



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



MULTI-SPORT  
ORGANIZATION



**Date:** Feb 21, 2017      **Time:** 7-10 pm EST      **Location:** Teleconference 1-877-368-3858 code 3571513686#  
**Participants:** Amie D, Clayton F, Deb A, Denise H, Gregg B, Paul D, Pam C, Howard B, Mike B, Phil G, Sarah C, Susan R  
**Absent:** Cory G, Glen O, Jerry C  
**Minute Keeper:** Susan R      **Approved date:** 10/3/17

Person	Purpose (e.g. Inform, Discuss, Share Highlights, Decision, Evaluate, Progress towards initiatives, Items to note)	Action	Who	Deadlines
	<b>Discussion:</b>			
Gregg	Call to Order  Review of BOD Meeting Minutes from December 13, 2016	Motion to accept Second All in Favor Opposed	Phil Denise All None	

<p><b>Gregg</b></p>	<p><b>Chairman's Report</b></p> <p>Apologies on going dark for a few months due to health issues. Feeling better now.</p> <p>Discussed tentative Jr Nationals schedule. Same structure as 2016. Potential issue with their field turf. Backup facility is an option. Denise suggested a schedule shift with classification for Sun/Mon/Tues. Susan suggested new athlete / independent athlete orientation for 1 hour during registration.</p> <p>Gregg is approaching the 2016 sponsors and local avenues. Website will launch by March 1. Ralph is working on timeline with registration.</p> <p>Review of By Law Amendment – Article IX Timeline for electronic vote</p> <p>Revenue Generation</p> <ul style="list-style-type: none"> <li>Denise is considering Network for Good</li> <li>Susan mentioned the importance of looking at one individual to manage the process of the Amendment revision and Board redevelopment to ensure it keeps moving. She wants to continue to be transparent that she is not a fundraiser. She's spending several hours a week on fund development and partner relations but stresses the need for several people to commit to creating a fund development plan as well as funds to strengthen the IT platform to accept and solicit donations.</li> <li>Clayton discussed how Angel City is going through the same thing. Start with a bare bones event budget. We have a product to sell. Do we have the right people at the table to sell? We are in a transition period with Adaptive Sports USA – great at building committees, why not have 20 more people that are able to transform us financially. Clayton cannot take on another organization but can give best practices. Need to create a strategic planning committee, support the future committee, etc and not recreate the wheel as we have assets. What are assets and what can be quickly packaged for funding, master PR piece of it for sanctioning,</li> </ul>	<p>Review schedule. Email Gregg with any revisions/suggestions.</p> <p>Email suggestions to the BOD.</p> <p>Review and offer any further suggestions to Denise to move towards electronic voting process with delegates.</p> <p>Review Network for Good services and fees</p> <p>Reach out to Jessie, Cherie and some of the young, professional athletes that grew up in the ranks of</p>	<p>All</p> <p>Denise</p> <p>All</p> <p>Denise and Susan</p> <p>Amie D</p>	<p>This week</p> <p>Today</p> <p>Feb 28</p> <p>March</p> <p>This spring</p>
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	<p>conference, junior nationals</p> <ul style="list-style-type: none"> <li>• Create a database of alumni, build a database and be in communication with them. Identify people to bring in to the mix such as Rory Cooper.</li> </ul>	<p>Adaptive Sports USA. Gather ideas for engagement and collect emails.</p>		
<p><b>Denise</b></p>	<p><b>Vice Chair Report</b></p>			

	<p>Just returned from Australia</p> <p>Fine tuning sanctioning with Ralph Armento</p> <p>Continuing to work with U.S. Paralympics on more training courses for classification. Working on a virtual classification for provisional classification for athletes to get in ballpark (they'd need to still go through national classifications and won't be able to set records until that is done)</p>			
<b>Mike</b>	<p><b>Treasurer's Report</b></p> <p>Budget review</p> <p>Discussion on the need to reformat the budget to be one consolidated budget showing all main program areas and tracked consistently in QB.</p> <p>Discussion on IT proposal for Kate Wright – if moving forward, a contract must have timelines and expectations clearly lined out with a disclaimer funds will not be paid if timelines and expectations are not met and we may conclude the services if pro bono support comes through (Phil to provide language)</p>	<p>Consider options for future budget tracking in QB</p> <p>Remove the RPO and classification expenses as they will be covered under the Neilsen grant. Combine Hall of Fame and website expenses to be categorized as "IT contract."</p> <p>Research \$4400 of grant funding to cover remaining proposal for Kate.</p>	<p>Shelli, Mike B, Susan</p> <p>Mike B</p> <p>Susan</p>	
<b>Susan</b>	<p><b>Executive Director</b></p> <p>Adaptive Sports USA 2017 National Conference and Delegate Assembly</p> <ul style="list-style-type: none"> <li>• Gregg and Susan met with Tiffany and Lane Gram with AzDS and Gus Lazear with Ability360 on February 6 for initial planning. Also visited the Crown Plaza.</li> <li>• Event set for October 25-29 in Phoenix, AZ at the Crown Plaza and Ability360.</li> <li>• Timeline: Mentioned on Facebook, Save the Date out in March, Call for Session Proposals in May</li> <li>• Sponsor requests with Jr Nationals</li> <li>• NEED: planning team, NDA skeleton schedule – BOD meeting in evenings, etc.</li> </ul>	<p>Provide Susan with any session content or general conference ideas. Circulate Call for Proposals when released. Offer suggestions on structuring the NDA and committee meetings throughout the week.</p>	<p>All</p>	<p>Now through May</p>

Marketing (with Sarah)

- E-newsletter – Barb Peacock committed to manage the timeline, submission process and Mailchimp formatting. Last Tuesday of every month distribution.
- Social media presence – Jessie will post a volunteer job announcement
- No acronyms! Please use Adaptive Sports USA to spread the brand.

Human Resources

- Welcome to new office manager, Shelli Fazzini. Shelli will work 20 hours / week at \$15/hour. Roles include customer service, accounting, membership to include ADF accounts and insurance
- National office hours – Monday – Thursday 8:30 am – 1 pm MT, Friday 10 am – Noon MT. Shelli will recognize flextime for major holidays.
- Susan is currently working Mon-Thurs until the summer and then will return to Tues-Thurs. She will be out of the country April 23-29.
- Sanctioning support will come from Ralph Armento for sanctioning applications, results, registration logistics leading up to Jr Nationals. The office will put out a complete calendar in March. Ralph can be reached at [ralph461@msn.com](mailto:ralph461@msn.com).
- Working on divvying out other tasks to Cindy Hunt and others to enhance CFC, volunteer management, etc.

Other

- Membership – 337 individual members and 56 chapter members.
- Partner development – DSUSA call (Kelly's conference, Endeavor series)

**Fund development updates**

VA FY16 calendar of events set and running. FY17 grant announcement released today and due by April 21.

Two Neilsen grants off and running.

Christopher Reeves submitted Feb 14 for Junior Nationals. Announcements at the end of May. Hanger being submitted Feb 24.

Sponsor requests for Jr Nationals are out and conversations are taking place with various national partners/sponsors such as:

- ABC Medical

	<ul style="list-style-type: none"> <li>• Challenged Athletes Foundation</li> <li>• Christopher Reeves Foundation</li> <li>• Comfort Company</li> <li>• Disabled Sports USA</li> <li>• Eagle</li> <li>• Hanger</li> <li>• IntelliWheels</li> <li>• Invacare Top End</li> <li>• National Council on Physical Activity and Disability</li> <li>• Neilsen Foundation</li> <li>• U.S. Paralympics</li> </ul>			
<b>Paul</b>	<p><b>International Update</b></p> <p>Challenges at IWAS international level. Approved fall 2017 event which will not move forward and 2018 Games withdrew due to financial difficulties. A member organization in Russia offered to host 2017 but will not be supported / declined to due to current situations. Investigating Portugal, Sweden, etc.</p> <p>Signing MOU with Para Volleyball.</p> <p>Cherie Blauwet elected to USOC Board of Directors. Boston Athletic Association created a position open for manager of Athletes with Disabilities – great move from the beginning of the movement.</p> <p>IWAS added race running which is popular among CP.</p> <p>Olympic Day on June 23.</p> <p>International Organization Sports for the Disabled - planning annual meeting to talk about joint programs in May</p>			
<b>Phil</b>	<p><b>NGB/STC Update</b></p> <p>Adaptive Track and Field USA Report</p> <ol style="list-style-type: none"> <li>1. New York City / New York State to adopt adaptive sport</li> <li>2. NJIT building data files for SAMS, aiming to adopt Simply Registry across the board for meets needing a registration system</li> <li>3. Rule update – wheelchair relays need various colored helmet cover</li> </ol>	<p>Circulate an elevator speech about the addition of JO's to Jr Nationals. Continue to develop logistics and messaging.</p>	<p>Phil</p>	

	<p>4. USATF and JO still in the works. A fee structure is being thought-out. \$14,000 for operations of Junior Nationals from USATF. Offer a \$25 membership fee and \$25 Jr Nationals fee just for athletics. Must be members of USATF at \$25 and Adaptive Sports USA. Neilsen Foundation scholarship independent of this. Jr Nationals will be a dual meet for athletics.</p>	<p>Motion to approve proposal recommendation for \$25 event fee + ala cart fees + \$25 Adaptive Sports USA membership fee</p> <p>Second In Favor</p> <p>Discuss logistics and messaging further with Gregg and the LOC</p>	<p>Phil</p> <p>Mike All (Pam, Mike, Paul, Phil, Denise, Sarah, Clayton)</p> <p>Phil</p>	<p>This week</p>
<b>Debbie</b>	<p><b>Junior Committee Report</b></p> <p>An application of interest will be sent to officials this week. If interested, now is the time to update certifications.</p> <p>Interest from Colorado, Minnesota and Virginia for Jr National 2018, 2019. Discussions and LOC meetings taking place.</p>			
	<p><b>Other Business</b></p> <p>RPO Updates (Pam C) – Pam started an email chain between Lane/Teresa and Cindy</p> <p>2017 Schedule of BOD meetings – No opposition to Monday or Tuesday evenings spread out a bit more than in 2016.</p> <p>Upcoming events or items to note – None noted</p>			

	<b>Next meeting: TBA</b>	Peak at proposed 2017 schedule of BOD meetings Susan and Denise emailed. Set dates for 2017.	Gregg	
	<b>Adjournment: 8:15 pm MT</b>	Motion to adjourn Second	Denise Pam C	
<i>Additional Meeting Take Away Actions:</i>				