



## Board of Director's Meeting **MINUTES** Saturday, December 12, 2020

### AGENDA

#### I. Call to Order

(Roll call)

##### ROLL CALL

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

##### Staff

David McCann  
Lorin Fiehler

##### Guests (Incoming Board Members)

AB Anwar  
Cathy Drobny

#### Introduction from Dr. Brenda Wiggins

- Met Dave McCann through former intern James Finnegan
- George Mason University (Mason)– virtual on the coast of California

#### II. Director's Report

##### A. Update

- a. New shop is live & available on the site – Anthony McLean (intern) put this together with Shopify and Printify
- b. Engaged Sport80 and making the transition in January
  - i. Question: Will we leave everything (competition software) on SportsEngine?
    1. Yes. Some customization will be required but it will be an all encompassing system. (Sport80 will be all encompassing replacing SportEngine?)
- c. Acquired Absorb LMS – Calgary
  - i. Will be active in January
  - ii. SafeSport will link to this directly
  - iii. USA Boccia online courses will be developed starting in Dec
    1. Paid for by grant from USOPC
- d. Financial Audit
  - i. USOPC is requiring us to go back and complete audits for previous 2 years so that in the spring we are able to have previous 3 years on the website
  - ii. \$6,400 per year for a total of \$19,200 (USOPC Grant and excess funds - \$32,000 from USOPC)

- 1. Half of the \$32K goes to HP and the other goes to operations
    - iii. Questions: how long will the audit take?
      - 1. It should be done first quarter – they’ve already connected to QuickBooks and reached out to the 990 company
  - e. Move United – partnership sharing membership information and sharing projects
    - i. Expand membership and increase visibility
  - f. Talked with Allison at the VA
    - i. Because of COVID they are going to be very flexible in the \$64K grant
      - 1. Online and virtual training will be acceptable.
  - g. New Mason Interns starting in the spring of 2021
    - i. Event Management
      - 1. Question: has BISFed given any indication of 2021?
        - a. No, they have not, conference call scheduled next week
    - ii. Membership and curriculum development
      - 1. Kaleb Cole – Graduate Student looking to start in January
        - a. Brenda Wiggins recommended the other two Mason Internship Coordinators in Sport, Recreation and Tourism Management and will reach out
  - h. Draft report of the audit We received the draft report of our 2020 audit on December 1st. Corrective actions were submitted in December 3rd to the SafeSport audit team.
    - i. Our management response will be reviewed and any additional changes will be made by December 15th.
    - ii. Final report will be distributed no later than December 22nd.
  - i. 2022 MAAPP draft sent to judicial and ethics committee for review on November 30th with feedback requested by December 6th.
    - i. Recommendations will be reviewed and revised draft will go to BOD for review no later than December 9th and discussion during meeting.
  - j. Revisions made to USA Boccia website
    - i. Financial reports
    - ii. Board terms
  - k. Application made for USOPC Communications Grant.
    - i. No known amount
    - ii. The questions were very generic but we provided a general outline of how we would use the funds – social media guidance, brochures, potential contract work, etc.
- B. Taskforces
  - a. Creation of task forces to take on a lot of the responsibilities
  - b. Bylaws limit Task Force to 5 members and Executive Director is requesting an exception
    - i. Cathy Drobny – referee committee has 5 current members but is allowing additional individuals to attend.
      - 1. This method allows committees to follow the bylaw requirement of 5 or fewer on committees and task forces.
        - a. Lorin mentioned that this can be waived in the AAC paperwork by the USOPC
      - 2. Requests the addition of a Bylaw Task Force
        - a. Currently the members vote on the bylaws but would like to move towards Board making these changes
          - i. membership has input and will be informed but for the non-member related items do we always have to have member vote?
    - ii. Questions: what is the difference between Committee and Task Force?

1. Committee is standing while a task force is temporary
2. Task forces can be created by the ED while the committees are created based on the limits on the bylaws.
  - a. Do the 5 person limits even apply to the task forces based on the bylaws?
    - i. Yes.
3. Original question – Yes, the ED can proceed with Task Force and they may go over 5

C. SafeSport

(Discussion)

a. See above

### III. Finances

A. P&L Statement

(Information)

a. Sent to BOD Members for review prior to meeting

B. Balance Sheet

(Information)

a. Sent to BOD Members for review prior to meeting

i. Definition requests from Cathy Drobny:

1. Pre-paid expense: an expense that we are going to occur in the future that we've already paid for (example: pre-paying for insurance)
2. US Olympic Endowment: the service that USOPC provides where we can start building an endowment
3. Deferred revenue: Revenue that we've collected but it's for services provided in the future.

ii. Cathy Drobny – participated in a network for good from Amazon Smile.

1. Are we receiving these?

- a. No, but there is probably an amount threshold and a quarterly distribution schedule
- b. This would be something good to promote in a newsletter

C. Working Capital

(Information)

a. President - this is important missing piece to so that we all know where our free cash is, excluding grants, membership, etc.

i. We need this so we can effectively monitor that level of our funds

ii. Currently if we look at the balance sheet we can't tell how much cash is free

1. Executive Director walks BOD through looking at the working capital ratio and how to find those numbers on the report
  - a. Total assets minus liabilities
  - b. ED points out that this money is not actual ours, this belongs to the USOPC in grants
    - i. We want a view of unencumbered cash

D. Financial Audit

(Discussion)

No additional questions

### IV. Strategic Plan

A. Review

(Discussion)

a. Tim Dalton overview

i. USOPC provided board training to understand the roles of the board vs the ED

ii. USOPC helped developed strategic and operational plan

1. This was a helpful venture – it is what they believe to be critical documents

2. Originally they looked at generating funds for staff and then USOPC provided money to fund those positions and the documents now need to be revisited.
- iii. We need to decide:
  1. Do we want these documents
  2. What will these documents look like
  3. What is their purpose
- iv. Initial Feedback:
  1. Strategic plan is still relevant to the goals of the board and the Executive Director
    - a. Cathy Drobny believes it's important to know the role of the Board of Directors within the Strategic Plan
      - i. Tim - the tasks work sheet is outline in the Operational Plan
    - b. Tim proposes that we remove DRAFT from this template after mission statement revision
      - i. Recommendations –
        1. Under Organization Equipped for Excellence – add “Committee and Task Force Development”
        2. Change the use of CEO to Executive Director
        3. Targeted Outcomes – remove from the strategic plan and leave/add in the operational plan
        4. Change 2020-2028 Strategic
          - a. Leave 2024- 2028
          - b. We believe the following will be true of USA Boccia the 2024 and 2028
          - c. Competitive trajectory – update to Paris 2024 and LA 2028
            - i. Adjust the header accordingly
  2. Operation plan needs to be updated – goals and the way we are achieving those goals has changed based on grants and the application of PSO.
    - a. Tim believes this a document of Dave’s vision with input and feedback from the BOD.
  3. Input from outgoing board members
    - a. Fiona – agrees with the plan of re-aligning the two documents works
      - i. Agree with focusing on grass roots
      - ii. USOPC focusing on podium
        1. Sponsorship for our athletes
      - iii. Affiliate organizations – fundraising and membership
        1. Moving forward – we will remain in compliance across the board and moving forward minimum goes to administrator and maximum goes to athlete development
        2. The building blocks were put in place 2020
          - a. This is communicated in Jim’s outgoing letter. A good summary of everything we have done in spite of our challenges
    - b. Mark – appreciates ED and Compliance Manager flushing out the optimum performance plan
      - i. Podium – the only way we will do this is to find new athletes
        1. We need to find individuals with the skills and the heart
        2. Need to be able to fund our athletes

- b. **Input from Executive Director**
  - i. **A lot of these issues were covered in the Optimum Performance plan**
    - 1. **Work backwards and update the Operation Plan to coincide with the quad strategy to get coaches and members educated, improving performance.**
    - 2. **Make adjustments to timing to coincide with long term performance plan**
      - a. **Executive Director will draft a revised Operational Plan**
        - i. **A lot will be driven by HP Task Force, Youth Development Task Force, etc. They will serve as sounding boards.**
    - ii. **Strategy and focus are going to change drastically to performance in 2021**
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- c. **The mission statement has been revised**
  - i. **Using the template provided by the USOPC**
    - 1. **Cathy's concern is that it is too long – read the mission statement**
      - a. **Patrick and Tim - Mission statement is fine as is and should not be revisited.**

- B. **Review of Operational Plan** (Discussion)
  - a. **See above**
- C. **Updates and Priorities** (Discussion)
- D. **New Operational Plan and Summary for 2021** (Vote)
  - a. **ED will revise the Operational plan and will be ready for vote by the next meeting**

## V. **Grants**

- A. **VA Grant** (Discussion)
    - a. **Overview of how ED thinks we are going to deliver these funds**
      - i. **Initiatives:**
        - 1. **Hopeful regular operations by spring in terms of training and use of grants**
          - a. **Q2 is where we will be beginning – depending on COVID status**
            - i. **Training centers shut down this week**
            - ii. **Well- being of our athletes and coaches is the main point.**
        - 2. **Have we requested any of the funds yet?**
          - a. **No, we have not**
          - b. **In the past we requested a portion of funds ahead of time so that we are not in a position of running out of money**
            - i. **ED suggests submitting invoices as they come – such as when we start making deposits on facilities, etc.**
      - ii. **The VA is understanding of the circumstances**
- B. **USOPC Grants**

## VI. **Governance –**

- A. **Independent Directors** (Discussion)
  - a. **First independent director, Brenda Wiggins, is present**
  - b. **One more is waiting to come on board in 2021 once she becomes a citizen**
  - c. **Still looking for one more**
    - i. **Tim and Dave recommend a financial person as the 3<sup>rd</sup> Director**
      - 1. **Cathy – a couple people have been asked and they are considering, both with financial backgrounds**
      - 2. **USOPC gave Dave a group of names as well**

- a. Benji –
  - i. Excellent candidate with years of experience at Ernst & Young
  - ii. Retired so he has time to do it and wants to be involved and attend events
  - iii. Process
    - 1. Links will be sent by Lorin to Benji for the following:
      - a. Background Screen
      - b. SafeSport Training
      - c. MAAPP for review and agreement
    - 2. Lorin will include nominating and governance

- B. AAC Representative (Discussion)
  - Mark Harrison will come one board January 1<sup>st</sup> to meet the bylaw requirement of having the AAC rep on the BOD
  - Lorin and Mark will work together to identify the athlete pool and request expansion and committee waivers
    - This document will be reviewed and approved by the athlete pool prior to being sent to the working group – USA Boccia will be participating in the Summer intake group
    - USADA Requirements
      - The BOD agreed to just resubmit the single athlete we have in the clearinghouse now for Q1 since we have no HP events coming, we will reevaluate the list in Q2

- C. Paralympic Sport Organization (Information)
  - Dave and Lorin will be completing at 20 min presentation to the USOPC
    - Covering the 5 pillars of compliance – Governance, Finance, Sport Performance, Athlete Safety & Operational Performance
    - Open to the public
      - Tim Dalton and Jim Thomson will join
      - Dave will redistribute the link to the group

## VII. Committees

- A. Review of all committees/Task Forces (Discussion)
  - a. New chair needed for Classification committee
  - b. Discussion on Nominating & Governance Committee
  - c. Review each committee and task force and identify a chair – how do we want these committees structured
    - i. Judicial Committee
      - 1. Feedback from committee
        - a. Divided themselves between E & J
          - i. Recommendations
            - 1. Co-chairs: David Christopher & Sarah Walten Kinny – would be willing to work together with different expertise
              - a. David is a referee and knows the sport
              - b. Sarah was picked up through a restorative justice group
            - 2. Melanie Yules and Elizabeth Flora Swick (athlete rep) will serve on this committee
              - a. Charles Brown wants to participate but limited because of health
    - ii. Classification
      - 1. Jim Thomson proposed Jodie Paniagua (needs international training)
        - a. Patrick Parkes
          - i. Suggests Bruce Ashby as a potential chair candidate

- ii. One connection we might explore is the partnership with Logan University – Devon Acroyd as a potential member
  - b. Cathy Drobny
    - i. Dr. Matthew Mayer still interested in being a part of the group, works at the children’s hospital in Denver
    - ii. Julie Bye – received national status (classification)
    - iii. Bruce Ashby has the most experience
    - iv. Terri Jones may be interested in serving
    - v. Jodie – considered about training but familiarity with boccia system as well as the VA system
    - vi. Classification training
      - 1. Will be covered by the VA Grant
      - 2. USA Boccia will be bringing someone from BISFed over to do a training
        - a. Q2 of 2021
          - i. East Coast – VA Headquarters potentially or George Mason
        - b. Potential basic digital infrastructure?
          - i. Yes, looking to switch monies from hotel expenditures, etc. to virtual offerings.
          - ii. Working with BISFed to create international trainings.
- iii. Referee Committee
  - 1. Good as listed
    - a. Cathy is listed as alternate chair but she serves more as an alternate or secretary
    - b. Two people who have been attending regularly
      - i. Troy McPherson
      - ii. Roberta Flanders
    - c. Confirm the roster with Louis
  - 2. Meets monthly – very active committee
- iv. Ethics Committee
  - 1. Melanie Yules recommended as chair
  - 2. Members include
    - a. Kathy Brinker
    - b. Nick Taylor (Athlete Rep)
    - c. Carolyn LaCombe
    - d. Charlene Simon
      - i. Was originally on the committee but had to leave for personal business – could at least be approached again
- v. Nominating & Governance
  - 1. How they are chosen is different
    - a. 10.15 of the Bylaws – they get to nominate their chair
      - i. Plus one individual who will serve as an independent member
      - ii. The athlete is selected by the BOD and up to 2 more individuals
  - 2. Request from committee directly to assist with their membership
    - a. Trouble getting participation with the committee members
    - b. Need to check with Michelle if she would like to continue her role as the Athlete Rep.
      - i. Potential – Adam Burnett and his wife, Beth Burnett

1. Patrick
    - a. Seconds the Burnetts – they are in KS along with Lee and Lucy
    - b. Pro-active recruitment is one of their main tasks
      - i. Staff/ED needs to narrowly define their tasks as list in the bylaws
      - ii. Plus creating a self-review process
  2. Cathy & Patrick – interested in working to remind that committee on how their committee should be functioning and how the BOD can help
  3. Finalizing the members of this committee will be held until first committee in 2021
- vi. Return to Play Task Force
1. Currently paused but may reengaged as we get closer to restarting events
    - a. Ensuring we are abiding by CDC guidelines and USOPC protocols
      - i. We take the guidelines and turn them into requirements
  2. Original group will remain
- vii. New Task Forces/Working Groups
1. Call for volunteers in these groups
    - a. Youth Development
      - i. Reach out to youth organizations
        1. Building base from elementary schools
      - ii. Overseeing Bocchia in a Box
        1. Mark & Fiona assisting from the board
        2. Volunteers - Bob Gustafson & Christopher Vaiu
        3. Including Jason and Candace
        4. Heather Katz would also like to be included
        5. Calvin Blauert and Tony Blauert may also be interested – in CO
          - a. Mark will connect Dave with the Blauerts
        6. Lee may also be interested in serving
      - iii. Let's continue recruitment of this committee
    - b. Optimum Performance/Coaching Ed
      - i. Helping beginning to put together the educational programming
      - ii. Identifying what it will take to get us to the next level
      - iii. Kathy Brinker, Sam, Patrick Parkes, Jim Thomson, Jeremy Finton, Mary Hodge
        1. Potential partnerships with Para Lifting/Logan
    - c. Fundraising/Grants/Sponsorships
      - i. Brenda Wiggins
      - ii. Independent Advisor – Katie Lever has expressed a real interest in this group
      - iii. Mark in San Antonio
      - iv. Potentially Benji?
      - v. AB Anwar is interested in serving on this committee as well
      - vi. Mary Ann Keating may also be a good fit for this committee because of other organizational involvement
        1. Tim Dalton – agrees with this recommendation, we do not want to lose her in the organization
    - vii. Cathy Drobny feedback

1. Very important that the ED is the staff liaison in addition to Anthony
- d. Membership & Club Enhancements
  - i. Providing more benefits to our clubs and members
  - ii. Identifying communication strategies
  - iii. Any changes or additional members other than the recommended?
  - iv. Deja Barber – offers to be on committees
    1. She is in grad school right now and may be busy but she or her mom may be interested
  - v. Patrick Parkes recommendation
    1. Jamal Williams – California
      - a. Has a lot of ideas on ways to engage members and what a membership packet should include
        - i. Fiona seconds this recommendation
- e. Audit Committee
  - i. Standing committee under Tim
    1. Tim Dalton
    2. Patrick Parkes
    3. Brenda Wiggins
  - ii. Suggestion – add Benji in the future
- f. Bylaw Committee
  - i. Recommended creation by Cathy Drobny
    1. Patrick Parkes, Jim Thomson and Cathy Drobny volunteer
    2. Additional recommendation from Cathy –
      - a. ID Candidate – Karen Ice may be interested in staying involved

B. Chairs (Vote)

- Dave and Tim will wait and discuss within the group and assign a chair internally
  - Report back at the next meeting

C. Direction (Discussion)

D. Ethic's documents review & vote (Discussion)

- Jim Thomson – okay with the way these present
- Tim Dalton – two documents to review and approve
  - Code of Ethics & Complaint Procedures
    - Three recommendations from the USOPC on the Complaint Procedures
      - Clear and concise language sentence: soften
        - This has been changed
      - Non-disclosure: remove completely
        - Committees concern/pushback – the confidentiality of the person assisting the athlete in reporting and the confidentiality of the athlete
        - Tim:
          - Was an agreement that would be instituted if the athlete needed assistance
        - Lorin:
          - Will follow up with Dave about the changes that were implemented and discuss why the NDA was included in this policy as mentioned by Tim above
        - Dave:

- The USOPC wants to be sure no athlete is deterred from providing a complaint
    - Patrick:
      - If it stays firm from the USOPC then we don't have a choice
      - Potential to have an assistant sign a statement that they assisted the athlete in preparing
  - Procedure of grievances
    - Were not combined as recommended by the USOPC, the committee felt the procedures were too different.
  - Vote to approve both documents
    - Patrick – votes to approve as written pending the addition of document that outlines assistance to athlete for completing the compliant
      - Tim seconds the motion
      - Approved by all
- Questions:
  - How will people agree to the MAAPP?
    - Within Sport80 – there will be opportunity to agree to our policies which will be a requirement to be current in the system.
    - Code of Ethics will be included in this
  - Website
    - Place these policies under governance with potentially their own tab
    - Anthony will look into placement

## IX. 2021 Nationals

- Mark
  - Century Field House - Potential date in mind – no weekends in July
    - First weekend of August is available (5<sup>th</sup> – 8<sup>th</sup> and 12<sup>th</sup>-15<sup>th</sup> are available)
      - Dave concern: conflicts with the Olympic Games
        - Good also be a tie in – watch party, end of the games celebration
    - Under \$7K for 4 day use
  - New hotel – Hampton Inn
    - Have not spoken to them about availability
  - Met with President of Chamber of Commerce – ways we need help
    - Volunteers
    - Transportation
      - Less than a mile but across a major highway
    - Fundraising
      - Goal is \$400 per athlete registration
  - Numbers
    - Budget at 50 athletes
- Questions from Group
  - Has anyone else submitted a bid?
    - No one has reached out
  - Does San Antonio know they aren't hosting?
    - They aren't available
  - Can we get out of our agreements?
    - Not determined
    - Insurance – need to ensure we meet the requirements for covering
  - Committee

- A committee is needed
  - Work closely with Return to Play Task Force
- Quarantine times
  - Do athletes need to quarantine upon arrival
- Return to play guidelines
  - Athlete distance
  - Potentially eliminate team and pairs? To save time and athlete expenses
    - Athletes would support this if we had to eliminate something
- Training on site
  - Grant funds available for training
  - Annual assembly included here
  - Stack as many events as possible in that one weekend
- Grants
  - \$8,500 available for registration
- How quickly do we need to lock down the site?
  - Mark will follow up with Century Field House and hotel to mention the date that works best for us and how can we meet – to copy Dave McCann so he can work on budgets and including medical staff at the USOPC
- Plan B
  - If we aren't in the clear by July – what is our plan B?
    - As close to school breaks and holidays as we can
- 2022 – one of the biggest questions at nationals is where nationals will be the next year - - Patrick recommends locking that information down as soon as possible

## X. New Business

### A. Review of the new MAAPP

- BOD will review and provide feedback by Wednesday December 16
  - Deadline is January 31<sup>st</sup> but the earlier we submit the more one on one revision time
- Question from Cathy Drobny
  - What document are we referring to?
    - That was the SafeSport policy
      - MAAPP is about prevention and Code is about response
        - MAAPP made it very clear but she believes the SafeSport document did not.
    - Who needs to take SafeSport
      - Staff, interns, BOD/Committee members, member of USA Boccia, non-member volunteers if they have regular contact or authority over minor athletes
        - Regular contact – more than 2 events of the year
        - Authority
      - PCA's?
        - Yes – included in the MAAPP changes from the Center
        - Exceptions included in one-on-one interaction, electronic communication
          - Dual Relationship
          - PCA's
      - LAOs
        - We don't have jurisdiction of local clubs – so the MAAPP applies to USA Boccia members and volunteers during USA Boccia events
      - Three Groups
        - Lunch people
        - Lines

- Time Keepers
  - We will not be able to put on the event if they have to take SafeSport
  - We need accurate job descriptions
    - PSO requirements mandate we maintain compliance with SafeSport
  - No direct contact with athletes and work at the direction of the referees
- Lorin will send job description document to the group so everyone can review
- Multiple events – separate events, not multi-day single events

Question:

Can we establish the January meeting?

- Planning for Thursday, January 21<sup>st</sup>
- Early evening

Jim – thanks to Mark and Fiona for all of their work over the years on behalf of the board

**XI. Adjournment**

(Voice vote)

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

Adjournment Time: **4:00pm MT** \_\_\_\_\_