



Wheelchair and Ambulatory Sports, USA
Board of Directors Meeting
February 12, 2013

7:15 – 10:15pm EST

Present: Deb Armento, Ralph Armento, Mike Burns, Melinda Chappell, Jerry Clayton, Paul DePace, Jessica Galli, Phil Galli, Darlene Hunter, Denise Hutchins, Paul Johnson, Glen O'Sullivan

Absent: Gregg Baumgarten, Amy Day

1. Call to order by Denise Hutchins, Vice-Chair

2. December 2012 Minutes: Darlene moved to pass the December 2012 minutes. Melinda 2nd. Motion carried.

3. Chair's Report: No report given.

4. International Liaison Report: Paul DePace reported.

- a. **Laura Strange, IWAS:** Laura Strange will officially retire from IWAS at the end of February. Charmaine Hooper will carry the new title as Chief Operating Officer at IWAS following Laura's retirement.
- b. **IWAS Executive Meeting:** The IWAS Board will meet in March in Copenhagen, Denmark.
- c. **Amputee Football (Soccer):** IWAS is looking into the sport of amputee football. There currently is no single international organization governing the sport. IWAS hopes to bring the various organizations supporting the sport around the world together to advance the sport.

5. Vice Chair's Report: Denise Hutchins reported.

- a. **Fundraising:** Denise followed up on the Groupon Non Profit partnership that had been brought up a few months ago. While investigating Groupon, she also discovered other purchasing sites with similar projects. Many of the sites are more oriented to a specific community, however, she has found two, Group and Recoup, who do have national campaigns. Most of the sites including these two, recommend a small goal somewhere between \$300-1000 to ensure the goal is attainable. Denise feels WASUSA could pick out two items from the IWAS Jr budget and pursue applying for both of these sites with separate goals. The two items off of the budget that she feels would bring the most response are: \$700 for swim suits, caps and goggles for the swim team and \$1000 for competition uniforms for the track and field team. This is not a guaranteed project. Both of these sites have application processes. Recoup's site is open for application now. Groupon's application opens March 4. Denise asked how the group feels about these opportunities. Darlene and Phil agree that it's worth a try. Phil motioned that WASUSA put forth an application to both Recoup and Groupon Grassroots. Glenn 2nd. Motion carried. Darlene asked if the 501(C)3 information is up to date. Mike responded that yes all the information is up to date. Ralph said the WASUSA 990 is listed in NJ. Mike has been attempting to officially change WASUSA's name but currently it is listed as Wheelchair Sports, USA. Ralph suggested that it is noted that we are operating as "WASUSA." Mike said the name change was filed with the state of NY but the corporate address at the time was still in Missouri. He isn't sure if the corporate address has officially been changed to NJ.

6. Treasurer's Report: Mike Burns reported.

- a. **IWAS 2013 Junior World Team:** There are 31 athletes and staff not including the athletes being sponsored by USP. Mike commented that \$750 multiplied by 31 exceeds \$20,000, which was the maximum agreed upon amount to be spent by WASUSA from the Anita Lawrence Trust. The Board agreed that the maximum that can be spent is \$20,000. The excess needed will be funded through the fundraising efforts that took place at the end of 2012 for the IWAS trip.
- b. **RSO Funds:** Darlene made a request that funds for inactive RSO's be put into a marketing fund. There was discussion on what to do with the funds in all RSO accounts. As the organization transitions over to the RPO system, these accounts will need to be closed. It was agreed that for now the funds would be left in the accounts for non-active RSO's.



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- c. **2013 Proposed Budget:** Mike reviewed the 2013 proposed budget. Denise would like a copy of this to be sent to the committee chairs so that they can add input. Darlene would like to add a marketing line item. She would like for WASUSA to create an NJDC postcard or other marketing material to be distributed at sanctioned events. Paul J. said it will cost approximately \$250 for 1000, one side color/one side b&w, postcards. **Paul J. motioned to give Darlene a budget of \$500 to order 2000 postcards to be designed and distributed to the meets currently on the WASUSA calendar. Paul D. 2nd. Motion carried.**

7. Office Report: Ralph Armento reported

- a. **Membership – Changes to Database:** Ralph has been modifying the membership database to work within the new RPO system. Ralph has sent the changes to Charlie Sheppard and expects to hear back from him this week. Ralph asked the Board if he should continue using e-membership cards or if we should go back to physical membership cards. Jessie said that she thinks it's most important that the membership database be available online so that members can look up their number online. She suggested if we do send out cards that she'd prefer a keychain card. Darlene and Phil supported the keychain idea. Denise asked that the membership committee review this issue and make a recommendation to the Board. Phil also brought up the idea of multi-year memberships that has been discussed in the past. Mike suggested the membership card be minimal in information so that it can be used for multiple years with an expiration date listed on the card.
- b. **Insurance Issues:** WASUSA was able to save money on insurance in 2012 by tracking the type of events it was insuring and knowing more details about the events.
- c. **ADF Accounts:** Ralph completed the annual statements for all ADF account holders and gave a final report to Mike. He also modified the guidelines for the ADF accounts and updated the information on the WASUSA website.
- d. **New Office Status, Princeton, NJ:** The group that was going to be leaving the office has had a change of heart and is staying in the facility. Ralph has been told by the management of the facility that another office space may become available soon. He is waiting to hear back.
- e. **Sanctioned Meet Report Status for 2013:** Ralph modified the sanctioning packet to account for the fact that some meets do not want to use SAMS. He is requiring that results be submitted in either Excel or CSV format so that he can easily import the data into his computer. Ralph has asked the Board to review the sanctioning packet and get back to him with comments.
- f. **2013 Rulebook Status:** Rulebooks for track and field, swimming and table tennis are up on the website. Ralph is still waiting for the update rulebooks for archery and powerlifting.
- g. **Intern for Summer 2013:** John Harvey who worked with Phil on the strategic plan, suggested an individual to serve as an intern for WASUSA this summer. She will work on marketing and website maintenance. Phil had previously suggested to Ralph that the intern be brought to NJDC to do write-ups and other marketing and promotion items throughout the week. Ralph will officially interview this individual in the near future.
- h. **Background Checks for 2013:** Ralph noted that most Board members are coming up on their one-year background check. Those Board members will need to complete their background check again. Phil said that USA Swimming requires background checks and the fee for the service they use is less expensive than the company WASUSA is using. He also noted that USA Swimming's company does a check every month. Ralph is going to look into this.

8. Committee Reports

- a. **Marketing & Social Media Committee:** Darlene Hunter reported. Darlene said that the updates on the website are happening quickly. Darlene has tracked WASUSA's Facebook usage. She said WASUSA has the potential to reach 700,000 people via the "friends" of our page. She reported that our Twitter page doesn't have as great of an impact at the moment. She's open to ideas. Darlene would like to include photos from WASUSA events on the website and Facebook. Deb said a photo request can be included in the sanctioning packet. Jerry suggested



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using Instagram as another marketing technique. Denise asked if WASUSA Chapters are connected with the WASUSA Facebook page. Darlene said she has gone through and “liked” all of the Chapter pages. Ralph will send out an email to Chapters to let them know about the WASUSA Facebook page and ask that they “like” us.

b. International Games: Barb Chambers submitted report electronically.

- i. The 2013 International Wheelchair & Amputee Sports World Junior Games will be held in August 8– 14, 2013 in beautiful Mayaguez, Puerto Rico. Nearly 800 athletes from all over the world, ages 14 to 23 years old, have indicated preliminary interest in participating in Athletics (Track & Field); Swimming; Archery; and for the first time in Junior competition, the Paratriathlon (swim, bike, and run/wheel).

Thirty-five athletes were chosen to compete on Team USA by the Team Staff in late January. Athletes were required to meet minimum international standards to be eligible and have a minimum of two years of national level experience. Athletes also were required to submit references regarding their independence, dedication, and commitment to performing their very best on the world stage. Since the selection three athletes dropped out due to financial hardships.

The Team USA Staff was chosen in early January by the Selection Committee, which included eight staff, including the Team Leader. The team is short staffed, and Barb always anticipated that they’d need to add staff. To her delight, Debbie Armento has submitted her application as Assistant Team Leader. Due to this change, some staff have to be shuffled into new jobs. **ACTION REQUESTED:** All staff that was to be shuffled were contacted (and happy with the changes) this will be the new 2013 Team USA Staff for BOD verification and approval of Debbie. **Paul D. motioned to accept the recommended staff as sent to the Board by Barb Chambers. Jerry 2nd. Motion carried.**

Debbie Armento	Asst. Team Leader
Ken Bagala	Head Archery
Ben Berg	Asst Track & Field
Mike Burns	Head Field
Barb Chambers	Team Leader
Isabel Cuevas	Head Track
David Driscoll	Medical
Glen O’Sullivan	Head Swimming
Keri Schindler	Head Coach Paratri & Asst. Track & Swim

Originally, the first due date to Puerto Rico was February 15th, but it was pushed back to March. IWAS has yet to finalize the Puerto Rico LOC registration form or the final schedule. Barb had a due date of February 8th for the non-refundable deposit of \$400 and the Code of Conduct. Money is being sent to Ralph and the Code to her. A couple of athletes requested to send in the deposit this week, but most of the team has responded. The estimated LOC costs for the Team USA:

Arrival Aug 6 th	IWAS Fees	9 days Room/Board	Airport Transport	Team Uniform*	Misc	Total
9 nights	\$259	\$1129	\$97	\$300	\$61	\$1846

This does not include air travel to and from Puerto Rico. That could be \$500-700, depending on where the athlete resides, or contribution to coaches. She will have a revised budget out soon (pending additional LOC information).



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There are 6 athletes receiving a \$2000 stipend from US Paralympics that will primarily cover IWAS fees, uniform, transportation, and room and board for the days track will be competed. Barb sent out a fees schedule to these athletes so that they could decide if they wanted to come earlier and what it would cost. Since they didn't need to be there for classification, they could skip the first two days and fly directly to the closest airport instead of San Juan. She has heard from a few athletes that said they'd like to fly and stay with the team. USP will not contribute to the cost for coaches.

Tentative Schedule:

August 6 Arrival in Puerto Rico
August 7 Classification
August 8 Classification and Opening Ceremonies (in the evening)
August 9 Swimming Competition, Training
August 10 Swimming (Morning & Evening Session), Archery Competition (Afternoon)
August 11 Archery (Morning session), Athletics (Evening Session)
August 12 Athletics (Morning & Evening Session)
August 13 Athletics (Morning & Evening Session)
August 14 Paratriathlon & Closing Ceremonies
August 15 All Departure

On the team applications, athletes were given an estimated cost of \$3700. The budget included everything stated above as well as air travel. It also included side trips, sightseeing, and a portion toward staff reimbursement.

Barb said a major cause of athlete drop out is lack of funds. She would like to re-work the budget and cut out the "fluff" (which would be the side trips, fun trips, team dinner), but still include transportation and staff costs. She thinks that she can get it down to at least \$3200. The US Paralympic-sponsored athletes will not be eligible for the \$750 stipend from WASUSA. Staff will be eligible. Barb needs to know when the athletes can apply for the stipend. She will create a form.

Deb noted that in addition to the \$20,000 and the money fundraised in December, there is an additional \$5000 available from the Junior Committee that was earmarked for this event in 2012.

- c. **Strategic Planning Committee:** Phil Galli reported. Phil said progress has not been made in this area. Phil said the current challenge is finding individuals that could support our organization on an advisory board. Jessie asked if John Harvey would be willing to meet with the Board, either in person or via conference call, to discuss the strategic plan and help WASUSA establish goals for the next quad.
- d. **Junior Committee:** Deb Armento reported.
 - i. **2013 NJDC™:** Deb conferenced with NJDC committee members to finalize the event schedule. Deb shared the schedule with the Board. She also conferenced with the Track and Field Chair for NJDC to discuss needs from Minnesota. (Example: equipment, set-up, officials, timing, etc.). Deb has had several conversations with Ben, NJDC LOC to discuss: timing system, schedule and venues, meal plan, banquet costs, team leader manual- update, officials' needs, Facebook design, design of postcards to invite Jr. from WASUSA sanctioned meets, potential clinics, and committee job descriptions. Deb has also been working on creating an online registration for NJDC. She reported that five head coaches from across the country tested the program. She feels confident in what they have created and plans to use it this year. A paper registration is also being created for NJDC. The online system will also be used for the Tri-State Swim Meet and for Adult Nationals. The lead officials in each sport will be sending out applications for officials within the next few weeks for all events. Deb reported that the Mayo Clinic has taken an interest in NJDC. They have expressed an interest in athletes from NJDC visiting their children's ward to visit with patients and employees. Deb said that she asked Ben to design postcards to promote NJDC. Ben agreed to do this. Darlene then clarified an earlier conversation that the Board had when Deb wasn't on the call. Deb confirmed that the LOC has agreed to make the postcards and pay for them. Darlene requested that the proof be sent to Deb and others at WASUSA for approval before the postcards are printed.



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e. **Governance Committee:** Paul Johnson reported. The committee has had one meeting so far and has started making changes to the current constitution and bylaws. They have requested the incorporation paperwork so they can make sure WASUSA is meeting all state requirements as well. Mike Burns and Ralph are working on that. Once the committee can formalize some changes they will distribute for comments. They discussed the need for each individual committee to create a document on the procedures for things like selection processes and business process that can be incorporated into the policies and procedures manual. After the constitution and bylaws are in review they will move on to this.

f. **STCs and NGBs:**

i. **STCs:**

1. **Powerlifting:** Deb Armento reported. Deb hosted a phone conference to review and change Powerlifting rules with the sport committee. The committee has had discussion about omitting the bench press lift from competitions and to only have the powerlifting press. Denise is concerned that there are not enough trained athletes to compete in only Powerlifting. She feels that if athletes begin with Powerlifting, the injury rate may be higher. Paul said he agrees that the bench press is safer but he also recognizes that it isn't a recognized lift outside of WASUSA competitions. Deb said that many athletes at NJDC compete in both lifts. She noted that there aren't any athletes that only do the bench press. Phil voiced that if athletes are properly trained then they should be able to do the powerlift and he said that if athletes are doing two lifts then they are putting effort into both and not necessarily achieving their best results in either lift. Mike agreed with both Denise and Phil and said he thinks WASUSA should try to go to one lift. Deb thinks she could get more support from USP if only the powerlift is offered. Mike asked if the bench press could be offered at the regional meets. It was agreed that the regional and local meets could have both lifts but NJDC would only offer the powerlift. The committee is meeting this week to complete the update of rules. Deb reported she is trying to work with Stella to improve WASUSA's lifting program.
2. **Table Tennis:** Jennifer Johnson submitted report electronically. The 2013 Table Tennis rules have been posted to the WASUSA website.
3. **Archery:** No report given.
4. **Swimming:** Glen O'Sullivan reported. Glen stated that the 2013 Rulebook has been completed. He has written an article for swimmers, coaches and officials dealing with swimmers that have disabilities. It will be published on the WASUSA website under the Swimming page.

ii. **NGB's**

1. **Track and Field:** Phil Galli reported. Phil reported that the 2013 rulebook is up online. The major changes this year affect classification and road racing. The Para Track and Field Officials Test and Course is up on the WEB. All officials who wish to be USA Para certified must be a USATF official in good standing, take the Para Course and Test and get 80% or better on the Para test to pass. Phil reminded everyone that WTFUSA will not implement any IPC T&F changes for this season. Changes will be made post NJDC. There will be major changes in field events. WTFUSA will put on a clinic for athletes and coaches at NJDC to brief them on the upcoming changes. WTFUSA via IWAS and US Paralympics have petitioned the IPC not to change to the new field rules until after the IWAS Junior World Games. An official response has not yet been received. The Great Lakes Regional will host WTFUSA's Adult Nationals again this year and Cindy has procured a Mondo track for the event. WTFUSA will push the new Master classes M40+, M50+, M60+ to increase attendance. Phil wants to point out that anyone hosting a Regional Meet should be aware that all events for athletes 50+ and 60+ will be new records and should be measured with a steel tape. Anyone involved in Road Racing should advise their Race Director's about the new WTFUSA rule, which expands drafting out of class to include race vehicles and escort cyclists.

9. **Regional Point Organizations/Regional Sport Organizations:**



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- a. **Central RPO:** Paul Johnson reported. The Central RPO started using the new Centralrpo@wasusa.org email. They held their first Central RPO Council meeting in January to provide information about RPO to the past and current chapters. Each chapter had a chance to give a briefing on what they do. They also tried to determine if anyone had any needs they could address. The meeting minutes from this and future meetings are available upon request.
- b. **Western RPO:** Jerry Clayton reported. The Western RPO is working on joining the many organizations in the region. They will be hosting a meet in Denver this spring.
- c. **Eastern RPO:** Melinda Chappell reported. This RPO is attempting to identify all of the organizations and teams in their region that are providing sport opportunities.

10. Athlete Advisory: Amie (Stanton) Day has accepted the offer to serve as the Athlete Representative on the Board. **Jerry motioned to approve Gregg's nomination of Amie Day as Athlete Representative. Phil 2nd. Motion carried.**

11. New Business

- a. **Adult Nationals:** Ralph spoke with Cindy Housner recently and she informed him that she is struggling to find sponsors for the event. Deb and Ralph would like WASUSA to consider supporting the event in some way. Jessie voiced a concern with two LOC's making a request to WASUSA for support in the last year after they both bid to host events. Phil agreed with Jessie but also noted that the Great Lakes Regional Games are one of the largest competitions on the WASUSA schedule and it is important that the event be supported. There was discussion surrounding this topic. It was decided that until the WASUSA budget is finalized, there can't be a discussion about financially supporting the event.
- b. **Coaches Education:** Darlene feels that coaching education can be WASUSA's new niche. She has been contacted by schools in Texas in response to an increased interest in participating school athletics by children with a disability. She put together a proposal for the Board to review. There are a few grants that she would like to apply for that could help support this new program. Darlene asked whether STC's and NGB's would be willing to create coaching curriculums. Darlene would like to create a Coaches Education Committee within WASUSA. Darlene nominated Paul J. to head this Committee. Paul asked that everyone give him the names of good coaches in the various sports.

12. Old Business

13. Next Meeting: April 16, 2013 at 7pm EST.