

## **Minutes for WASUSA BOD Conference Call February 11, 2015**

Quick note: Susan, can you make a folder (virtual) for each BOD Conference Call and archive all documents from that call in the folder? Thanks. I.e. BOD Conference call folder for 02/11/2015 would include Minutes (both approved from 12/17/2014 and Draft of 2/11/2015); Chairman Report; Vice Chair Report; ED Report; Treasurer Report; etc. and all related attachments.)

### **Roll Call**

#### **BOD Members Present**

Gregg Baumgarten  
Denise Hutchins  
Cory Grant  
Mike Burns  
Amie Day  
Deb Armento  
Jerry Clayton  
Melinda Chappell  
Mike Boone  
Glen O'Sullivan  
Sarah Carey  
Darlene Hunter  
Phil Galli (left early)

#### **BOD Members Absent**

Paul DePace  
Clayton Frech

#### **Staff Present**

Ralph Armento  
Susan Rossi

### **Minutes from BOD Conference Call 12/17/2015**

Motion to approve minutes as presented made by Melinda Chappell; seconded by Debbie Armento. Motion carried.

### **Chairman Report**

**Gregg Baumgarten**

Gregg reported on procedures to improve conference calls for BOD meetings, etc. Any meeting tech support gave some good suggestions on how to improve interaction during meetings. **No action necessary.**

**Office Operations Position:** Susan Rossi, Jerry Clayton, Ralph Armento interviewed the two office operations candidates and Gregg reported that both candidates were sound and Susan Rossi would provide outcome in her report. **Action to follow after ED report.**

**WASUSA National Leadership Summit:** only one bid was submitted for the 2015 National Leadership Summit. Kelly Behlmann and the Disabled Athletes Sports Association from St. Charles MO submitted a bid to host at the Embassy Suites Hotel in St. Charles at a cost of \$109 a room, including breakfast. He indicated that he wanted Susan Rossi and Denise Hutchins working with Kelly to develop the overall Summit schedule, including educational, certification and governance tracks. Motion to approve St. Charles MO as location of 2015 NLS from November 12 -15th was made by Denise Hutchins. Seconded by Amie Day. Motion carried. **Action item: Gregg will follow up with notification of Kelly. Darlene and Susan will determine how to release announcement. Susan and Denise will reach out to Kelly to begin planning.**

**Veteran's Administration Initiatives:** Michael Welch from the Veteran's Administration office in Washington DC had reached out to Gregg to discuss the current status of development of both the Para-Badminton and Para-Taekwondo programs as they relate to recent approval for the 2020 Paralympic Games in Tokyo and possible WASUSA partnership for aiding development of these initiatives. Gregg discussed with Michael how many chapter members of WASUSA might be interested in becoming involved in programming, training or other support, that WASUSA is always looking for potential opportunities for their chapter members and could engage in an awareness and referral effort for chapters. **Action item: Gregg will contact the following to determine their needs in terms of programming and refer to Susan for follow-up: Cloppas, Dan, Chief Executive Officer / Secretary General, USA Badminton; Ph: 719-866-3644/4808; email: dan@usabadminton.org / dcloppas@aol.com Harris, Bruce, Chief Executive Officer, USA Taekwondo; Ph: 719-866-4064; email: bruce.Harris@usa-taekwondo.us.**

**Military Racquetball Association:** Lt. Commander Steven Harper, USN, had reached out to Gregg to inquire about a collaborative relationship with regards to the Military Racquetball Association and WASUSA. He indicated that his organization would be in several cities where WASUSA had chapters and was interested in developing a collaborative relationship that might include the exchange of logos on websites for relational links, etc. Gregg explained to Lt. Cmdr Harper that WASUSA is very protective of its logo and brand and that any relationship described would require a very thorough vetting process. Lt. Cmdr Harper indicated he understood, would like to explore collaborative efforts with WASUSA and appreciated any referral, awareness, or publication of future Military Racquetball workshops in WASUSA Chapter cities. Susan Rossi noted that non-specific concerns were noted during her time at USP with oversight of pass-through grants from the VA and expressed a need to go slowly in the development of a collaborative relationship. **Action item: Gregg was to attend the Military Racquetball event on the campus of ASU on February 13th, meet with Steven Harper and observe the event. Susan R and Darlene will vet the organization further to determine whether the Military Racquetball Group events could be of quality to warrant referral and awareness to WASUSA chapter members of upcoming Military Racquetball events in their area.**

**Working WASUSA Committees for 2015:** Gregg reported that the need to establish committees for PY2015 was crucial given all of the work items each committee needed to complete prior to the end of the program year. He stated an awareness that committees and work flow could change based on the Primavera and Center for Non-Profit work groups and recommendations but that that process could take time and shouldn't be used as a rationale for doing nothing presently. Gregg presented a list of committees and assigned members, most already aware and participating currently; some members aware and still considering; and a few who have not been approached. Denise H. moved to approve committee assignments. Melinda C. seconded. Motion carried. **Action item: Susan and Gregg will develop committee goals and timelines for all WASUSA committees to be distributed by April 1, 2015.**

**Sports Technical Committees/National Governing Bodies Regional Reps:** Gregg reported that the STC/NGB committee regional structure had been pretty much nailed down in terms of assignments by sport. Phil Galli indicated a desire for the Athletics NGB to be involved in the regional representative process but felt there was no need to break this out by Track and Field. Several assignments are still pending and information is needed on several reps. NGB/STC Regional Representatives present to BOD under separate cover. **Action item: The following is required to complete the STC regional reps assignments.**

**Shooting-**What is Bobby Shields contact information in the east? Confirmation of Jason Barbknecht in the central.

**Archery-**Who is the eastern region archery rep and contact information? Confirmation of Eric Bennet in the western region.

**Swimming-**What is Alexa Swerdlund's contact information in the central? Confirmation of Kiko Van Zandt in the western region.

**Powerlifting:** What is Dianna Lewis contact information in the central? Confirmation of Roger Winn in the western region.

**Other Action for STC/NGB; Susan, Denise, Melinda, Mike B, Lane/Teresa and Gregg will conference to determine a conference call schedule to include Regional Chapters only; All regional DSO's call; NGB/STC conference call only; and Regional Chapters and NGB/STC conference calls (don't panic....only 4 or 5 calls a year, unless you want to do more).**

**Hall of Fame/Alumni Celebration:** Gregg reported that the initial conference call for the restructured HOF/Alumni Celebration Committee had been held and a lot of energy and ideas were exchanged. The Committee is on track for moving the HOF Induction Banquet to Chicago in June to coincide with the Alumni Celebration and should have procedures in place to have an induction ceremony in June with the new criteria/procedures. Sebastian DeFrancesco has agreed to head a working group within the committee to develop nomination criteria, procedures and inclusive policies on induction to address past complaints about the process and lack of transparency. Dee's group includes Joe Dowling, Eli Wolff and several people outside the committee and will also address how to include the athletes from the defunct USCPAA, Les Autres and other groups not currently represented. **Action item: Sebastian DeFrancesco's work group will develop criteria for Category 1 and 2 inductees to include wheelchair athletes, CP athletes, Amputee athletes, Les Autres athletes, etc. Cindy Housner will**

work with the committee to develop the HOF banquet/reception/recognition of the event in Chicago in June. Linda Mastandrea will inquire with several venues within the Chicago metro area regarding the hosting of the WASUSA Hall of Fame/History of Wheelchair Racing Display, including the National Italian-American Sports Hall of Fame and other sites. Pam Carey and Melissa Brossette will retrieve all items in the current HOF display in Warm Springs GA, although an accurate inventory of what is there is hazy. Gregg will pick up all HOF materials from both Barbara Chambers and Pam Carey for transport to Chicago for storage pending determination of a permanent HOF display in the Chicago area.

## **Vice - Chair Report**

## **Denise Hutchins**

Denise reported on the IWAS selection committee and the process that was undertaken this year based on many complaints from previous years. Many new procedures and safeguards were put in place this year to ensure a more fair and equitable process. Concerns were raised regarding the fact that it still requires a significant financial expenditure for staff and athletes. Continued emphasis on developing corporate partners and sponsors is necessary. **No action necessary.**

## **Executive Director Report**

## **Susan Rossi**

Susan reported on the latest developments in the disposition of the Neilsen Foundation pass-through grants, including a conference call that she, Jessica Cloy and Trisha Oba from the Neilsen Foundation had to clarify specific procedural questions. Susan announced several new chapters that would be offered the opportunity to apply for sub-grants through Neilsen and indicated that a more comprehensive reporting will take place once all the grantees have been established.

Susan also reported on the vetting and interview process for the Office Operations position. Two candidates applied from the Denver Metro area and both were strong candidates in their own right. Sherry Schulz is a retired school teacher who is also a WASUSA HOF member and former athlete. Cara Carr is a Certified Therapeutic Rec Specialist, most recently from Northwest Passage in New England, who moved to the Denver area when her husband took a job at Craig Hospital. Based on the interviews and vetting process, it was the recommendation of the interview committee (Susan, Ralph, Jerry and Gregg) that a contract for 29 hours a week for \$20,000 a year be offered to Cara Carr. Jerry Clayton moved that the contract be offered to Cara. Cory Grant seconded. Motion carried. **Action item: Susan was to contact Cara to offer her the position. Notification of Sherry was on hold, contingent on whether Cara accepted the tendered offer or not. It was strongly suggested by the interview committee to invite Sherry to become involved more with WASUSA through the HOF committee, 5280 Games and other venues.**

## **Treasurer Report**

## **Mike Burns**

Mike Burns reported that he is working with Ralph and Susan to facilitate the financial procedures for transition of the WASUSA office from New Jersey to Colorado. This will be an

ongoing process through April 30th when Ralph retires and Susan takes over all financial operations of WASUSA. **No action necessary.**

## **Office Operations Report**

## **Ralph Armento**

**Membership** Ralph reported that as of this date there are 93 individual memberships that have been received; some are multi-year memberships.

**Sanctioning** Ralph reported that all sanctioning applications were distributed on February 1st and are due back in the office by March 31st.

**Back Ground Checks** Background check report requests were sent out to all new BOD members.

**ADF Accounts** Year end ADF account statements went out last week. There are currently 58 athletes utilizing the ADF accounts.

**Insurance** The liability insurance has been continued at the same rates as last year. Notices went out in December. To date, the office has received and processed 32 certificates.

**Chapters** Chapter notices for renewals were sent in mid-December. Several have not responded and one has decided to forego ongoing chapter membership.

Ralph reported that his focus in the last 2.5 months of his tenure in office operations will be concentrating on the transition of the office from New Jersey to Colorado and assisting the new Office Operations in procedures and processes.

## **Junior Committee Report**

## **Debbie Armento**

**IWAS Team Selection** Debbie reported that the application process for staff and athlete applications was updated and procedures put in place to make selection process more transparent, fair. All staff applicants, chosen and not, were contacted individually. Selected staff was involved in team selection. Code of Conduct has been updated and divided into two separate codes; an athlete code and a staff code. Social media guidelines were expanded as the result of situations from last year. As part of expanded procedures, an incident report for the staff has been developed to document specific incidents. The intent is for more team meetings this year with staff and families. Eligibility concerns remain regarding one athlete's IPC classification in archery.

**NJDC 2015 New Jersey** Debbie reported that a "Save the Date" email blast has been sent out to all membership and social media for July 17-24th. There is still no finalized information for parents on hotel location, venue, cost, etc. Phil Galli is developing the website specific to NJDC and it should be live soon.

**NJDC 2016 Atlanta** Debbie reported that Blaze Sports continues to be undergoing significant organizational changes as they bring a new Executive Director onboard and restructure. Cynthia Frisina is the new Executive Director of BlazeSports and the point of contact, who Debbie has been working with towards the 2016 NJDC, is Jessie Romito.

## **Marketing Committee**

## **Darlene Hunter**

Darlene reported there are concerns with regards to the number of email blasts that originate from WASUSA and the consensus that this sometimes feels “spammy” to members. Susan and Darlene are working on procedures to funnel all announcements, updates, press releases, etc. through a central distributor who can determine the urgency of the message and determine whether an immediate release, a combined release, or an inclusion in the Compensator would be appropriate. Darlene also reported that Paul Johnson completed the Phase 1 goals of the Primavera Initiative but has not received any feedback on the recommendations received from the Center for Non-Profit Policy. A suggestion that a formalized process for feedback in the form of a conference call with Paul might be the best way to determine how to review the recommendations and develop action items. The Marketing Committee is now engaged in Phase 2, which includes a review of our mission statement, vision, logo, brand, trademark, etc. More to come on that process.

**Action Item: Marketing Committee Conference Call March 10, 2015. Include Paul Johnson to review the materials from Center for Non-Profit.**

## **Adjournment**

Debbie Armento motioned for adjournment. Jerry Clayton seconded. Motion carried.

**Next Board of Director’s Conference Call: Wednesday, April 8, 2015  
7 PM Eastern Time.**