



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



MULTI-SPORT ORGANIZATION



Date: 8/16/16 **Time:** 7-10 pm EST **Location:** Teleconference 1-877-368-3858 code 3571513686#
Participants: Amie Day, Clayton Frech, Cory Grant, Denise Hutchins, Gregg Baumgarten, Howard Brodwin, Jerry Clayton, Mike Burns, Pam Chiavaroli, Sarah Carey, Susan Rossi
Absent: Deb Armento, Glen O'Sullivan, Mike Boone, Paul DePace, Phil Galli
Minute Keeper: Susan Rossi **Approved date:** 9/27/16

Person	Purpose (e.g. Inform, Discuss, Share Highlights, Decision, Evaluate, Progress towards initiatives, Items to note)	Action	Who	Deadlines
	Discussion:			
1.	Roll Call		Gregg	
2.	Approval of 4/19/16 minutes	1 st / 2 nd All in favor	Jerry C / Denise H All	
	Approval of 5/24/16 minutes	1 st / 2 nd All in favor	Jerry C / Amie D All	
3	Chairman Report (Gregg) Junior Nationals recap and budget review: Most bills are closed out from the office. Gregg will be finalizing final invoices and issues with the Marriott. A satisfaction survey will be open August 16-26. It went out to registered athletes, coaches, officials, classifiers and support staff. Thank you letters and plaques currently being developed to distribute to sponsors. The event was up 18% since 2015. Registration numbers: 258 total with 188 athletes and 70 coaches and support staff from 30 states.	Finalize all finances, pay final invoices, settle Marriott discussions	Gregg, Mike, Kate Jessie pull final survey results once closed	September 1 September 15

	<p>Overall a good event. Great venues with the ease of having everything in one spot. Thank you to BOD members Amie D and Clayton for sponsorship requests. We dodged bullets with the weather. Table Tennis was a hit. Thanks Jeannie for going to bat for it. Yearbook was a neat concept. Kudos to Ralph and Deb for manual registration assist.</p> <p>Suggestions for improvement:</p> <ul style="list-style-type: none"> • Issues with the Marriott • Fine tune officials, train officials locally one month prior, a survey out in December and invitations out by April, secure rooms at time of contract • Policy on room reservations • Mentorship program – create a pipeline for new leaders • Help independents feel engaged, included and informed • Registration must be online moving forward <p>Proposed by-law changes and needs for NDA – deadline September 16. Gregg will be a point person for suggested BOD changes.</p>	<p>Work alongside local crew to iron out kinks</p> <p>Have a focus group meeting to discuss the topic of officials, room reservations, mentor program</p> <p>Begin discussing easy ideas to implement for their inclusion</p> <p>Investigate options for streamlined registration. Include this in the discussion of the future of SAMS. Set up a schedule of meetings to keep movement with the verdict discussed at NDA.</p> <p>Inform Gregg of any suggested by-law changes</p> <p>Create wording for bylaw changes in discussion with key individuals and circulate to Jessie for next step needed by September 17 deadline.</p>	<p>Gregg</p> <p>GB, Susan, Kate, Deb, Jessie, Denise, etc.</p> <p>Sarah and Clayton lead</p> <p>Kate lead with input from Phil, Ralph, Charlie, Paul J, Jimmy, Cathy S, Queenie N, etc</p> <p>All</p> <p>Gregg</p>	<p>September 1</p> <p>This fall</p> <p>This fall</p> <p>This fall</p> <p>September 1</p> <p>September 10</p>
--	--	--	--	--

<p>4.</p>	<p>Vice Chair Report (Denise)</p> <p>IWAS recap 2016 IWAS Under 23 World Games was in Prague, Czech Republic June 29-July 3. The following Adaptive Sports USA members will represented the United States in track and field. Athletes Ethan Burkhart, Abby Farrell, Katrina Gerhard, Miguel Jimenez-Vergara, Brian Nelson, and Stella McMillan along with Team Leader Denise Hutchins and coaches Laurie Voss and Richard Voss. The 6 athletes and 3 staff kicked butt and took names with 29 medals. Every athlete received at least 2 medals and had great strides in performance. Friendships were developed. Suggestions for improvement:</p> <ul style="list-style-type: none"> • It was difficult with just 3 staff even for a small team to handle logistics and overlapping situations. • Choose the teams earlier in the year. USA missed out on being in the host hotel. • Next year introduce / highlight the IWAS team at the Junior Nationals Banquet depending on timing. • Key program for sponsor requests. 	<p>Send Sarah (copy Susan) a recap of the event with athlete names, statistics and highlights for newsletter.</p> <p>Send thank you note to staff. If at conference, acknowledge publically.</p>	<p>Denise</p> <p>Susan Susan/Deb</p>	<p>August 22</p> <p>September November 19</p>
<p>5.</p>	<p>Executive Director / Office Report (Susan)</p> <p>Update on the Adaptive Sports USA National Conference and Delegate Assembly</p> <ul style="list-style-type: none"> • Anticipate having conference information and registration online early September. Save the Date out now. • Reviewed draft schedule. No major changes suggested. • Fees: \$0 (Speakers), \$100 (BOD, committee, athletes), \$125 (members), \$175 (General Public) + certs and CEUs • Note Kelly Behlman is moving forward with an additional national conference March 2-March 5 in St. Louis. It is unfortunate that they choose to start registration in September as that will be confusing. If asked, state the two conferences plan to complement each other and offer different content. Both organizations wanted to move forward with a national event. 	<p>If you are a speaker/planning a session, send Susan requested information.</p> <p>Lead the planning and secure an external facilitator for a Board strategic discussion time period</p> <p>Connect on marketing and outreach</p> <p>Connect with hotel</p> <p>Send Susan any ideas on a speaker for Revenue</p>	<p>Denise/Deanne (Classification), Jerry (Injuries), Phil (Field), Gregg (HOF)</p> <p>Clayton</p> <p>Howard, Sarah, Kate, Susan</p> <p>Susan, Kate, Denise</p> <p>Howard and all</p>	<p>August 22</p> <p>Prior Rio have concrete though in mind with facilitator</p> <p>August 25</p> <p>August 25</p> <p>August 22</p>

	<p>Grant updates</p> <ul style="list-style-type: none"> • Department of Veterans Affairs FY15 – Entered into quarter 4, aka final stretch. We've exceeded our deliverables and are now wrapping everything up. • Department of Veterans Affairs FY16 – The VA has asked us to submit a revised budget for \$140,000 and adjusted set of deliverables. Susan submitted this on August 10. This is promising, but nothing is set in stone yet. Hopefully we will hear a verdict within the month. • We have not heard anything regarding our April 21 grant submission to the Neilsen Foundation. The Foundation mentions a late August release date. We should not rely on this funding for any upcoming initiatives. • A Christopher Reeves Foundation grant was submitted on August 15 for Junior Nationals support in 2017. <p>Junior Nationals bids 2017 and beyond</p> <ul style="list-style-type: none"> • We are talking with 20 organizations that have expressed interest in Junior Nationals. The most serious all express interest in 2018 and beyond. Lincoln, NE withdrew six months ago and our discussions with Lakeshore and NCHPAD will not move forward for 2017 due to a multi year campaign they have going on. Susan will call GUMBO, Adaptive Sports Programs of Ohio and Courage Kenny this week who have all expressed interest for 	<p>Development and back up ideas on an athlete to welcome the group with a 30 minute message / testimonial</p> <p>Send Kate all 2017 budget requests and committee year end reports</p> <p>Volunteer onsite as session hosts to introduce speakers, administer CEUs and set up</p> <p>Send Susan and Deb Disney contact when obtained.</p> <p>Reschedule meeting with Atlantic City for August 30 with Deb.</p> <p>Call GUMBO, Adaptive Sports OH and Courage. Explore Denver with local team.</p>	<p>All committee Chairs</p> <p>All</p> <p>Phil</p> <p>Susan</p> <p>Susan</p>	<p>November 1</p> <p>November 17-20</p> <p>August 22</p> <p>This week</p> <p>This week</p>
--	---	--	--	--

	<p>2018. Also a possibility are Denver and Middleton for year 2.</p> <p>Website Please note the website is currently unable to be changed. It is live at www.adaptivesportsusa.org but Kate has not been able to get behind the scenes to make edits. She is working on solutions. Wasusa.org is also now down.</p> <p>Newsletter Next one out when a few more details with Junior Nationals recap and conference are firmed up.</p> <p>Future of SAMs This discussion is essential with Charlie's retirement. Needs to happen now to be ready for the 2017 sanctioned meet season.</p> <p>Current membership 374 individual members and 45 chapters</p>	<p>Inform the BOD of what the issue is and potential solutions.</p> <p>Create a series of meeting dates with a wrap up and verdict at NDA. Utilize work group Phil started to include Phil, Cathy, Queenie, Jimmy, Ralph, Charlie, Paul J, etc.</p>	<p>Kate</p> <p>Kate / Sarah</p> <p>Office</p>	<p>This week</p> <p>August 30</p> <p>Meeting schedule by September 6</p>
6.	<p>Committee / event highlights and needs</p> <p>Event highlight from Junior Nationals...Kudos to Tom Daily, Randy and Pam C, Mark Grant and Tim Baumgarten. Airguns at Jr Nationals was widely popular,.</p>			
7.	<p>Upcoming Events through December</p> <ul style="list-style-type: none"> • Paralympic Games 9/7-18 • Olympic and Paralympic Assembly 9/22-23 • Adaptive Sports USA National Conference and Delegate Assembly 11/17-20 	<p>Have fun for us!</p> <p>Onsite</p> <p>Onsite</p>	<p>Jerry, Clayton, Paul</p> <p>Susan</p> <p>All</p>	

8.	<p>Other Business:</p> <p>Hall of Fame - tightening up nomination process, working on virtual Hall of Fame</p> <p>Pay attention to and promote #WeAreAllSportsFans through Rob Mueller in MPower Sports. Showcase adaptive sports and fans up to and during the Rio Games and beyond.</p>	<p>Continue developments. Gain traction from a few solid individuals on the committee wanting to help.</p> <p>Circulate info</p>	<p>Gregg, Amie assist</p> <p>Howard</p>	
9.	<p>Next meeting:</p> <p>BOD meeting Tuesday, September 27 at 7 pm EST</p> <p>Motion to Adjourn at 8:52 pm EST</p>	<p>1st / 2nd</p> <p>All in favor</p>	<p>Howard B / Amie D</p>	
	<p><i>Additional Meeting Take Away Actions:</i></p>			