



Meeting Minutes: WASUSA BOD Meeting



MULTI-SPORT
ORGANIZATION



Date: 8/19/15

Time: 5:00-8:00pm

Location: Phone

Participants: Gregg Baumgarten, Melinda Chappell, Jerry Clayton, Clayton Frech, Cory Grant, Sarah Carey, Sue Rossi, Cara Carr

Absent: Deb Armento, Phil Galli, Denise Hutchins, Amie Day, Mike Boone, Paul DePace, Mike Burns, Glen O'Sullivan

Minute Keeper: Cara

Person	Purpose (e.g. Inform, Discuss, Share Highlights, Decision, Evaluate, Progress towards initiatives, Items to note)	Action	Who	Needs	Deadlines
	Discussion:				
1. Gregg	NEXT BOD MEETING SEPT 9 Start: 5:00pm(West Coast) 8:00pm (East Coast)	Vote no June's Meeting Minutes at Sept 9 th BOD meeting as only 6 representatives were in attendance (must have majority available)	All BOD		
2. Sue Rossi	Neilson Grant: Jessie Galli – heading up this grant NJDC Neilson Grant scholarships were given		Athletes with SCI's received registration scholarships at NJDC		Grant period ends Dec 31 st , 2015

<p>3 Sue Cont..</p>	<p>Development of Educational Material regarding Meet Management is part of this grant</p> <p>Grant \$ left available for public service announcements/video outreach/marketing options. Some footage was done at NJDC</p> <p>Idea: TEAM USA – athletes that started with NJDC and other WASUSA meets to now speak about where they are today because of WASUSA</p> <p>Difficult to create/complete outreach videos until the name change and brand discussion has been solidified</p> <p>Sent Trish Oba (Neilson Grant) a request to meet about a proposal for next year. Neilson grant is also asking for feedback about the grant process for the adaptive sports side of things as the grant opportunity is relatively new</p>	<p>Hopes to turn into a webinar</p> <p>Suggestions welcome to Jessie</p> <p>Interview athletes/video</p> <p>Continue to move forward on ideas to insert brand at the end due to funding deadlines</p>	<p>Jessie</p> <p>All BOD</p> <p>Susan pitch to Jerry's idea to Jessie to reach out to alumni</p> <p>Sue & Jessie</p>	<p>Outreach ideas</p> <p>Video used for marketing</p>	<p>Now – for Dec 31st completion</p> <p>Hope to have for NDA/Conference</p>
<p>4.Jerry</p>	<p>IPC Co-Sponsoring a Coaching Conference in CO Springs – good resource for WASUSA coaches and athletes. Hope to grow quality coaches within the next couple years. Mainly for T&F (Athletics)</p>	<p>Spread the word Website, Facebook, email etc...</p>	<p>All, Cara to post on Facebook, website, and sending out to chapters.</p>		<p>Actual event: December 12 & 13th</p>
<p>5.Sue</p>	<p>VA Grant Update Proposal was submitted in May for a national shooting program (air pistol, air rifle) working with current and future chapters across the US.</p> <p>Designed as a train the trainer program, along with leaving equipment and funding for facilities and coaches with them to continue with programming. Leave the organization/group for 8 weeks to work on skills – then head back and</p>				

	<p>host a competition</p> <p>WASUSA was asked by VA to resubmit the original proposal from \$500,000 to \$250,000</p> <p>The new proposal now for \$250,000 was resubmitted and went back to the committee to vote on.</p> <p>USA Shooting to sponsor a coaching level 1 Certification program in Colorado Springs, CO</p> <p>Gregg: Kudos to Sue Rossi for putting all VA Grant requests together!</p>	<p>Sue created new proposal & resubmitted Sue will keep all posted</p> <p>USA shooting paid for room & board, flights & certification for 7 WASUSA representatives!</p>	<p>Sue</p> <p>7 WASUSA to attend this program</p>		<p>Week of Aug 23rd</p>
6.Sue Cont.	<p>As the web redesign takes place, we need to refresh the sponsor page on website to get consistent sponsor levels and recognition going</p>	<p>Offer any suggestions to Sue</p>	<p>All</p>		<p>September 30th</p>
Gregg	<p>Need to pull together a Development Committee Spoke with Jerry C regarding this.</p> <p>Has a couple sponsorship proposals but needs to wait on name change along with the new website</p> <p>Cory Grant's dad (Mark) working on a potential family friend sponsor</p> <p>NEED REVENUE STREAM FOR WASUSA</p>	<p>Who wants to be on this Committee?</p> <p>Think of potential donors. Circulate ideas to Susan and Gregg</p>	<p>All</p> <p>All</p> <p>Any BOD interested</p>	<p>Committee Members</p>	<p>ASAP</p> <p>Always</p> <p>ASAP</p>

Cory	<p>The marketing Committee would potentially like to announce the new brand (name, logo, website) at the NDA. Last year we added the ability to vote remotely via an e-vote into the bylaws. The process, if needed, was discussed during a bylaws and nominations meeting early this month. Discussed more with marketing below</p> <p>Paul Johnson proposed a bylaw change to be discussed further.</p> <p>Sue: Thanks to Cory for all of his help on contract templates.</p>	Fine tune the 2014 voting grid to firm up delegates in case an e-vote were to occur	Susan/Jessie		
Sue	<p>IT Info: Microsoft 365 is set up ALL BOD/Committee Members have office 365 accounts</p> <p>- Will be training on it, but will be waiting for the launch of the new website so it can “speak well” together. WE currently have SharePoint – a secure committee/BOD internet option to post and see documents (similar to drop box)</p> <p>July website agreement was signed</p>	<p>Training on Office 365 once website is launched</p> <p>Andy started work on Phase 1 website</p>	ALL BOD & Committee Members		<p>Fall</p> <p>Hoping for web launch at Conferenc in Nov</p>
	Color scheme is currently being explored	Andy presented 3 design documents	Various members from the marketing and IT committee providing input		August 21st
Cara	<p>Pro Bono database membership management system coming along. Transferring of data form old system (Filemaker) to new has been a bit of a challenge, but will get there as we want to work out all “kinks” now versus when we start inputting all new data etc...</p> <p>Was able to view the database “remotely” yesterday. All will be known as “contacts” and then categorized from there (ex: athlete, coach,</p>	<p>Andy working hard on this</p> <p>Will need to update old data in new system to meet current WASUSA standards</p> <p>Will meet with Andy for more of an update</p> <p>An alert that there is</p>	<p>Cara & Andy</p> <p>Cara</p>		<p>Over the next few weeks</p> <p>Within 1 week</p>

	<p>BOD, etc...)</p> <p>When website phase 1 portion is complete new members will be able to sign up as a "new contact" (just using as an example) from our webpage, and their information will automatically drop into the database management system</p> <p>Thanks Andy for the pro bono membership piece as well as working hard on Phase 1 of the website.</p>	<p>a "new contact" will appear so we know this person has sign up and we can welcome them etc...</p>	<p>Cara</p>		<p>Hoping all done for NDA</p>
<p>Sarah</p>	<p>Marketing:</p> <p>Name Change: In addition to the marketing committee discussions and the past survey. Sarah conducted informal discussions with parents and professionals at NJDC about the name Adaptive vs Adapted Sports, USA. Many stated they like ParaSports, USA, which we previously eliminated to avoid intellectual property rights of the IPC. Of Adapted vs Adaptive 97% of the individuals she spoke with said adaptive.</p> <p>Current SNAG: The domain name for adaptivesportsusa.org and adaptivesports.org is currently taken by a man who does not have an organization, he just owns it. He said for the right price he'll sell it to us.</p> <p>We do not have to start from scratch with the name change as many stepping stones have occurred - just at a stalling point until name/domain name is determined. Need to do this right. Can look at different URL's, name changed around a bit</p> <p>Sarah drafted a short blurb to membership letting them know about the name change discussion and has a list of steps taken thus far. Revisit all of this once the name is decided</p>	<p>Have a phone call out to this guy asking how much, and inform the BOD</p> <p>Keep moving forward on website & database. Sarah gather feedback and adjust plan as needed with the marketing committee and BOD</p> <p>Sarah will email it to everyone in case feedback</p>	<p>Sarah & Andy</p> <p>Sarah, BOD, Marketing Committee</p> <p>BOD, Marketing Committee</p>		<p>Within 1 week</p> <p>Suggested for September 9th BOD Meeting</p> <p>Currently</p>

<p>Sue</p>	<p>Tap Root: Branding company working pro bono has concluded their 8 weeks of allotted time with WASUSA. The brand professional has agreed to reconnect with us briefly in September if the name is agreed upon to finish up the logo. Taproot+ provided us with guidance in offering an external prospective to tighten up messaging to include our mission and vision statements, and elevator speech and positioning statement as well as designing a logo. Many statements overlap (intended to). They can be used for different purposes to talk consistent language when promoting the organization. This complimented the work we did during the Vision Facilitation activity lead by Craig Hospital late April.</p> <p>Gregg stated Mission can be voted on (if desired) by the BOD, not a by-law change</p>	<p>Suggested tweaking WASUSA messaging– email with suggestion revisions and logo options will be sent</p> <p>Make things/our messaging consistent</p> <p>Discuss messaging on September 9th</p>	<p>Sue to send, BOD review</p> <p>All</p>	<p>How we represent ourselves (WASUSA) needs to be the same</p> <p>All</p>	<p>Review by September 9th BOD meeting</p>
<p>Cara</p>	<p>Membership: There has been feedback by our members/RPO's/families/others to simplify our current membership process. The membership committee has provided some great feedback/ideas (via email) and will be meeting to discuss a way to meet the needs of our members</p>	<p>Committee will meet on this current issue and will discuss potential solutions in order to simplify the process.</p>	<p>Membership Committee</p>	<p>Simplify the membership process</p>	<p>Meet September 3rd Hope to have suggestions for Sep 9th BOD meeting</p>
<p>Sue</p>	<p>Would like to make RPO's & STC a tighter connection</p> <p>Training & Education: National Adaptive Sports Conference & NDA DASA & NACPAD partners CEU's are an option</p> <p>Look at conference/NDA schedule and information packet</p>	<p>Get to know each other a bit more</p> <p>Register today and help promote the event through Facebook, email out to groups, etc. Susan has an outreach list if you want to cross check if someone has been informed</p>	<p>RPO's & STC's</p> <p>BOD, delegates, healthcare professionals etc...</p> <p>ALL</p>	<p>Build tighter network & referral system</p> <p>Promote it – put on Facebook, email out to groups</p>	<p>Fall</p> <p>Now-November</p>

	<p>DSUSA & Hanger Prosthetics sponsor of conference!</p> <p>Saturday is the “general session” for WASUSA where all attend to hear about WASUSA happenings!!</p> <p>Athletics for All Task Force in Washington DC DSUSA Spearheading it, but they want help!</p> <p>Athletics For All is a great resource for High School Coaches!</p> <p>WASUSA was Represented at: Veteran Wheelchair Games National Youth Sports Counsel – Day on Capital Hill ADA Celebration – Gregg attended</p> <p>(Upcoming) Annual Olympic & Paralympic Assembly – Sue</p> <p>NEEDS: Anyone know anyone skilled who could help with designing professional collateral and outreach material in the fall as we will have the need when the brand comes together? A small amount of funding is available through Neilsen.</p>	<p>Promote organization get new members interested etc...</p> <p>Get donors to sponsor this program, report key information to them etc...</p> <p>If you know someone let Sue know</p>	<p>ALL</p> <p>Gregg representing WASUSA</p>	<p>All help they can get</p>	<p>Discuss more at Sep 9th BOD meeting</p> <p>Early Oct</p>
<i>Additional Meeting Take Away Actions:</i>					