

Adaptive Sports USA  
Board of Director's Meeting  
November 19, 2016

Directors Present: Gregg Baumgarten, Denise Hutchins, Phil Galli, Mike Burns, Pam Chiavaroli, Howard Brodwin, Jerry Clayton

Directors Absent: Cory Grant, Amie Day, Clayton Frech, Glen O'Sullivan, Debbie Armento, Paul DePace, Sarah Carey

Office Staff: Susan Rossi, Kate Wright

Discussion of National Office Position(s):

- Discussion centered around the needs for national office, including separating the national office in Denver with a position focused on membership services, including a position that had a schedule of Monday through Friday to address phone calls, emails.
- Susan felt strongly that the membership services should stay in the Denver area for supervision reasons and could have an "overflow" position for duties that could not be addressed by national office – discussion turned to separating the Denver position to 20 hours
- Gregg indicated that he had discussed a part time position with a former Parks & Recreation Administrator in Arizona who was interested in assisting with customer services issues or other duties to help out the organization
- Gregg shared that he had also approached a retired teacher from Arizona to assist with duties, potentially assisting with the newsletter and other marketing/branding needs and she was very interested in helping but couldn't start until February
- Discussion moved to posting a 20 hour per week position for the office assistant position in the Denver area and offering Cindy Hunt, retired administrator from Mesa, AZ a 5 hour per week position to address "overflow" duties to be identified
- Discussion also was held regarding the fact that this proposal did not address IT needs of the organization – Discussion centered around Kate's proposal presented to the BOD through an email about contracted services that would address multiple IT needs, including databases and website
- Phil G shared that he was unsure how much of the initiative that multiple members in New Jersey were engaged in with a Technical School regarding the development of databases would overlap with Kate's Proposal

- The IT portion of the national office needs was tabled until Phil had an opportunity to discuss with Kate the specifics of her proposal and how the new initiative would impact or otherwise overlap
- Final discussion centered around the Executive Director position – recommendation was that the hours and responsibilities would remain the same, with major emphasis on developing revenue streams, with a 3% increase for 2017 over 2016

#### Adaptive Sports USA Junior Nationals 2017:

- Discussion around the fact that Wisconsin was the only option remaining as a venue for 2017
- Susan indicated that it is critical that the organization get out in front of the curve in terms of securing bids several years out for Jr. Nationals – consensus of everyone was this needed to be the case moving forward
- Phil G shared with group that organization needs to seriously considering securing two year bids moving forward given the efficiencies in management and potential increased revenues that can be realized by returning to a venue for a second consecutive year
- Denise H moved and Pam C seconded the Middleton Wisconsin bid for Junior Nationals for 2017 – Passed on Voice Vote.

#### National Education Conference 2017:

- Susan discussed the fact that it would be good policy to secure a bid quickly for the 2017 NEC & NDA in order to announce quickly
- Gregg shared that he had been working on a potential bid for 2017 to return to the Phoenix Crowne Plaza Hotel (site of original 2014 conference) – he indicated that he had secured the co-sponsorship of Ability 360 and AZ Disabled Sports to assist with the conference with set up, conference rooms and gyms, and other administrative needs- in addition, room blocks were available for first three weekends of November at same rate as 2014 (\$119 per double room), although first weekend was priority.
- Consensus of group that Phoenix Crowne Plaza was an excellent location, convenient to the airport (can reach hotel from airport tram), with good conference space, etc., plus the need to announce 2017 venue was critical.
- Phil G moved that the 2017 National Education Conference & NDA be held at the Phoenix Crowne Plaza Hotel in Arizona at a date TBD – Jerry Clayton seconded – Passed on Voice Vote.

## 2017 Budget

- Mike B indicated that he had crunched numbers for the office positions plus requested budget line items from various regions, committees, etc. He indicated that given these numbers the budget would require about \$155,000 without addressing the IT issues.
- Mike indicated that he would develop a final budget that included all revenue and disbursements, including the national office, committee/region requests and grant outlays.

## Adjournment

- Jerry Clayton moved to adjourn, Denise H seconded.