



**Meeting Minutes:
Adaptive Sports USA BOD Meeting**



MULTI-SPORT ORGANIZATION



Date: 1/12/2016 **Time:** 7-10 pm EST **Location:** Teleconference 1-877-368-3858 code 8128967432#

Participants: Howard Brodwin, Sarah Carey, Pam Chiavaroli, Jerry Clayton, Paul DePace, Clayton Frech, Phil Galli, Denise Hutchins, Cory Grant, Susan Rossi

Absent: Deb Armento, Mike Boone, Mike Burns, Amie Day, Glen O’Sullivan

Minute Keeper: Baumgarten / Rossi **Approved 2/9/16**

Person	Purpose (e.g. Inform, Discuss, Share Highlights, Decision, Evaluate, Progress towards initiatives, Items to note)	Action	Who	Needs	Deadlines
	Discussion:				
1.	<p>Welcome New Board Members</p> <p>(Pam) Pam and Randy engaged in sports with Joey, their son, years ag. Vice Chair on the Disability Committee on the FL USATF, Treasurer for Dixie region, starting Florida Adaptive Sports Team (FAST).</p> <p>(Howard) Howard lives in S. California. Comes from sporting goods industry focused on marketing and events. Launched Sport and Social Change six years ago to connect individuals in the industry. Works with the Disability Sports Festival in San Bernardino and several other outlets.</p> <p>Other BOD member introductions to Pam and Howard. Cory (Legal consult, Secretary), Denise (Vice Chair and competition chair, heavily involved in sports in OK and nationally, IPC classifier and official), Jerry (got involved with his wife, Pam,</p>	Welcome Pam and Howard	All		

	<p>Board of WTFUSA, IPC official, educator, Research doc at Children's Hospital), Paul DePace (1968 first competition, on BOD for the history of the organization, President of IWAS, served on IPC BOD, manage construction for the Univ. or Rhode Island), Phil (Chair of WTFUSA, NJ Coach of Children's Lightening Wheels, IPC track and swimming official, IWAS Games committee), Sarah (mother of an athlete, involved through daughter, Marketing chair for Adaptive Sports USA, 4 kids, works two jobs with various skills), Susan (adaptive sports professional past 15 years, Recreational Therapist, mother of two, ED role since January 2015), Clayton (father of Ezra and accomplished young athlete, Founder of Angel City Games and Angel City Sports, building momentum in S. CA), Gregg (the Godfather).</p>				
<p>2.</p>	<p>Chairman Report (Gregg)</p> <p>We are in a cash short situation and need to utilize the talents of everyone. Office focus on a few key items such as the brand and revenue generation and best be able to serve the public. Critical for everyone as a BOD member to identify tasks and pitch in to assist with needed items. Recognize everyone has a day job and busy life but please be responsive.</p> <p>On the Development side, everyone move to develop collaborative corporate partnerships, sponsorships, etc. Gregg wants to engage people specifically – Howard, Jerry, Clayton. We really need to get a working group developed. Need assistance and expertise.</p>	<p>FYI</p> <p>Reach out to individuals with skill set / expertise in Development</p> <p>If you are interested in helping with a work group around Development, reach out to Gregg. The invitation exists.</p>	<p>All</p> <p>Gregg</p> <p>All</p>		<p>Within the next week</p> <p>Within the next week (but welcome thoughts anytime)</p>

<p>3</p>	<p>Executive Director (Susan)</p> <p>Human Resources – Part time 24 hour / week position posted for an Office Manager. Posting closes 1/13/2015. Forty applications thus far. Interview and select candidate between now and February 1. Susan Rossi's salary and hours agreed upon. Contract being finalized.</p> <p>Branding – Website up at www.adaptivesportsusa.org. This will be an evolution. Thank you to all those that have / are contributing. We are still ironing out details around merchant services, email addresses, adding a few additional pages, etc. Training will come in the near future with Gregg, Susan, Jessie, Sarah and the Office Manager with the STCs and the RPOs afterwards. Use Adaptive Sports USA moving forward. An announcement will be released once a few items are cleaned up. Graphic designer creating a few templates to include business cards, press release templates, letterhead, sponsor template, etc.</p> <p>Neilsen Foundation grant – 2015 funding ended. Report being produced this month. Release available on January 15th for 2016 funding opportunities.</p> <p>VA grant – Quarter 1 just ended. Producing a report for the VA. Q1 was spent teeing up the programs, purchasing equipment, creating curriculum. First event in February. Flyer will be on website and announced via our outlets this month.</p>	<p>Finalize employment contract</p> <p>Conduct interviews</p> <p>FYI</p> <p>Wrap up meeting and view 2016 opportunities</p> <p>FYI</p>	<p>Clayton and Susan Cory review Gregg sign</p> <p>Cara, Jessie, Gregg, Clayton, Jerry depending on availability</p> <p>All</p> <p>Jessie and Susan</p> <p>All</p>		<p>This week</p> <p>Finalize position between January 14-Feb 1. Susan in touch once posting done 1/13.</p> <p>January 13 & 15</p>
-----------------	---	--	--	--	---

<p>4.</p>	<p>Treasurer Report</p> <p>Mike absent. 2016 Budget needed with approval from BOD, especially with a lot of things developing. Submit a budget proposal for February.</p>	<p>Connect with Mike on office aspect of the budget.</p> <p>Connect with Mike on remainder of the budget.</p>	<p>Clayton, Mike Burns</p> <p>Gregg, Mike Burns</p>		<p>This week</p> <p>This week</p>
<p>5.</p>	<p>Membership</p> <p>Cara is available through February 1. She will be sending an informational email out to 2015 chapters and sanctioned event directors with 2016 applications.</p>	<p>Send updates and info out to chapter and sanctioned event directors</p>	<p>Cara</p>		<p>By Friday (check in with status of web and emails first)</p>
<p>6.</p>	<p>BOD Redevelopment</p> <p>See memo put out by Gregg from Clayton 1/12/2016. Short Term Support for the organization to include:</p> <ul style="list-style-type: none"> • Office support – lead Jerry C • Revenue Generation – lead Clayton F <p>We are in a crisis. Treat 2016 as our turnaround year. Some projects may need to sit aside for a bit. Everything should have a revenue generation focus. There is so much we could do but we must focus through this year. St. Louis was helpful to Clayton to see the need to re-engage and activate. Strategy needs to be done around the revenue generation. Parallel to the crisis situation are ideas around BOD restructuring. Simplify bylaws, finalize the organization structure, non-restricted fund development.</p> <p>Consensus in St. Louis was to restructure Board make up and bylaws.</p>	<p>Soul search – Are you on the office support Team and/or Revenue Generation Team? Inform Jerry (office support) A (revenue generation) that you are on Board.</p>	<p>All</p>		<p>Sleep on this, give it some thought and make the commitment at this time.</p>

<p>7.</p>	<p>National Adaptive Sports Conference and NDA 2016</p> <p>(Susan) 2015 proved to be a big success and the conference is an obvious need nationally for networking and continuing education. Would love the Board to discuss the vision of the event to ensure we capitalize on the event, plan early and ensure it is in line with what we need to serve chapters and members. Discussed feedback from Kelly Behlmann.</p> <p>(Clayton) Suggests bid process, committee that makes the recommendation, we work extremely hard as a team to monetize it, the Jr. Nationals process / model is the right one, this looks like a huge gap in our community and shows us as a leader, not follower. (Sarah) Agrees whole heartedly. If you are continuously hosting in the same place it will die out.</p> <p>What value do we bring to the table? Outline it!</p> <p>Relook at bid process, bid application</p> <p>(Phil) Do this politically– move in direction of 2 year cycles. If we were in a better position I'd say solicit another spot. "The Board has decided to run this in a two year cycle and are very excited to work with you again" to Kelly. Put out a bid application in June for 2017/2018 and announce in November.</p> <p>(Gregg) Leverage grants and STC/NGB training opportunities. We agree this is valuable. We want to do a bid process. Phil's point is excellent to start process earlier.</p> <p>(Clayton) It's our event. The power is in our hands. We don't need to justify anything to anyone. We will guide them.</p>	<p>Send the 2015 contract to the BOD to see what expectations went out previously.</p>	<p>Susan</p>		<p>This week</p>
------------------	---	--	--------------	--	------------------

	<p>(Denise) We don't have that committee for NDA or the office staff like we do for Junior Nationals.</p> <p>Gregg, Susan and Denise meet to establish going forward with Phil's initiative.</p>	<p>Discussion with Kelly about partnering in 2016 as a second year to the Adaptive Sports USA event and any concerns at this time.</p>	<p>Denise, Gregg, Susan, Clayton. Susan send out call in info.</p>		<p>Thursday, January 28 at 7:30 pm MT.</p>
8.	<p>Junior Committee</p> <p>(Denise) View Deb's report. IWAS applications currently online and distributed to members. Specific NGB's also informed (i.e. Table Tennis, Fencing) in case interest exists as well. Thanks to all the hard work of the international committee. Conference call offered on December 15 to educate athletes / coaches on the decision of IWAS or Paralympic Trials. Kudos on this idea.</p> <p>Junior Nationals registration form is being worked on with Deb, Charlie and others to streamline the process. Officials being discussed. Dare2Tri offering Paratriathlon. Table Tennis offered.</p> <p>(Gregg) Jr. Nationals is taking on energy. Daunting to take it on remotely. Venues, host hotel, etc. set. American Family Insurance and university students have expressed interest. Working on website / social media plan.</p> <p>(Phil, Denise, Gregg, Clayton) Discussion on USATF involvement in events.</p> <p>(Paul) Explained IWAS and the role of Adaptive Sports USA as the sole US member to the BOD members.</p>	<p>Hold a conference call for new athletes registered for Junior Nationals close to event.</p> <p>Keep Gregg informed of any ideas around revenue generation for Jr. Nationals.</p> <p>Keep each other in the loop on USATF</p>	<p>Gregg and Team</p> <p>All</p> <p>Denise, Clayton, Phil</p>		<p>May/June</p> <p>Continuously but a lot in the works currently</p>
9.	<p>Next meeting: Tuesday, February 9, 2016 7 pm EST</p>				

<i>Additional Meeting Take Away Actions:</i>				