches and return to practice/competition guidelines. Was updated on financial implications of Covid19 and delay of Tokyo Games.
  - i. Plan to communicate these items going forward on the new USA Boccia Website (coming summer 2020) as well as through email/newsletter communications
5. Financial systems in place/progress (Quickbooks) with help from outgoing ED and Altruic
6. ED has been participating in Coaching Excellence online meetings – idea sharing and strategies for return to play
7. ED has connected with SafeSport COO/CFO to schedule Boccia/SafeSport discussion (Jen is a former colleague of Dave's)
8. ACM has joined advisory group for creating Paralympic SafeSport course – calls to begin June 3
9. Administrative tasks – free Microsoft 365 subscription because of non-profit status, testing video conferencing options (Jisti) and testing project management software options (Monday.Com and Microsoft Teams)
10. ED has regular weekly calls with Jim (USABP) and ACM
11. ACM working on finalizing the MAAP Policy with SafeSport - - to be distributed to members and posted by June 1<sup>st</sup>.
12. ACM preparing for SafeSport audit – review of SafeSport policy (input from Director of Intake on reporting procedures) – as well as reviewing the requirement to offer SafeSport training to all Boccia minor athletes by EOY.
13. ACM joined Athlete Safety call with USOPC – discussed the upcoming mark use requirements – removal of SafeSport mark from NGB sites, etc. by January 2022 (more details to come)
14. ACM worked with Cathy Drobny (Bylaw Committee) to format and prepare proposed Bylaw changes – once approved ACM will prepare final bylaws and coordinate posting to website

15. ACM has worked with Melanie Yules (Ethics Committee) to connect her with USOPC representatives that can help answer questions from the committee on complaint procedures
  16. Virtual Annual Meeting – scheduled for August 22<sup>nd</sup> – platform TBD and format to be developed by ED, USABP and ACM – ED suggests sending material beforehand so the meeting is more of a discussion
  17. ED working with George Mason University to get an intern or two to help with marketing efforts – in the fall Boccia may also work with a professor to include Boccia assistance as coursework.
  18. USABP Recommends hiring of High Performance manger prior to the hiring of a new head coach
    - i. Seconded – Patrick Parkes – the hiring of an HP manager would be an asset to the athletes in terms of competition selection, preparation, etc.
- B. Membership**
1. Extension – ED proposes anyone who has or will join in 2020 have an extended membership valid through 2021
    - i. Vote – APPROVED
  2. Categories – ED proposes 4 separate membership categories (Athletes - \$70, Coaches/Assistants - \$50, Supporters - \$30 and Corporate \$500)
    - i. USABP motions to keep the categories at 3 (Athletes/Coaches/Assistants - \$70, Supporters - \$30 and Corporate \$500)
      1. Corporate sponsorships – just getting the dialogue started – packages need to be put together
  3. Clubs – to receive 10% of USAB membership registration fees annually
    - i. BOD agrees with the strategy, more discussion needed on how to manage the clubs and coming up with minimum requirements for USAB Clubs
- C. Website Development - Received a proposal from Haines Creative to develop (\$5,500) and host (\$40/month) a modern state of the art USAB website**
1. Easier registration for events, membership, etc.
  2. News section to increase the communication to our members (this will also be done via newsletters)
  3. ED asking for feedback on what BOD would like to see on the website
    - i. Proposal feedback – pricing seems reasonable for website development
    - ii. Can this website grow or is it a static design?
      1. Daily maintenance to be done internally
      2. Being created in WordPress, we can add additional items on our own
- D. Internships - ED working with George Mason University to get an intern or two to help with marketing/fundraising efforts – in the fall Boccia may also work with a professor to include Boccia research assistance as coursework. Unpaid internships beginning June 1<sup>st</sup>**
1. Positive feedback from BOD: win – win for Boccia and GM University
  2. Input from BOD –
    - i. Any movement on Logan University?
      1. This was geared more towards working with athletes – this is put on hold for right now
    - ii. Reminder of a connection to UA – Birmingham
      1. Connection to be made with ED and David, could be helpful particularly when working on the High-Performance Plan
      2. Research is one of the areas USAB should start investing in

**III. Finances – statements (outlined below) were sent to BOD and Staff ahead of the BOD Meeting for review – no questions**

- A. P&L Statement
- B. Balance Sheet
- C. Athlete Accounts
- D. Altruic Services
- E. Financial Audit
  - I. Patrick is working on setting up a financial audit using some of the grant money from the USOPC

- a. Discussed with Denise and USOPC agrees with the ideas and didn't raise objections
- b. Patrick has a list of firms that other NGBs have used
  - i. Reviewing the audit requirements (state difference a problem?)
  - ii. Update to come by next BOD meeting if not before
- II. Questions – how often will this financial audit be required?
  - a. Annual financial audit – per suggested guidelines

**IV. Committee Reports – reports provided to BOD ahead of meeting, feedback below. Committees looking for clear action plans – they are ready to assist but looking for guidance. BOD and Staff can help create these action plans on where to step in – USAB can provide that direction**

- A. Classification
- B. Fundraising
- C. Judicial
- C. Ethics
- D. Nomination and Governance
- E. Referee

**V. Annual Meeting – August 22, 2020**

- A. Format – video conference vs conference call
  - I. We can add a spot on the website with all of the resources needed for the meeting
  - II. ED recommends just using Jitsi and holding a large conference call
    - i. We need to confirm that Jitsi is capable of holding a large group of people – a mute all function?
    - ii. Promote the chatroom
- B. Elections Procedures
  - I. Voting application either on the site or make available through the phones
- C. Promotion of Board Candidates
  - I. Need to start promoting the opening of 2 board seats
  - II. Including this announcement in a mini-newsletter: ED and ACM will be working on this week of May 25
  - III. BOD members need to start seeking out potential candidates
  - IV. AAC seat re-election, will this be postponed along with the games?
    - i. Need clarity on this since this individual is set to join the BOD in 2021

**VI. Grants – USABP and ED to discuss how and close out the below grants**

- A. VA 2018-2019
  - I. Any email on 2020 yet? No but may have gone to Becky
    - i. We need to have Becky's email forwarded to Dave
- B. Neilsen Grant 2018-2019
  - I. This grant will be used to cover the cost of the website

**VII. Strategic Plan – version 4 is the most recent version**

- A. Review
  - I. The past 6 months – BOD efforts went to hiring ED and ACM
  - II. Now it's time to take another look at the Strategic Plan and refocus efforts
- B. 2020 Action Item
  - I. Marketing and demographic research
    - i. Offload these projects to interns – perfect spots for them to contribute
  - II. Researching onboarding processes for BOD members (should stay with a BOD member)
  - III. BOD to go back and review the strategic plan
    - i. Next BOD meeting really focus on those issues

**VIII. New Business**

- A. **MAAP Policy – BOD to review and send approval by Sunday**
- B. **ED discussing a potential partnership with US Bocce Fed**
- C. **Next meeting – 2<sup>nd</sup> or 3<sup>rd</sup> week of July**

**IX. Adjournment**

Motion 1<sup>st</sup> **Jim Thomson**

Adjournment Time: \_\_\_\_\_