



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



MULTI-SPORT ORGANIZATION



**Date:** March 8, 2016      **Time:** 7-10 pm EST      **Location:** Teleconference 1-877-368-3858 code 8128967432#

**Participants:** Howard Bowdin, Denise Hutchins, Gregg Baumgarten, Sarah Carey, Corey Grant, Susan Rossi, Phil Galli, Debbie Armento, Pam Chiavaroli, Mike Boone

**Absent:** Jerry Clayton, Clayton Frech, Amie Day, Mike Burns, Glen O’Sullivan,

**Minute Keeper:** Denise Hutchins

**Approved date: April 9, 2016**

Person	Purpose (e.g. Inform, Discuss, Share Highlights, Decision, Evaluate, Progress towards initiatives, Items to note)	Action	Who	Needs	Deadlines
	<b>Discussion:</b>				
1.	Howard: presentation on USOC Media Tour regarding Paralympics. He has sent out handouts from the presentations regarding the perception of disability by the general population and the impact of the Paralympics to the Adaptive Sports USA board.				
2.	Susan and Gregg: Review of discussion and office direction guidelines established from Executive Meeting February 29, 2016	1. Media/ Brand 2. Nat’l sponsor  3. Potential relationships 4. Financial	1. Susan / BOD 2. Susan/ BOD/Kate  4. Daily accounts	1. Contacts 2. Susan is point person not sole point of contact, so the office is coordinating but not necessarily the only people contacting sponsors, Board will need to help this area. Kate will assist with development sponsor levels for events 3. USATF, sponsors for events 4. Treasurer and office	

		<p>procedures</p> <p>5. Review of committees structure, STC/RPO interaction</p>	<p>payable-Office Nat'l payments, grants and payroll-Treasurer</p> <p>5. All Committee members and chairs/ national office</p>	<p>staff will have access to web based Quikbooks.</p> <p>5. Conference call with marketing committee and with RPO scheduled with Susan this month</p>	
3	Website development	Initial web developer was released this week and money prepaid is being returned.	Kate will be implementing new web design	Contractual \$3500 to Kate for development. Board will need to review draft site <a href="http://gala.aigacolorado.org">http://gala.aigacolorado.org</a>	1 month
4.	Adaptive Sports USA National Sports Conference and Delegate Assembly	<p>1.sponsorship</p> <p>2.education tracks</p>	Denise, Cindy Housner, Barb Chambers, Jerry Clayton,		
5.	Grants	<p>VA grant</p> <p>2016 shooting series</p>	<p>Susan</p> <p>Susan will forward schedule</p>	<p>New grant :Expand previous grant opportunities, and investigate further ideas</p> <p>VA shooting program this past week National Sports Center for Disabled.</p>	April 20
6.	Grants	Nielsen Grant	Susan	Letter of Intent sent 3 weeks ago for classification , table tennis and track/field	Pending

7.	Back ground checks and Adaptive Sports USA membership		All BOD and Nat'l Team Staff  Susan	Join or Renew  Office to Contact background agency for renewal dates of board members	New members ASAP  Individuals renewal date
8.	Safe Sport Training-Phil proposed:motion that all Adaptive Sports USA BOD and National Team Coaches/ Staff must complete USOC Safe Sport training, and recommend all chapters to have their staff, coaches, volunteers to complete the On-Line course. Denise seconded	Motion passed	Office staff and Marketing committee	Website information for course will be distributed to BOD, team staff and chapters in the next few weeks. <a href="http://safesport.org/what-is-safesport/the-usoc-program">http://safesport.org/what-is-safesport/the-usoc-program</a>  <a href="http://safesport.org/take-the-training">http://safesport.org/take-the-training</a>	May 31,2016 deadline for completion by BOD and Team Staff/coach
9.	Budget: Review of draft budget with discussion on membership income and information collection for capitation fee for athletes at meets to gain information	Tabled	Mike, Jerry C and Clayton F. finance committee and BOD	Review of specifics and financial review of revenue and expenditures including omissions	By next board meeting
10.	Marketing		Marketing Committee	Projects, newsletter	March 31, 2016
11.	Junior Committee	Report sent to BOD		Junior Committee meeting	March 31, 2016
12.	<b>Next meeting:</b>	TBD per survey			
<i>Additional Meeting Take Away Actions:</i>	<i>Motion to adjourn Debbie A, Seconded Phil</i>	<i>Adjourned 8:40pm</i>			