**USA Boccia Board of Directors minutes** May 23, 2019

1. **Call to order**

Present were:

Tim Dalton

Mark Flora Swick

Patrick Parkes

Jim Thomson

Fiona Allen was excused.

1. **Directors Report**
2. To continue serving the Specific Aims of the Neilsen Grant, a training session has been secured with Brooks Adaptive Sport in Jacksonville FL. The session will involve a teaching meeting in the morning followed by a practical session in the afternoon.
3. On May 3, Becky conducted the Mid-Atlantic PBA clinic and made good connection with Hope Network. Between them and Slippery Rock there is a plan for another training session to service the Neilsen grant.
4. She will also conduct a clinic and mini tournament in San Antonio TX on June 29.
5. She is scheduling another Paralympic training. Perhaps reconnecting with Julius and Pam Carey in New Orleans.
6. Paralympic training servicing the VA grant went very well.
7. There is some discrepancy in the number of athletes registered for Nationals. Becky will clarify. Becky also needs to invite athletes from the VA as a part of the VA grant. Post meeting Becky invited 12 individuals from the VA whose registration and lodging will be paid by the VA grant.
8. USA Boccia membership currently 134 individuals.
9. Becky attended Safe Sport training and submitted the numbers to be covered by Safe Sport. We are waiting to hear from Safe Sport about cost. All individuals 18 years old and above must have Safe Sport training and will perhaps need background check to attend USOC events. Clarification is still needed.
10. Bylaw changes are posted, and the ballot process is being prepared.
11. Some training sessions for the Neilsen and VA grants remain to be scheduled.
12. **Grants**
13. Jim wondered if we would complete the Specific Aims of the VA and Neilsen grants or will we need to file an extension. Becky knows it is crunch time but expects to spend the funds on these grants and not file an extension.
14. Mark had a concern about quarterly reports. Becky has not filed the reports but will get them in. Mark offered help and voiced it would be helpful to know where we stand financially.
15. Mark spoke to the need for communication between the Director and the Board about renewing or not renewing grants.
16. **Committee Reports**
17. Youth-Patrick (chair) asked for assistance from Becky and Jim to help align his the Youth committee with the strategic plan.
18. Fundraising Committee-Mary Ann Keating attended a USOC-sponsored best practices seminar and was excited about the outcome.
19. Competition-Dom has approached Becky about an international open tournament to be held in 2020. Jim noted that we would need help with insurance and other risk management expenses.
20. **Nationals**
21. Vendor fee set to $250 and we need a vendor agreement. In the agreement we need to specify the number of attendees.
22. Becky is going to see to apparel sales.
23. Becky will send a message to the membership about host hotels.
24. If registrants are low, we may need to make changes to our cost structure. Transportation from the hotel to the venue is free and this will help. June 15 is the deadline for registration and following this date, we need to look closer at costs based on participants.
25. **National Meeting**
26. The Board members present pledged unanimous support for the changes in the bylaws. Fiona also pledged her support post meeting meaning that the Board’s support is unanimous.
27. Tim volunteered to draft a letter of support for the bylaws from the Board. The letter was completed post meeting and will be distributed to the membership by Becky following the weekend of June 15.
28. The agenda for the National meeting should include a summary of the current year’s progress and the plans for USA Boccia next year. We will also include a summary of the operational budget. Emphasize that Becky is a volunteer. We need the membership to understand that we are not flush with money and that we need help fundraising. We should also talk about the USOC involvement and explain our strategic and upcoming tactical plan.
29. We will have another Board meeting at the beginning of July to finalize our agenda.
30. **Strategic Plan**
31. The updated strategic plan was discussed, and all board members present were favorably impressed with it.
32. We decided to move forward scheduling a meeting with Avery Wilson in August or September to create a tactical plan.
33. **Roles and Responsibilities**
34. We began discussion to better define the role of the Board of Directors versus the role of the Executive Director.
35. Mark mentioned that he thought that committees needed more power to dispense their responsibilities and that there needed to be more communication between committee members and the Executive Director.
36. Jim noted that Becky had a full plate and that her duties needed to be divided. Part of this will come naturally with the appointment of an outreach director and high-performance manager.
37. Becky acknowledges a weakness in her communication. She believes direction from the Board would be helpful.
38. The members of the Board were asked to ponder the responsibilities of the Executive Director and the Board of Directors. We all agreed that Becky had too many responsibilities. It was also noted by several Board members that the creation of a tactical plan, which will happen in August, carries with it prioritizing the activities Executive Director. To help in the interim, it was encouraged that Jim and Becky resume regular meetings. In addition, it was noted that Becky provided a document that detailed her duties and day to day activities. This list should be used to help the Board, and along with Becky, decide the duties of the Executive director.
39. For our next Board meeting the Board should put pencil to paper and develop a prioritized list of focuses for USA Boccia and think about which duties belong to the Executive Director.
40. Ti**metable for hiring an Outreach Coordinator and High Performance Manager**
41. We tabled most discussion about the Outreach Coordinator position and the High-performance manager position. It was however noted that there may be a conflict of interest in have the executive director be the high-performance manager.
42. We had some discussion about the job description for the head coach. For our next meeting, Board members are to consider the current job description in the context of the discussion we had at our last board meeting (see meeting minutes of the last meeting). We need to come to agreement on a job description. We also need to decide who will participate in hiring the head coach.