



## Board of Director's Meeting **MINUTES** Thursday, January 21, 2021

### AGENDA

#### I. Call to Order

(Roll call)

##### ROLL CALL

A.B. Anwar  
Tim Dalton  
Cathy Drobny  
Patrick Parkes  
Jim Thomson  
Brenda Wiggins  
Benji Wolken  
Marck Harrison

##### Staff

David McCann  
Lorin Fiehler  
Anthony McLean – Intern  
Kaleb Cole - Intern

#### II. Director's Report

##### A. Update

(Info/Discussion)

- We will be expanding the USA Boccia Shop to have a “Performance Shop” and a “Fan Shop.”
  - Anthony McLean will be taking over this – Patrick and Anthony will be talking this weekend
    - Differences between performance and fan?
      - Squad locker uses Nike, UA and Adidas and make it easy to print the logo
- We have begun the development and training for the rollout of the new Sport:80 USA Boccia Registration and Membership Platform. Launch expected in February so that we can migrate the database over providing better engagement and service for membership.
  - \$10,000 grant
- We have begun the on-boarding of USA Boccia staff on the Absorb LMS education platform, Launch expected in April.
  - We can start populating that with courses – from referees, coaches, admin, classifiers and supporters.
  - \$15,000 grant – will drop by 1/3 annually
- Financial audit underway by Osborne, Parsons & Rosacker, LLP. Audit Committee providing documentation.
  - Benji and rest of the audit committee will be looped in to assist with this process
  - 2018 is the baseline and then 2019 and Altruic will help with 2020 – converting from cash basis to accrual accounting is one of the biggest hurdles.

- PSO to NGB Transition process underway. USAB staff providing documents requested by USOPC Audit staff.

- Dave will talk with the new audit manager at the USOPC to go over their new audit document requests

B. Progress with Taskforces and Committees

- The email invites have been sent by the ED to the prospective committee members

C. SafeSport

- MAAPP 2022 policy submitted to the US Center for SafeSport. Up to 6 weeks for their review. Once their comments come back a revised/final version will be distributed to the BOD for approval.
- Compliance Manager has been manually contacting individuals if action is needed on their SafeSport – through email or through the SafeSport LMS
- General Review of SafeSport Audit results (2020 not public, 2021 will be public) – report to be email to BOD by Lorin
- Lorin is currently manually checking SafeSport – Cathy Drobny will send the referee database to Lorin to be sure all are in the system. . This will be an automated process once sport80 goes live

D. AAC

- At the recommendation of Elizabeth Ramsey of the USOPC, Marck will remain the USOPC AAC Rep until after Tokyo. The internal AAC Rep will continue as discussed – Compliance Manager has been working with Marck Harrison to identify the pool and event list for submission to the USOPC Athlete Working Group.
- Internal AAC different than BOD seat

E. Background Checks

- Policy to be reviewed by either the Ethics or Judicial committee – which committee would the BOD prefer?
  - Judicial – Lorin will reach out to the co-chairs to start the review of the current policy with the template provided by the USOPC

F. Membership Dues

- Push full discussion to a later date, we are receiving recommendations from Sport80 based on their system
- It might shift from the bylaws – Youth (lower fee), Adult, Volunteer: roles include athlete, ref, admin, coach, etc.

G. Confidentiality for Ethics Document

- Lorin will be having a call with USOPC Legal members next week to discuss the idea of including a privacy document to include with the Ethics Policy as well as the Complaint Procedures

H. Operational Plan – ED working on this

I. Ability Expo

J. PSO Transition Audit – meeting scheduled for Wednesday, January 27<sup>th</sup> with the new member – former bank auditor

III. Finances

- |                    |               |
|--------------------|---------------|
| A. P&L Statement   | (Information) |
| B. Balance Sheet   | (Information) |
| C. Working Capital | (Information) |

D. Financial Audit (Discussion)

- **We've got a lot of money = \$224K worth of assets and only \$20K in current liabilities = 10/1 working capital ratio**
- **No statements were in the meeting packets this time – Dave will send them out to the group**
- **Budget for 2021? – completed in October but we've added \$60K in grants so it is being redone based on monies that were received in December**
  - **The future budget will be drafted in November and approved in December**

#### IV. Strategic Plan

- A. Review updated Strategic plan (Information)
- **Last meeting it was determined this was a good draft – Tim reviewed this and revised and he will send it be reviewed and voted upon**
  - **The operational plan talks about what we will do in 2021 – Dave is working on this and will be used as a template for performance assessments.**

#### VI. Governance

- A. Independent Directors (Discussion)
- **Two great Independent Directors on Board (Brenda Wiggins and Benji Wolken)**
    - Katie Lever is no longer willing (per repetitive communication attempts) and president believes we should bring on a new ID focused on fundraising**
    - Mary Ann Keating – recommended as chair of fundraising committee – but her schedule will not allow her to be chair or join the BOD this year.**
      - Nominating and Governance Committee has this responsibility**
        - BOD members can also assist in this process**
        - Committee needs to be strategic about who they are putting forward**
      - USOPC list should be used to help assist in finding a “Development Director”**
- B. Executive Director Review (Discussion)
- **First to be conducted in April – COVID makes this a different process this year but it is a must and will be conducted**
- C. Board Review (Information)
- **All BOD members should have received emails from Tim – helpful insight into BOD functioning – received on the 14th**
- D. Staff Review
- **Dave will handle reviewing Lorin**
- E. 2021 Board Meetings (Discussion)
- **Check your schedule and get back with Tim – meetings suggested quarterly**
    - Suggested April 22, June 17<sup>th</sup>, November 18<sup>th</sup> with a meeting at Nationals as well – 5pm PT**

#### VII. Committees

- A. Progress with Taskforces and Committees (Discussion)
- **Letter inviting them to join the committee(s) - make sure that the person who is asked to be the chair is willing to serve on the committee**

#### VIII Grants

- A. Neilsen (Discussion)
- **2020 Grant: \$20k left in the General Operating Budget – can be used for any purpose due to COVID**
    - Tim contacted Neilsen and asked if we had to do any reporting on the grant in 2018 – they did not believe any action was necessary but confirming there isn't an issue in general funds**

B. USOPC (Discussion)

- **Special Grant - \$103K:** Staff-\$75K; Altruic - \$10K; Sport:80 - \$10K; Audit - \$7K
- **Communications - \$9.4K – TBD on how this will be used**
- **Covid Surplus - \$32K:** High Performance - \$16K; Operations - \$16K
- **Funds will hit the account in February 2021**

C. VA Grant

- **Total - \$65K:** Instructor Training; Coach Clinics, Ref Clinic, Classifier Training, Admin Training, Regional Tournament, VA Athlete support
- **Nothing new as of this BOD meeting – trying to partner with other organizations to get maximum exposure – still on hold because of COVID**

IX. 2021 Nationals

A. Where and When (Discussion)

- **National Veteran Wheelchair games start on August 8<sup>th</sup> (day after the USA Boccia event is planning to end)**
  - i. Difficult for veterans to go to both but teams and pairs could be on Sunday**
  - ii. Other option is a different date and location – Tim checked on Hyvee arena which is booked and the expo center near the airport but have not heard back**
  - iii. Century is available in September – is the volunteer pool available? School starts in August in that area – is the first weekend of August available?**
    - 1. Collegiate representatives may be a solution to this – we would need to include this early so that universities would have the opportunity to write it into the curriculum**
  - iv. Something to think about – team competition may need to be eliminated as it is**
  - v. Silverstein Eye Center in KC, MO – something to look into – potentially the Hyvee arena? But something to look into.**
  - vi. VA Grant – does this grant pay 8 registrations?**
    - 1. It is \$11K in the grant to go to the support of veterans**
  - vii. What if the nationals were in NY along with the veteran games? Same facility – volunteer pool, etc.**
    - 1. We don't have the infrastructure – Lucy will coordinate in KC and we don't have that person**
    - 2. NY could be quite restrictive – with covid guidelines and cost**
  - viii. Communication with colleges around event space?**
    - 1. It's just the process of reaching out**
  - ix. National Events Task Force**
    - 1. Lucy Berry**
    - 2. Melanie Yules**
    - 3. James Thomson**
    - 4. Tim Dalton**
    - 5. Cathy Drobny**
    - 6. Patrick Parkes**
    - 7. Brenda Wiggins**

B. USA Boccia Equipment (Discussion)

- **We need to inventory and account for the equipment that is out there**

C. BISFed Regionals this Fall (Discussion)

- **Qualification is required**
  - **Dave has a call in with the BISFed to identify the qualification schedule– everything has been delayed a year**

- Need to make sure we have a fair and equal shot at qualifying
- Competition structure? We need to check if there is an up to date one
  - Direction will come in February

**X. New Business**

- A. Questions from Cathy Drobny – referee committee information for the website – committee meets the second Wednesday of every month
- B. Where is the library of images?
  - a. Anthony will provide us with link to the library of images – Cathy cannot add items but stuff can be downloaded.

**XI. Adjournment**

(Voice vote)

Motion 1<sup>st</sup>. \_\_\_\_\_ **Tim Dalton** \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ **Patrick Parkes** \_\_\_\_\_

Adjournment Time: 8:49pm \_\_\_\_\_