



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



MULTI-SPORT ORGANIZATION



Date: April 19, 2016 **Time:** 7-10 pm EST **Location:** Teleconference
Participants: Gregg Baumgarten, Cory Grant, Mike Burns, Amie Day, Debbie Armento, Howard Brodwin, Pam Chivarolli, Paul DePace, Sarah Carey, Clayton Frech, Jerry Clayton **Executive Director** Susan Rossi
Absent: Denise Hutchins, Glen O’Sullivan, Mike Boone, Phil Galli
Minutes Keeper: Cory/Gregg/Susan **Approved date:** 8/16/16

Person	Purpose (e.g. Inform, Discuss, Share Highlights, Decision, Evaluate, Progress towards initiatives, Items to note)	Action	Who	Need
	Discussion:			
1.	Chairman Report <ul style="list-style-type: none"> • Development Committee <ul style="list-style-type: none"> ○ Gregg receiving some positive responses from outreach but needs more assistance <ul style="list-style-type: none"> ▪ Culvers, American Family, MGIC, etc. ○ Need to focus on revenue generation • Insurance (Howard) <ul style="list-style-type: none"> ○ Griswald & Associates <ul style="list-style-type: none"> ▪ In good shape, but they may be able to help us generate revenue streams ▪ Work with Non-profits • Concerns from Pam <ul style="list-style-type: none"> ○ Meeting Minutes on Website <ul style="list-style-type: none"> ▪ Possibility of intern taking notes? ○ Regional Council Funding <ul style="list-style-type: none"> ▪ Chronology of the regions/membership <ul style="list-style-type: none"> • Membership Committee made up of stakeholders worked 6-8 months to determine recommendation for 	Work on contacts, send to Gregg if needed Howard to follow-up after Memorial Day BOD approved minutes in 2016 online Need to find volunteer to take minutes/provide to BOD Reminder from Gregg that all BOD members’ primary responsibility is to assist in the generation of revenue streams for organization to fund these	All Board Members Howard Kate TBD All BOD Members and Committee	

	<p>membership/chapter fees</p> <ul style="list-style-type: none"> All RPO's, NGB's, STC's, office were given notice to submit budget requests prior to NDA-notice provided both 120 days, 90 days and 60 days prior to NDA 	<p>initiatives and support – obvious need to provide more support and programming opportunities but not without revenue streams</p>	<p>Chairs</p>	
2.	<p>Vice Chair Report</p> <ul style="list-style-type: none"> NDA/National Conference Update (Gregg provided update in Denise' absence) 	<p>Sponsorships for 2016 National Education Conf developing from multiple sources, including vendors, etc. Several education tracks will developed for Las Vegas event. Denise and Barb C discussing date options.</p>	<p>Denise and National Conference Committee</p>	<p>Save the Date</p>
3	<p>ED/Office Report</p> <ul style="list-style-type: none"> Fund Development Office Financial Procedures Website, Database Committees Membership Sanctioning 	<p>Susan sent an email out on 4/5 requesting everyone consider a minimum of 2 individuals or companies in their network to tap into for financial support. All help is needed.</p> <p>Neilsen and VA grants being turned in at the end of the month. Disabled Sport USA and CAF committed to Jr. Nationals. Request out to Gilbane. Jessie will reach out to Top End and Eagle. Anyone have a strong Hanger or Ossur contact?</p> <p>Sponsor templates created for 4 signature events (Jr Nationals, sanctioning, IWAS and conference)</p> <p>The office purchased Quickbooks online and a system between Kate, Susan and Mike Burns is being ironed out. Processes are starting to</p>	<p>All</p>	<p>Think outside the box at network through help through or financial support. Let Gregg and Barb know.</p>

		<p>streamline. Susan goes to the PO Box once per week, bank every two weeks and signs checks. Kate handles all invoices and ADF reimbursements which will be done monthly. Mike to handle all items dealing with the IRS and grant payments and payroll.</p> <p>The new new website is live at https://adaptivesportsusa.org. It is a work in progress. If you notice items that need editing or missing items, please email webmaster@adaptivesportsusa.org.</p> <p>Certain committees are activating: RPO call with reps on 3/21, STC/NGB call with National reps 4/11, marketing call on 3/31 and RPO west call scheduled for 4/20.</p> <p>Individual and chapter memberships continuously coming in.</p> <p>Adaptive Sports USA 2016 Series of Sanctioned Competitions calendar of events is posted online. Each event will be highlighted on Facebook and mentioned in the newsletter.</p>	<p>STC/NGB national reps</p> <p>All BOD members, STC/NGB reps and RPOs</p>	<p>Review sports to ensure all is current and is missing.</p> <p>Forward your adaptive sports emails to your personal email. Contact Kate questions.</p>
<p>4.</p>	<p>Treasurer's Report</p> <ul style="list-style-type: none"> • Submission of 2016 Budget • Motion for Approval of Budget 	<p>Paul DePace motioned to accept the budget for 2015 submitted by Mike Burns with the exception of membership decreasing to \$15,000 and the addition of the Adaptive Sports USA National Conference and NDA of \$7500. Jerry second.</p> <p>Table Tennis (Jennifer) had submitted a budget request of \$3,000 which is not listed.</p>		

