



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



MULTI-SPORT ORGANIZATION



**Date:** 12/13/2016      **Time:** 7-10 pm EST      **Location:** Teleconference 1-877-368-3858 code 3571513686#  
**Participants:** Cory G, Denise H, Gregg B, Howard B, Jerry C, Pam C, Paul D, Phil G, Mike B, Sarah C  
**Absent:** Amie D, Clayton F, Deb A, Glen O  
**Minute Keeper:** Susan Rossi      **Approved date:** 2/21/17

Person	Purpose (e.g. Inform, Discuss, Share Highlights, Decision, Evaluate, Progress towards initiatives, Items to note)	Action	Who	Deadlines
	<b>Discussion:</b>			
1.	Review of Minutes from November 19, 2016  Previous two minutes of September 27 and August 16 approval to be added to minutes. Moved by Jerry and Denise second.	Motion to Approve  Second  In Favor Sustained	Pam C  Phil G  All Paul D	
2.	<b>International (Paul D)</b>  IWAS World Games 2017 awarded to the host city of Sharjah in the United Arab Emirates. They are a past host that did a great job Athletics, archery, powerlifting, shooting, para taekwondo and wheelchair fencing will host athletes from U20 to Open and Master classes. Cathy Sellers, U.S. Paralympic Track and Field is taking a Team to IPC Jr. Championships in August. If inquiries come in...the organization is not fielding a team in 2017. We will look to field a team in 2018 and have more information at that time as well as support Coach Sellers in her endeavor.			

	<p>IWAS Assembly occurred to elect positions for the next four years. Paul will not be running for that office. Phil Galli has been encouraged to run for a Board seat.</p> <p>April 2018 - U23 close to being finalized with Montreal. It'd be good for us to have a strong presence close to home.</p> <p>World Amputee Football Federation</p> <p>Action taken against Russia due to doping issues before Rio. Since the suspension, the IPC has presented Russia with a roadmap to get back into the Games. A Task Force has been set up to guide that work. IPC webpage has it listed with Andy Parkinson the Chair of the Task Force.</p>	<p>Begin discussing our delegation for 2018 and editing any policies, budgets, applications needed. Create a timeline to announce and promote.</p>	<p>Tomie, Deb, Jessie, Denise, Susan, 1 Jr. parent</p>	<p>April</p>
<p>3.</p>	<p>Chairman's Report (Gregg)</p> <p><b>The office positions are evolving:</b></p> <p>Office Manager – Twenty hours / week, covering Monday thru Friday. Customer service, accounts payable/receivable, membership, insurance, and athlete development fund.</p> <p>Offer Assistant - (Volunteer) Cindy Hunt – Assist 5-7 hours / week with specific projects to enhance CFC, AmazonSmile, Volunteer management and assist with secretarial duties of the Board</p> <p>(Volunteer) Barb Peacock – Assist with the e-newsletter and various marketing projects</p>	<p>Motion to approve the Office Manager posting of a 20 hour position up to the current payrate of \$16 / hour and the job description shall require approval of the BOD via email. (Range of \$12-16 / hour with tentative start date will be posted). Kate can offer training.</p> <p>Second</p> <p>Circulate the job announcement out to BOD. Approve the job announcement or give feedback.</p>	<p>Jerry</p> <p>Pam C</p> <p>Susan R All</p>	<p>12/15/16 12/16/16</p>

	<p>IT Infrastructure- (Funding TBD) Kate to submit a proposal to Susan and Phil. Phil to vet.</p> <p>Sanctioning support - (Jr Nationals budget) Sanctioning, results, registration logistics leading up to Jr Nationals</p> <p>Executive Director -</p> <p>Gregg recognized Kate and Susan for the conference, especially with branding and marketing. Positive comments as well as Susan's contribution with funding. BOD members present indicated approving a 3% increase for Susan. Contract to remain the same in all other areas.</p> <p><b>Review of By Law Amendment – Article IX</b></p> <p>Specific to BOD. – Intent to open up BOD to Members-At-Large position with the exception of Athlete Alumni position. Ensure programmatic voices on board or through an advisory committee.</p> <p><b>Junior Nationals on July 15-22</b></p> <p>The contract is signed for 2017. We have a \$8k credit, \$109 / night hotel rate with meal plan. Reaching out to sponsors.</p> <p>Deb, Susan, Gregg, Denise, Jessie have a call on 12/19 to discuss the Jr Nationals bid process. Two year cycle suggestion, targeted vs. competitive bid process.</p> <p><b>2017 Adaptive Sports USA National Conference and Delegate Assembly</b></p> <p>November 1-5 in Phoenix, AZ at the Crown Plaza. Ability360 and Arizona Disabled Sports to partner. Facility location Ability360 near airport and airport tram.</p>	<p>Look the adjustments over again. Review the language.</p> <p>Start the discussion via email on option 1 and 2. Goal to put out to vote in March.</p> <p>Gregg and Susan need help teeing up potential sponsorship. All hands on deck.</p> <p>Start setting up a Team and the structure.</p>	<p>All</p> <p>Gregg</p> <p>All – Suggest any leads to Susan and GB</p> <p>Denise, Gregg, Susan, Tiffany, Gus (+ team to be determined)</p>	<p>Now</p> <p>Now / March</p> <p>Now</p> <p>February</p>
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<p>4.</p>	<p>Vice Chair Report (Denise)</p> <p>Looking at examples of bylaws with different nonprofit organizations.</p> <p>Working with the Jr. Committee on several items.</p>			
<p>5.</p>	<p>Treasurer's Report (Mike)</p> <p>Need to decide how much assistance we want to give to each RPO – the Neilsen Pass Through funds can satisfy this. Must things are fixed. Need to decide what is needed.</p>	<p>Conference call to go line item by line item and prioritize.</p>	<p>Gregg, Susan, Mike Burns</p>	<p>December 20 out with goal of a vote electronically between the Holidays.</p>
<p>6.</p>	<p>Executive Director (Susan)</p> <p><b>Grant updates</b></p> <p>FY15 VA Grant Final Report submitted November 29. A few statistical highlights: 127 unique disabled vets engaged in the sport of shooting (air pistol/rifle) and 59 professionals we exposed to adaptations and training in program development. Two hundred hours of direct contact with disabled Veterans and/or disabled members of the Armed Forces occurred thru 66 unique workshop, program and competition opportunities.</p> <p>FY16 VA Grant Quarter 1 ending on 12/31/16. Off to a good start with 5 new partner locations. Large deliverable of hosting the NRA Level 1 Instructor Training Course complete. The VA is going through some changes in the payment management system and funds have not been able to be drawn down yet.</p> <p>Two Neilsen grants off and running. Paralympian Rachael Morrison is managing the grants and will be moving through a learning curve. The Neilsen Foundation discouraged Adaptive Sports USA from applying for the next grant period to not appear "greedy."</p>	<p>Continue to work with Mike Welch with the VA on updates on the release of funds.</p>	<p>Mike Burns</p>	<p>December 31</p>

	<p>Christopher Reeves submitted August 15 for Junior Nationals. No verdict received. Announcements at the end of December</p> <p><b>Conference recap</b></p> <p>One hundred and five professionals registered for the national training, education and networking opportunity, 60 of whom were new to Adaptive Sports USA. These professionals came from various organizations to include Rehabilitation Hospitals, VA Medical Centers, Veteran Service Organizations and a Warrior Transition Battalian, National Governing Bodies, Universities, the National Highschool Federation, and various national and local disability sport organizations to include Adaptive Sports USA chapters. Attendees serve various roles in their profession to include coaches, adaptive sport program administrators and directors, occupational, physical and recreational therapists and students. Thirty-six percent of the registrants have been involved in adaptive sports for 0-3 years, 19% have been involved for 4-10 years and 45% for 11 or more years.</p> <p>Sponsors will be sent a thank you next week to include the Department of Veterans Affairs, Craig H. Neilsen Foundation, Disabled Sports USA, Invacare and our local partner.</p>			
7.	<p><b>NGB/STC Update (Phil)</b></p> <p>Working on a partnership with USATF. Thom C from S. CA. Para committee can hold its own event. \$14k support to Jr. Nationals and other funding for operational costs within USATF. Working on a MOU with a 4 year deal and opt out clause. Past several hurdles.</p> <p>Wheelchair T&amp;F USA now Adaptive Track and</p>			

	<p>Field USA. Wrote the new adaptive rules online this week. Large increase in Para certified officials in past quad. Visit <a href="http://www.atfusa.org">www.atfusa.org</a>.</p> <p><b>IT Development</b></p> <p>SAMS this year then move to cloud based. NJIT a few people to support. Meeting 11/15 with UCO to discuss their use with FuzeSports and options through Simply Register (UCO, Jimmy, Phil, Paul J, SR, Kate).</p>			
8.	<p><b>RPO Updates (Pam C)</b></p> <p>Group meeting at the NDA. All regions made new contacts. Really nice to meet people face to face. Cindy Housner is taking the role of the central RPO for the time being.</p>			
9.	<p><b>Other Business:</b></p> <p>Sarah spoke with Queenie Nichols to discuss the navigation process of swimming.</p> <p>Thanks to Howard, a conference call will be set up with a potential new business broker.</p> <p><b>Next meeting:</b> 2017 dates TBD. Happy Holidays!</p>	Motion to adjourn	Phil G	
<i>Additional Meeting Take Away Actions:</i>				