



Meeting Minutes: WASUSA BOD Meeting



MULTI-SPORT
ORGANIZATION



Date: 9/9/15

Time: 5:00-8:00pm
7:00-10:30 pm EST

Location: Phone

Participants: Gregg Baumgarten, Jerry Clayton, Phil Gali, Clayton Frech, Melinda Chappell, Amie Day, Deb Armento, Denise Hutchins, Mike Boone, Sue Rossi, Cara Carr

Absent: Cory Grant, Glenn O'Sullivan, Mike Burns, Paul DePace, Sarah Carey,

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	<p>Review of Minutes for June & August</p> <p>Approval of Minutes: June 2015 Deb Armento moves to approve Jerry 2nds motion All in favor - Minutes Approved</p> <p>August 2015 Jerry moves to approve Phil Gali 2nds motion All in favor – Minutes Accepted</p> <p>Chairman Report: Hall of Fame Alumni: Virtual Hall of Fame display currently being created</p>	<p>Minutes Approved June & Aug 2015</p> <p>Put on new website – listing all individuals in HOF with description & pictures</p>	Gregg	Range: 1980's – 2000's	

	Need original WASUSA Logo	Scan and send to Sue	Jerry or Paul DePace?		End of September
	<p>Budget Request : Please submit budget requests</p> <p>Note: RPO's probably still just get a round number due to budget challenges.</p> <p>Deb asked if Mike can send past budgets</p> <p>By law changes: If want to present at NDA, submissions need to be in to By-Law committee for review to be voted on at NDA</p>	<p>Get requests to Sue to have finalized budget for NDA</p> <p>Send example of past budget requests</p> <p>Get submissions to Sue to send to by-laws and nominations committee</p>	<p>RPO's, STC's, Committee Chairs</p> <p>Mike Burns</p> <p>BOD, Cara for membership</p>		<p>September 30</p> <p>Currently</p> <p>Currently</p>
3 Sue	<p>Executive Director Report: VA Grant Update: Resubmitted grant proposal in August after the VA requested the submission be scaled back. Working alongside 7 local partners to offer a train the trainer workshop, 6 week program for skills development, then competition</p> <p>Looks promising – but still waiting on word</p> <p>USA Shooting provided level 1 training in CO Springs - Good Collaboration</p> <p>Gregg: WASUSA is becoming looked at as a “go to” organization for disabled shooting program for grassroots development Made some great connections</p> <p>Nominations for BOD: Jessie, Paul, Cory heading up nominations for by-laws but no chair currently– think outside box for people with skill sets for development, marketing,</p>	<p>Scale back to \$250,000 and resubmitted</p> <p>Announcement of grant</p> <p>Level 1 Coach Certification sponsored by USA Shooting</p> <p>Think of possible nominees with skill sets needed (development, marketing, human resources). Send</p>	<p>Sue revised and resubmitted grant</p> <p>Department of Veterans Affairs</p> <p>7 WASUSA representative attended</p> <p>All BOD</p>		<p>August 2015</p> <p>Tuesday, Septemb 15</p> <p>August 22-29</p> <p>Currently</p>

	<p>All candidates planning to run again,</p> <p>Jerry: Would it make sense for existing BOD members to automatically rerun for logistic purposes or do we need to make them resubmit? Can they decline, or choose to automatically be added to ballot for another cycle?</p> <p>Terms that are up in 2015 include Melinda Chappell, Deb Armento, Mike Burns and Glen O'Sullivan</p> <p>WASUSA put out a blurb to the general public letting people know WASUSA has BOD openings available Last Year: Jessie Galli did this Via e.blast so Bio's were ready for NDA</p> <p>BOD Terms:</p> <p>Correct RPO Language so it's easier to understand 1 vote per Chapter Member</p> <p>RPO Counsel will elect chairperson to elect 3 representatives to serve on BOD</p>	<p>ideas to Sue to circulate to nominations committee.</p> <p>History/Bio's in before NDA</p> <p>Confirm who's terms are up, how many years they have been serving and if they are eligible and want to run again</p> <p>BOD blurb to be sent out with vacancies and call for nominations and bios</p> <p>Term limits can not exceed 8 consecutive years with the max of 2 terms</p>	<p>Melinda Chappell, Deb Armento, Mike Burns, Glen O'Sullivan</p> <p>Gregg</p> <p>Nominations and bylaws committee</p>		<p>By end of October</p> <p>October</p>
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	<p>Office take nominations now – get info from Chapters</p> <p>Pam Chiveroli – interested in Eastern RPO (taking over for Melinda)</p> <p>Do RPO's have to be BOD members? Need to look at all of this (By-Laws) and correct the language</p> <p>Sue representing WASUSA in CO Springs Paralympic & Olympic Assembly</p>	<p>RPO's get Office nominations</p> <p>Chat with Sue & Cara about getting info for the region</p> <p>Look at the BOD make-up</p> <p>Let Sue know who to connect with if there is anyone.</p>	<p>Melinda</p> <p>By-Laws Committee</p> <p>All BOD</p>		<p>Currently</p> <p>Prior to NDA</p> <p>Currently</p> <p>September 24 & 25</p>
4. Gregg	<p>Skip current Financial Mike Burns not on call</p> <p>Gregg: Submit budget 2016</p>	<p>Email current financial overview to BOD and office</p> <p>Submit 2016 budget projections to Susan</p>	<p>Mike Burns</p> <p>BOD and Committee Chairs</p>		<p>Currently</p> <p>By September 30</p>
5. Deb	<p>IWAS Financial: Almost done</p> <p>Deb is asking for final budget details</p> <p>If there's any IWAS money left then it should be put towards helping future athlete needs and scholarships – seeing it's hard to return donated money. Any surplus will be handled and to be voted on at BOD meeting</p> <p>Jerry: Keep money for NJDC or IWAS?</p>	<p>How much money went out to IWAS</p> <p>Need official IWAS report</p>	<p>Mike Burns and Tomie</p> <p>Mike Burns and Tomie</p>		<p>Currently</p> <p>Currently</p>
6. Gregg	<p>Development of sponsorship for 2016</p> <p>Unofficially connecting with people he knows, or people he was introduced to</p>	<p>Creating connections and ideas for a better business model and BOD structure</p>	<p>Gregg</p>		<p>Currently</p>

	<p>WASUSA Development:</p> <p>Once branding/marketing etc is establish we can then move forward</p> <p>Need to assist in helping to raise funds etc...</p> <p>We are doing good things and we need to keep it moving forward</p> <p>Goal for NDA</p> <p>Develop regional & national sponsorship</p> <p>Will have to start cutting things, programing, office operations, or dip into reserve funds etc...</p> <p>NJDC as an event is established but Business side of WASUSA/Events is NOT</p> <p>Recommendations for NJDC 2016 and beyond: NJDC run under 501c3 of WASUSA and not a LOC</p> <p>Dedicated Bank account established for NJDC only (Sponsorship money early in year – used to fund event through the event date - empty it)</p> <p>WASUSA BOD – each commit to finding 1 10,000.00 sponsor or 2 \$5,000.00 ones</p> <p>That would bring to the table \$150,000.00 to provide towards the event</p> <p>Contractually obligate the LOC a match of \$150,000.00 from WASUSA – we would have 300,000.00 on top of registration fees etc...</p>	<p>Branding & marketing needs to be set</p> <p>Raise funds</p> <p>Requires help</p> <p>Strategic funding plan for future</p> <p>Needs action</p> <p>Gregg will write this up and send out to all BOD via email</p> <p>Would In-Kind donations count (ex: 10 hotel rooms for the week of the event)? Make sure this is written up the correct way if it's accepted.</p>	<p>ALL BOD with Marketing Committee lead</p> <p>ALL BOD</p> <p>Gregg/WASUSA</p> <p>ALL BOD</p> <p>Gregg</p>		<p>Now-Future</p> <p>Fall 2015</p>
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	<p>Upon completion of the games, all debts are paid, remaining funds will be withdrawn and divided on a 50/50 based between WASUSA & LOC. LOC would have to use their funds for adaptive sports specific within their area. LOC would be contractually obligated to be a Chapter member for at least 5 years post NJDC</p> <p>These guidelines would bring NJDC back under the Umbrella of WASUSA</p> <p>Setting up a separate dedicated checking account for NJDC would be fine.</p> <p>Create an amazing sponsorship package that LOC's will be wanting to do</p> <p>Deb Armento: Works much nicer when using WASUSA checking account etc...</p> <p>Nice having a LOC who have full-time staff dedicated to the event – not people who have full-time jobs and do it on the side...</p> <p>Gregg: Deb thank you and the Junior committee to all of your hard work with NJDC on top of your full-time jobs...</p> <p>Deb: Junior Committee – all are needed and all have an important part in it – knowledge/expertise is great and needed for NJDC to run smoothly</p> <p>NJDC Goal: Provide more opportunities to more athletes/coaches nationwide</p>	<p>LOC work out of our account</p> <p>Sue will be the initial contact for the bid process once new templates are developed. Revised RFP, bid application and contract being finalized.</p>	<p>Mike Burns</p>		
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<p>Deb & Denise</p>	<p>Deb: NJDC NC bid, they are having trouble finding a pool that fits within the week of NJDC</p> <p>Gregg presenting a bid from Madison WI</p> <p>Deb will connect with Madison and if get ok'd will do a site visit prior to NDA</p> <p>Kelly Behlmann (DASA) interested</p> <p>Denise, Jessie, Deb are working with potential bid cities keeping Susan in the loop</p> <p>LA GUMBO Pam Carey are interested NJDC</p> <p>Deb: Had phone conference with Nebraska regarding questions & concerns, they have an amazing shooting area (indoor air guns), it's brand new. Talked about possible shooting event in 2017 for NJDC.</p> <p>What's the number of hotel rooms needed? Budget for the NJDC? Staff Needed?</p> <p>Phil Gali: NJDC number to provide people for an average budget.</p> <p>Deb: Thanks Phil & LOC in NJ</p> <p>Denise: Working adjunct with Deb and Jessie</p> <p>Meeting tomorrow – get details ironed out</p>	<p>Bid will be sent to Jr. Committee for review within 24 hr</p> <p>A bid packet was sent</p> <p>Letter for final bids sent</p> <p>Waiting for updated bid package</p> <p>Note: Randy Chiavaroli motivated to take the rein of a Junior air guns program: 16-22 age group for shooting</p> <p>Questions always asked for NJDC</p> <p>\$300,000.00 rough estimate to give for NJDC</p>	<p>Deb</p> <p>Deb</p> <p>Jessie</p> <p>Pam Carey / Deb Sue</p> <p>Randy Chiavaroli</p> <p>Junior committee to start a FAQ list to post on web or RFP</p>		<p>Due by September 30th</p> <p>NJDC 2018</p> <p>Possible Event 201 to include shooting</p>
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	<p>Need something to hand out regarding what's needed. Needs to look like a real bid contract</p> <p>Make sure contract has what LOC needs</p> <p>Will help with the Marketing/Business side of things</p> <p>Deanne Fay Request: PT/Instructor involved in research & HS Development Athletics for All Program – wants to get more info (do research)</p> <p>Permission from BOD to send out survey (email) and do personal interviews at NJDC next year to get info across the board from athletes & parents</p> <ul style="list-style-type: none"> - Help with Athletics For All by doing research on what has or hasn't been working - would add credibility - There is NO FEE to WASUSA by doing this <p>Gregg: Moves for all in favor Jerry moves if all legal issues are resolved and appropriate permission is done by her institution Denise 2nds that motion</p> <p>All in favor "Aye" – Motion carried</p>	<p>Moving forward with bid/contract New bid/contract hasn't been done in 10-12 yrs. It's time. Susan taking the lead and circulating it around for feedback.</p> <p>Jr. Committee</p> <p>Asked WASUSA to allow interviewing of athletes</p> <p>NJDC 2016 athlete interviews</p> <p>WASUSA write up a few points/guidelines within the letter from the WASUSA BOD confirming the ok to do the research</p> <p>Majority votes</p>	<p>Deb, Denise, Susan, Jessie</p> <p>WASUSA BOD</p> <p>Denise</p> <p>All BOD in favor</p>		<p>Currently</p> <p>NJDC 2016</p>
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Cara	<p>IT Update: Database portion is up allowing the input of contacts to get system up-to-date - A lot of adding/fixing contacts etc...</p> <p>Focus on getting info in the system prior to new website launch</p>	<p>Working out kinks and adding things along the way</p> <p>Continue to add contacts</p>	<p>Andy & Cara</p> <p>Cara</p>		
Sue	<p>Website Update: Goal to role out at NDA in November Andy doing web design - colors font etc...</p> <p>Web layout ideas available in Drop box Subject areas, tabs, etc...</p> <p>All have office 365 E1 Accounts (BOD/Committee members) Will be nice for WASUSA to have a secure internet.</p> <p>If you choose not to use the Office 365 Account that's fine but please forward it to your everyday email account. This will allow all to share securely information within organization.</p> <p>The hope/plan is to have a presentation of the new website at NDA</p>	<p>Currently dealing with style of website (colors, fonts etc.)</p> <p>Located in Dropbox – Web layout ideas needed</p> <p>Training will happen once web is up and running</p> <p>Have emails from the WASUSA account forwarded to your everyday account</p>	<p>Andy with Marketing Committee</p> <p>All BOD</p> <p>All BOD & Committee's</p> <p>All – Susan to send email instructions on how</p>		<p>Fall 2015</p> <p>Fall 2015</p> <p>Currently</p> <p>NDA 2015</p>
Phil	<p>Management: Looking for SAMS replacement</p> <p>Not recreate the wheel</p> <p>Getting Event Management System work group together: Currently Jimmy C, Phil G, Gregg B, Charlie S</p> <p>Collaborating with Cathy Sellers and Queenie Nichols, US Paralympic</p>	<p>Needs to change</p> <p>Integrate what's currently being used by others</p> <p>Use web systems that they've purchased</p>	<p>Event Management System Work Group</p> <p>Phil & WASUSA</p>		<p>Currently</p>

	<p>Had meeting with FUSE last year</p> <p>Classification Database at US Paralympics</p> <p>Have all in 1 location Get info from cloud to use for NJDC – the info goes back into cloud for WASUSA to use for results etc... also send to US Paralympics so they know who the emerging athletes are.</p> <p>Any LOC who'd running a regional meet would just have to say "Jimmy Jones" would like to participate and the system would download that person info/qualifying data at the meet when work with them.</p> <p>Decisions of buying vs. building: Con to buying: running a multisport meet off the shelf tools get expensive because you need multiple licenses to do it</p> <p>Andy Hunter's work with the database will now have the information we'll need to combine all information needed.</p>	<p>Too expensive</p> <p>Access through secure interface</p> <p>Info stored in cloud space for easier/secure access</p> <p>Looking into the best option</p>	<p>Event Management System Work Group</p>		
<p>Sue</p>	<p>Marketing Committee: Sarah Not on call</p> <p>Interviews with parents at NJDC</p> <p>Adaptivesportsusa.org domain name is taken: Guy said he'd sell it for \$1000.00</p> <p>e.vote to delegates after one more email blast for feedback.</p> <p>Hope to reveal name at NDA</p> <p>Still "stuck" on name Ideas: send out one more email with adaptive vs adapted and get feedback Also including info about each name – what it</p>	<p>Survey's sent out</p> <p>Get one last round of feedback</p>	<p>All Members</p> <p>BOD & Members</p>		<p>August-September</p> <p>End of September</p>

	<p>means – why the names were chosen etc...</p> <p>Right now it's at a stand still</p> <p>Gregg: Send letter he sent adding Jessie G's feedback as well. It's all opinions – send out email thread – provide all with some background to the discussion.</p> <p>Sue: Sent email with document attached a couple days ago regarding work with Taproot (mission, vision, positioning statement)</p> <p>WASUSA Mission: Taproot told us to keep it short so it can remain consistent between all.</p> <p>Mission Statement needs final approval by BOD</p> <p>Deb: Once Website is put together: add sponsorship/in-kind etc... from NJDC All others etc...</p> <p>Gregg: Thanks to Sue & Sarah for putting in all the effort throughout this process through thick & thin ☺</p>	<p>Feedback welcomed to keep moving forward</p> <p>Send out Gregg's email</p> <p>Sue sent email information</p> <p>Keep it short and consistent</p> <p>Review & provide feedback. Look at Mission/Vision/Position</p> <p>Need to tighten up sponsorship page once new website is ready</p>	<p>All</p> <p>Sue</p> <p>ALL BOD</p> <p>ALL BOD</p> <p>Development Committee</p>		<p>During BOD meetir</p> <p>During BOD Meetir</p> <p>Currently</p> <p>October</p>
<p>Cara</p>	<p>Membership Committee: Met with Committee & discussed solutions to simplifying the current membership process</p> <p>Possible Solutions: Rolling Memberships Now that the new database can assist with this</p> <p>Consistent Communication is "KEY"</p>	<p>Info from this meeting in currently in Dropbox</p> <p>Starts from date you sign up until that same date the following yr.</p>	<p>All to View</p>		<p>Still Annual</p>

	<p>Adjust Sanctioning packet: The Host Organization for an event/meet deals with the registration process (eliminating athletes also having to sign up as rec/or annual members at the same time). That Meet director will then be in charge of sending WASUSA meet results, names (other info as well) of all athletes attended meet, along with a fee (amount yet to be determined) for each athlete that participates within WASUSA recognized sports.</p> <p>WASUSA Annual Membership Fee will remain at \$50.00/yr for athletes wanting to attend NJDC/IWAS/Adult Nationals etc...</p> <p>Membership Committee Proposal: All Athletes who break a record at a Level 3 Sanctioned Meet should count regardless (don't have to be WASUSA annual member</p>	<p>Allows for connecting and follow through with each athlete</p> <p>WASUSA will let meet directors know what info is needed (per athlete) for data purposes</p> <p>All Athletes will be added into WASUSA database for future interactive purposes and considered an event member as they are part of a WASUSA sanctioned event.</p>			
<p>Clayton</p>	<p>Parent Advisory Committee Update:</p> <p>Low commitment committee that provides counseling/guidance along the way to learn about the organization</p> <p>Get updates on critical projects that all are being worked on</p> <p>Eventually help take on a roll of fundraising along the way</p> <p>Where can parents go for advice?</p>	<p>Keep athlete families informed on WASUSA and event processes</p> <p>Keep families in the loop</p> <p>Allow families to have a roll in WASUSA's future</p> <p>Committee or WASUSA alumni that can maybe help?</p>	<p>Who would be interested?</p>		<p>Currently thinking about</p>

	<p>Help those parents that may have to advocate for themselves (NJDC). Need someone there that can help guide them – get info they need for successful experience for themselves and their child (the athlete)</p> <p>Use Athletes Advisory Board for this? Amie Day feels it's a great direction – would love to try and make this happen</p>	Move this forward	Clayton & Amie Day connect on this		Looking into currently
Phil	<p>Putting Agenda together for annual meeting</p> <p>Reviewing Field standards (Ambulatory & Wheelchair)</p> <p>Update rules for 2016</p> <p>NYC came forward to build NY road runners</p> <p>Anyone have a road race that you'd like sanctioned?</p>	<p>T&F issues needing to be addressed</p> <p>Most likely stay the same or minimal changes</p> <p>Connect with Phil</p>	<p>Contact Phil</p> <p>Phil</p>		Currently
Jerry	<p>IPC sponsoring information coaching seminar Dec 12&13th 5 individuals from around world presenting</p> <p>WASUSA help foster one male and female coach candidates sponsoring & paying registration fee. (How would coaches be selected?) Would BOD consider sponsoring this if think can do it?</p> <p>Sue will look into Neilson Grant as a potential "sponsor" option</p> <p>Jerry to write up a requirement selection process on how to select coaches if funding is approved. Phil suggested Train the Trainers.</p> <p>If selected a requirement for attending conference would be to in-service and train the trainer once completed.</p>	<p>Coaches Seminar</p> <p>Money for this sponsorship?</p> <p>Donate personal funds to do this?</p> <p>Funding option</p>	<p>BOD</p> <p>BOD</p> <p>Sue</p> <p>Jerry</p>		<p>Price of event to increase after Oct 1</p> <p>Decide prior to October 1st</p>

	Amie Day: Would like to attend as a coach – willing to help if that’s what we decide to do	Jerry email info to Amie Day			
Sue	<p>National Adaptive Sports Conference: November 12-15th, 2015</p> <p>Handful of new chapters already from the opportunity</p> <p>Have registrants go to WASUSA Website – under events Also on DASA’s website Interactive PDF – Bio’s etc... Educational Component Offered– CEU’s offered</p> <p>NDA Lead: Who is it? Need someone to run things by. Who would like to be that person so we know what process we (WASUSA) needs to be done</p> <p>Space savers where put in for WASUSA, Meeting rooms are free, anytime is available. Phil needs 2 different spots on Friday AM & PM (1.5 for each) Around 10-30 people (at most)</p> <p>NDA Sunday AM – keep all?</p> <p>BOD Meeting? When should we do this? Dinner Meeting Friday Evening – ok?</p>	<p>In St. Louis, MO</p> <p>All mentioned Jessie Cloy</p> <p>Look at schedule and suggest meeting needs to Susan</p>	Jessie Cloy	All BOD	<p>Currently</p> <p>By September 22</p>
NEXT MEETING	Wednesday, October 14 at 7 pm Eastern <i>Additional Meeting Take Away Actions:</i>				
Addendum E-Vote: September 17, 2015: Motion made to accept the VA Grant Authorization of \$250,000 under the terms and conditions put forth by the Department of Veterans Affairs by Cory Grant. Second by Melinda Chappell. Motioned carried by 13 Yes votes; 1 non-vote.					
Addendum E-Vote: September 21, 2015: Motion made to authorize Phil Galli to represent WASUSA at the Short Notice IWAS General Assembly in Sochi Russia on October 1 by Densie Hutchins, Second by Glen O'Sullivan. Motioned carried.					