



Meeting Minutes: WASUSA BOD Meeting



MULTI-SPORT ORGANIZATION



Date: 10/14/2015	Time: 7 pm EST	Location: 877-368-3858 code 8128967432#
Participants: Deb Armento, Gregg Baumgarten, Denise Hutchins, Jerry Clayton, Mike Boone, Clayton Frech, Mike Burns, Phil Galli, Jessie Cloy, Paul DePace, Cory Grant, Amie Day, Sarah Carey, Glen O'Sullivan, Susan Rossi		
Absent: Melinda Chappell, Cara Carr		
Minute Keeper: Susan Rossi		

Person	Purpose (e.g. Inform, Discuss, Share Highlights, Decision, Evaluate, Progress towards initiatives, Items to note)	Action	Who	Deadlines
	Discussion:			
1. Gregg Baumgarten	Review of September Minutes	Motion to approve Second Any additions / corrections – None Minutes approved	Deb Armento Phil Galli	
2. Susan Rossi	Executive Director report 2015 National Adaptive Sports Conference alongside the WASUSA National Delegate Assembly. Seventy-nine currently registered representing WASUSA, chapters and organizations new to WASUSA. Susan needs to confirm who will be on the master bill.	Verify with Susan if anyone is being supported by WASUSA	Jessie, Phil, Deb and anyone	COB Monday, October 19

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	<p>Who will not be there? Paul D and Cory Grant. Sarah Carey is attempting.</p> <p>Cara working hand in hand with the University of Central Oklahoma on CEUs.</p> <p>Hotel block booked. Provide general reservation line and alternate back up hotel on website. Denise tried online and experienced difficulty.</p> <p>General session from 2-3:15 pm – Ideas on an agenda / presentation? Highlight and recognize 2015 IWAS and NJDC. Announce 2016 NJDC and VA airgun series. Discuss the sanctioned meet concept. Briefly mention the decision to put a brand change to a vote.</p> <p>Note NDA and WASUSA committee specific meetings on schedule. Additional time and space available as needed. Meet management meeting for a time to discuss sanctioning and schedule with Event Directors.</p> <p>Recognizing DASA throughout the event</p> <p>What is our vision beyond 2016 with this event? Organization not prepared to solicit a bid for future events yet but the concept of an educational component alongside the NDA is desired. Jessie suggested having the educational component in the week and the NDA during the weekend to maximize time. Amie mentioned engaging athletes more with athlete centered meetings. Build on this with outside groups and certifications. Potential hosts to talk to in future: GLASA, Turnstone</p>	<p>Work with hotel and Kelly Behlmann to post overflow hotel next door with competitive rate.</p> <p>Create a presentation and facilitate the session.</p> <p>Give Kelly B, Meghan and their team kudos throughout the event.</p> <p>Circulate ideas for future years.</p>	<p>previously approved through the budget process</p> <p>Susan</p> <p>Susan, Deb, Amie, Denise, Gregg</p> <p>All. Susan purchase gift.</p> <p>Amie D</p>	<p>Thursday, October 15</p> <p>November 1 presentation created / November 14 present</p> <p>November 12</p>

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	<p>Neilsen Foundation grant</p> <p>All sub award programs complete. Jessie is working with SWAA to redistribute leftover funds from their project in Texas. Jessie is currently working on a handbook on event management and video materials with a company in Los Angeles. Thanks to all that have given input. Susan is working on securing a graphic designer for outreach / collateral materials. A final report will be done in December.</p> <p>Jessie and Susan met with Trish Oba and Jane Otto on October 8th regarding funding opportunities in 2016 and 2015 deliverable. Jane is new. WASUSA has offered any guidance she needs to learn the DSO world. Neilsen is revisiting the network grants for the future and want to make them impactful as possible. We have signed up for their e-announcements and will keep in touch as opportunities evolve.</p> <p>Department of Veterans Affairs grant</p> <p>Completed Memorandum of Understanding and phone calls with 7 partner organizations the week of October 4 and 11.</p> <p>Cadre starting to plan curriculum and research equipment to order</p> <p>Susan attended a VA webinar on Payment Management Systems on October 14. Mike to attend in November.</p> <p>Goal for schedule of events to be confirmed the week of November 1</p> <p>Overview in dropbox</p> <p>Olympic and Paralympic Assembly highlights in CO Springs, CO on September 24-26, 2015</p>	<p>Attend VA webinar on Payment Management Systems</p>	<p>Mike Burns</p>	<p>November 18</p>

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	<p>Susan spent time with several Multi-Sport Organizations and National Governing Bodies to include the Dwarf Athletic Association, DSUSA (Bob Meserve & Rob Mueller), BlazeSports (Jessie Romito), National Recreation and Parks Association, USA Fencing, USA Archery, USA Boccia and more. A big push was for Olympic Day and Project Play. USA Boccia and National Senior Games would love to tap into WASUSA as a national resource. The USOC presented on the LA 2024 bid. Clayton and the Angel City Games has been connected to the bid Chair.</p>			
<p>3 Jessie Cloy</p>	<p>By-laws and nominations committee</p> <p>Jessie reviewed the proposed by-law changes. Denise mentioned the suggested mission change should be added.</p> <p>RPO's, STC's and so on were asked to nominate delegates.</p> <p>Nominations open for the following BOD positions: STC rep, Treasurer, Jr. Committee, RPO East, Member-At-Large</p> <p>Any forms needed to go out for NDA? Kelly can print needed items.</p>	<p>Circulate the voting grid.</p> <p>Circulate opportunities to those that may be interested and request bios to Cara Carr by October 30th.</p> <p>Send anything that needs to be printed to office (reports, PowerPoints, etc.)</p>	<p>Jessie C</p> <p>All (Mike and Deb submit bios for reelection)</p> <p>All, Jessie lead on ballots, agenda, NDA</p>	<p>After this BOD meeting</p> <p>By October 30</p> <p>November 1</p>
<p>4. Deb Armento & Denise Hutchins</p>	<p>Competition / Sport Updates</p> <p>NJDC 2016 – Materials around the Madison 2016 bid were circulated for BOD review. Deb thanked Gregg, Brandon and the Madison Area Sports Commission, Glen and the Jr Committee and all others who have contributed thus far. Gregg discussed the concept around the event and the need for NJDC to become a</p>	<p>Motion to accept the Madison, WI bid for 2016 NJDC to include all financial transactions occurring under the 501c3 nonprofit of WASUSA.</p> <p>Motion to approve</p>	<p>Phil G</p>	

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	<p>true revenue source for WASUSA. Sponsorship was discussed – Gregg has ideas locally in Wisconsin and will ask all BOD members to look at who is in their reach for in kind support and financial dollars. Amie has a contact with Johnson & Johnson. Everyone will be needed. Approaching potential sponsors will need to be strategic to prevent overlapping and ensure we acknowledge them appropriately. This will be fine-tuned in the months ahead but please start to brainstorm and reach out to Gregg (keep Susan in loop) with ideas. The office will take the lead (with input) to Challenge Athletes Foundation, DSUSA and U.S. Paralympics.</p> <p>The event will be announced on Saturday, November 14 at the conference with press release to follow. No contract will be signed as it is being hosted primarily by WASUSA.</p> <p>2017 and 2018 Request for Proposals and Bid application</p> <p>The Request for Proposal and bid application has been revised. A template exists for 2017 and beyond. It has been sent to Nebraska and will be sent to other interested parties such as St. Louis, Pam Carey, Texas and North Carolina.</p> <p>STC / NGB</p>	<p>Second All in favor All opposed Motion passes</p> <p>Sponsorship</p> <p>Continuous updates needed with a procedure for BOD members to sponsor solicitation</p> <p>Follow up with Nebraska on 2017 and send 2018 to interested parties.</p>	<p>Amie D All None</p> <p>All strategically</p> <p>Gregg</p> <p>Susan</p>	<p>November 1</p>
<p>5. Mike Burns</p>	<p>Budget and Finance / Development</p> <p>Review of current financials. Would like to try to get projected expenses for the remainder of the year.</p>	<p>Send projections for the remainder of the year to Susan/Mike</p>	<p>All</p>	<p>COB Friday, October 23</p>

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	<p>Insurance spending more than typical of about \$3000</p> <p>Timeline for 2016 budget projections: Deb is waiting for NJDC to be settled Gregg budget for NJDC Received WTFUSA and table tennis Gregg mentioned we need operating funds to sustain a professional office to those who have put forth effort and dedication. Look at more kinds of revenue sources outside of grants.</p> <p>IWAS financials – Working on collecting funds for the Gribble family. Want to use the balance to help pay for the staff.</p>	<p>Investigate higher insurance</p> <p>Questions? Email or call Mike.</p> <p>Follow-up with the Gribble Family</p>	<p>Mike, Cara</p> <p>All</p> <p>Susan locate their email for Mike to reconnect on payment plan</p>	<p>End of November</p> <p>This week</p>
6.	<p>International Updates</p> <p>IWAS General Assembly in Sochi Russia early October was well organized. Sponsored by NPC of Russia. President Vice President of NPC in attendance and 800 attendees and 34 countries for the weeklong event. Two new members to include country of Georgia and Israel. New sport of arm sport (wrestling) for sitting and standing athletes. Minimal equipment and referees. Taekwondo offered for the 2nd time. Wheelchair fencing and Power chair hockey involved. Announced games program for 2016. Now U23 in July in Prague. Member fees and capitation fees limited source of revenue for IWAS currently, looking into a sustainable plan. Membership of Czech Republic questioned to be a conflict of the mission. Needed more notice and more percentage of membership to agree, therefore no action was taken in regard to C Republic. Phil G there as US representative. See Paul's emailed notes.</p> <p>Youth games on even years and U23, World Games and Masters on odd years (week long).</p> <p>IWAS World Games 2016</p>	<p>Send IWAS feedback from US delegation to Paul</p> <p>Email complete notes to the BOD</p>	<p>Deb</p> <p>Paul</p>	<p>After this BOD meeting</p> <p>After this BOD meeting</p>

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<p>7.</p> <p>Sarah Carey</p>	<p>Marketing</p> <p>Domain names Paul Johnson suggested iloveadaptivesportsusa.org. Several versions have been purchased. We would ideally like to get adaptivesportsusa.org and Sarah is in contact with the owner but no response as of yet.</p> <p>Note out to membership / feedback gained – Sarah will forward comments from the survey that went out</p> <p>Next steps – obtain a domain name, marketing committee to discuss collateral need and ideas, outreach / public awareness / launch ideas. Sarah will put out the budget request to the marketing committee for 2016 priorities. Susan finalize Taproot materials (logo, NJDC infographic, style guide, messaging of mission, vision, position statement). Cory and Mike Burns look into IRS and Secretary of State needs.</p> <p>Was the National Wheelchair Athletic Association organization created in 1956? If so, we have a 60th anniversary approaching next year and can tie the brand launch into it. All documents say 1970+. Jennifer’s husband, Andy, Ben Lipton, Dave Williamson and the original founders may know history.</p>	<p>Circulate member feedback to BOD on name change</p> <p>Continue to work towards a new brand</p> <p>What is the exact date the organization was formed or programming began?</p>	<p>Sarah C</p> <p>Sarah, Susan, Cory, Mike Burns and marketing committee</p> <p>Anyone with knowledge / documentation of our history</p>	<p>After this BOD meeting</p> <p>Through Jan 1</p> <p>November 7</p>
<p>8.</p>	<p>Information Technology</p> <p>Website and database Currently in the content stage of development. Cara has been working hard on cleaning data.</p> <p>Meet management discussions Phil mentioned discussions will formalize in the fall.</p>	<p>Refresh content</p>	<p>Susan will reach out to individuals for topic specific information to refresh</p>	<p>November 1</p>

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9.	<p>Chairman's report</p> <p>Office status / update Cara Carr has informed us that she will not renew her contract in 2016. She has taken a position with the Wounded Warrior Project. She will be working on all current projects through December 31. The Executive Committee has asked Susan and Cara for feedback on the positions and priorities moving forward.</p>			
10.	<p>Upcoming events</p> <p>Athletics For All Webinar October 22 at 2 pm EST</p> <p>Athletics For All Conference Call October 29 from 2-3:30 pm EST</p> <p>IPC Para Athletics Coaching Conference December 12-13 in CO Springs, CO www.paralympic.org/athletics/coaching-conference/attending</p>			
11.	<p>New Business</p>			
12.	<p>Next Meeting: 2015 National Adaptive Sports Conference alongside the WASUSA National Delegate Assembly November 12-15 in St. Louis, MO. BOD meeting Friday night at 6:30 pm.</p>			

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13.	Adjourn at 9:55 pm EST	Motion for adjournment Second All in favor	Paul D Denise All	
<i>Additional Meeting Take Away Actions:</i>				