



## Board of Director's Meeting **MINUTES** Thursday, July 16, 2020

### AGENDA

#### 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. Update

- a. Agreement with George Mason University to employ 3 sport and recreation interns for the summer. Interns are undertaking a comprehensive study and report on all potential revenue sources: membership, grants, donations, sponsors, events, educational resources and services, partnerships. These components will be included in Boccia 2020 HHP.
  - i. Using these reports to create a solid revenue source plan so that we are not reliant on the USOPC if the games don't happen in Tokyo
- b. Upgraded our social media channels: Twitter, Facebook, Instagram (new), Linked In (new), and employing a social media management app "Buffer" to optimize story distribution.
- c. Purchased free version of project management and work collaboration Click up for work and projects for staff, interns, the board and committees.
- d. Contracted with Haines Creative to design and launch a new interactive/responsive by the end of July.
  - i. Lorin, Dave and Interns collected all the content and organized
- e. Purchased Pro version of ZOOM for staff, board and committees/taskforces to hold meetings. We will also use it for the virtual annual meeting.
- f. Posted Minor Athlete Abuse Policy (as per SafeSport/USOPC requirements) on web-site and notified membership in June newsletter.
- g. Shared COVID-19 information from USOPC and CDC with members via newsletter and posted links on website.
  - i. Task force created for return to play
- h. Held ZOOM meeting with BISFed President David Hatfield and Manager Katie Ribero. Discussed issues of concern and priorities going forward. BISFed sharing resources and research. ED applied for position on Development Committee to participate in the development of a international coaches education program and resource clearinghouse.

- i. By-law amendments posted on the website and members notified via newsletter:
    - i. Lorin working with Cathy, Kathy and Melanie to put together a 5 minute “movie trailer” of proposed changes that will be distributed to membership.
    - ii. Zoom meeting will be held prior to annual meeting to review changes in detail and offer an opportunity for any suggestions or questions
    - iii. Survey monkey to be used as voting tool (Kathy Brinker providing PRO membership): absentee ballots (available starting July 22<sup>nd</sup>) and regular vote (via text message immediately following the annual meeting)
    - iv. Zoom poll to be used if real time friendly amendment is needed
  - j. ED had Zoom meeting with Boccia Canada ED Peter Lysert. Agreement to develop projects together that will benefit both national programs. Monthly meetings to be scheduled, and Peter offer to host ED trip to Montreal to inspect national training center and meet with coaches and support staff.
    - i. Mark – interest in the Canadian performance app
      - 1. USA Curling uses something similar
  - k. Boccia 2021 High Performance Plan being developed. Research on recent developments in organizational and sport performance underway. Bench marking, and customization of American Development Model to Boccia in progress.
- B. QUESTIONS from BOD:**
- a. Jim/Patrick – When might we see a draft of the HP plan? (Requires BOD and Marck Harrison – Athlete Rep approval)
    - i. By the end of the month
  - b. Patrick – Bruce Ashby contract is up
    - i. Start thinking about next steps (is he reapplying?)
    - ii. What is the timeline with the delay of the games
    - iii. Mark & Fiona recommend looking for a new coach
      - 1. Major recommendation to be included in the HP plan, including a new HP Director

### III. Membership

- Jim: discuss the lack of paying membership and what the recommendations are to increase the numbers and how the membership will affect the annual meeting
  - o Lorin - using the bylaw amendments to encourage membership (social media and sending a note to non-members)
    - Sending reminders for certification and membership renewals
    - Putting together FAQs for the website on requirements and timelines
- Jim: is the price going up after the annual meeting?
  - o Dave – disagrees and thinks the pricing should remain the same
    - provide more service and benefits to encourage members to join (part of the intern research)
    - we’re feeling the effects of COVID as are the rest of the organizations
- Lorin: Is the annual meeting going to be restricted to members only?
  - o Patrick – as he remembers, yes we are making this members only
    - Use this to promote on social media
- Dave – hopeful that the website will engage more members and provide more flexibility for items like a virtual event
- Dave: pushing partnerships with other organizations (CP, VA, P &R, Therapeutic Rec)
  - o Per Fiona Therapeutic Recreation Conference got pushed back – October Virtual

## V. Annual Meeting

### A. Agenda

#### a. 2 - parts

##### i. Reporting (from Jim or another BOD member)

1. Confirming that it does not need to be the president
2. Covering major issues: COVID, membership, SafeSport, website, HP plans, news from USOPC/BISFed & intern research
3. Committee Reports – not actually presenting as suggested by Patrick, just posting on the website

##### ii. Amendment & Nomination overview/ opportunity for friendly amendment

### B. Format

#### a. Zoom, password protected with waiting room enabled

#### b. Lorin will share screen of PowerPoint notes

### C. Elections Procedures

#### a. Three parts

##### i. Absentee ballot before the meeting (survey monkey)

##### ii. Friendly amendment during the meeting IF NEEDED (zoom poll)

##### iii. Normal ballot immediately following the meeting (survey monkey) with a timeline to ensure enough participation

### D. Board Candidates

#### a. 2 nominees as of 7/16 so no vote needed

### E. Questions:

#### a. Patrick – are we planning to do a run through with zoom, survey monkey, etc.

##### i. Doodle poll to be sent to pick a time to test the program

#### b. Jim – how secure is survey monkey? How will the votes actually be submitted?

##### i. We should be able to see who the replies are coming from and monitor who has access to the annual

##### ii. The voters will receive a link and that link opens the ballot and is tracked in survey monkey

#### c. Patrick – written instructions on how to use the platform

##### i. Lorin will create a PDF that visual walks voters through so they have a step by step

#### d. Mark – do we know who has applied and is it too late to apply?

##### i. We have 2 applicants and it's not too late to apply, the deadline is July 22<sup>nd</sup>.

##### ii. Independent director did a background check

##### 1. Ideally, we need 2, Dave has been putting the word out

##### 2. Patrick suggest having someone in the fundraising space

##### 3. Independent director does not have to go to vote

#### e. Patrick – did we figure out the issue with where the applications were going to?

##### i. Lorin has just been checking the applicants and forwarding them on to Lucy

##### ii. There was an issue with the link that Jim corrected

##### iii. Seems to be an issue with SportEngine – Dave suggests that finding a new system will be a part of the HP plan (something that can sink with certifications, etc.)

##### 1. The problem with moving away from SportEngine is that they own NCSI

## VIII. New Business

### A. Additional Questions:

#### a. Mark – Any communication from the VA on the grant we applied for?

##### i. Nothing has come through yet

##### ii. Dave saw information on the Nielsen grant and it being available for other uses

##### 1. This is an area we want to improve on – grant writing – Tim has experience

### B. Next Meeting – End of August or beginning of September

## IX. Adjournment

Motion 1<sup>st</sup>. Jim 2<sup>nd</sup> \_\_\_\_\_

Adjournment Time: 9:05 PM