



## Meeting Minutes: Adaptive Sports USA BOD Meeting



MULTI-SPORT ORGANIZATION



**Date:** 11/10/19

**Time:** 8:30am-12:30pm, 6-8pm

**Location:** On Site at the National Conference, Phoenix, AZ  
No conference call option.

**Participants:** Howard Brodwin, Mike Burns, Joe Walsk, Dan Schwieder, Jim Strunk, Phil Galli, Susan Rossi, Janet Cobb, Shelli Fazzini

**Absent:** Amanda McGrory, Clayton Frech, John Kasper, Bill Dunham, Paul DePace

**Minute Keeper:** Jim Strunk

**Approved date:** 3 February 2020

**Purpose** (e.g. Inform, Discuss, Share Highlights, Decision, Evaluate, Progress towards initiatives, Items to note)

**Action**

**Who**

**Deadline**

1. Roll Call and Call to Order at 8:30
2. Tabled Approval of the September BoD minutes until December meeting.
3. BOD committee chair updates (Howard)
  - Spent morning session reviewing strategy document tabs and updating information on the tabs, adding actions, and refining data and next steps
    - (See Updated spreadsheet with 11\_10\_19 date)
- Fund development (Jim)
  - Reviewed thoughts and ideas related to how to go about auditing and assessing event actual costs and build budget accordingly.
  - Reviewed ideas on targets for 2020 sponsors and revenue plan for 2020 Jr Nationals.
  - Focus on trying to make Jr Nationals revenue generating buy having more sponsors give than costs needed to make event a profit center.
  - Also need to try to gain some potential traction with corporate sponsors.
    - Maybe not long-term large corporations, but maybe some regional ones that would commit year over year.

Approve BoD Minutes

All

12/2/19

Schedule Call

Jim, Susan, Clayton

Prior to Dec. Meeting

Schedule regular update calls

Jim, Susan, John, all

January

<ul style="list-style-type: none"> <li>Reviewed status of CRM tool and determined that we need to finalize a decision in December for use of tool in 2020. <ul style="list-style-type: none"> <li>Likely chose between Neon and Salesforce.</li> </ul> </li> </ul> <p>Alumni Engagement (Joe)</p> <ul style="list-style-type: none"> <li>No updates</li> </ul> <p>Marketing and Outreach (Howard)</p> <ul style="list-style-type: none"> <li>Put together some marketing actions for NDA and Jr Nationals. Howard has asked for 2020 budget to develop a marketing plan for 2020 Jr Nat'ls and the 2020 NDA.</li> </ul> <p>Nominating (Howard)</p> <ul style="list-style-type: none"> <li>No updates</li> </ul> <p>Member Benefits Update (Dan)</p> <ul style="list-style-type: none"> <li>Provided update to the tab (red, yellow, green status).</li> <li>Committee has met multiple times to review benefits and membership.</li> <li>Developed understanding of grps in strategy and working of first 3-5 lines that will inform about the other actions on the tab.</li> </ul> <p style="text-align: center;"><b>Adjourn for Delegate assembly and lunch.</b></p>			
<p>Roll Call and Call to Order at 6:00pm</p>			
<p>Insurance update (Joe/Shelli)</p> <ul style="list-style-type: none"> <li>Philadelphia Insurance (Underwriter) no longer doing insurance that we need.</li> <li>Solicited for coverage and received 2 proposals for coverage – K&amp;K and SportUnderwriters.com.</li> <li>Our insurance is an assembly of multiple policies.</li> <li>K&amp;K is competitive and slightly lower in cost – but will not provide event certificates and coverage.</li> <li>K&amp;K requires a concussion protocol and a number of background check and sexual harassment training and oversight. Must select a carrier/underwriter by 12/31/19. <ul style="list-style-type: none"> <li>Will further discuss at 12/2 BoD call.</li> </ul> </li> </ul>	<p>Discuss insurance updates</p>	<p>Joe/Shelli</p>	<p>12/2/19 Meeting</p>
<p>Organizational Updates (Susan)</p> <ul style="list-style-type: none"> <li>Susan planned grant writing lockdown for 4 days after NDA while in Phoenix. \$160,000 applied for so far for Jr Nationals. There is a good LOC in Denver and phil highlighted the benefit of a mondo like track for the first time in a long time.</li> </ul>	<p>Budget Review</p>	<p>Susan, all</p>	<p>12/2/19 Meeting</p>

<ul style="list-style-type: none"> <li>• Brief budget review for 2020.</li> <li>• Brief discussion of some temp office space for Susan to use rather than her home. <ul style="list-style-type: none"> <li>○ Susan to review and propose options for approval.</li> </ul> </li> <li>• Motion to adjourn at 8:30pm – Phil, Seconded by Mike. Approved.</li> </ul>	Motion to Adjourn	Call to Adjourn  Second  All in Favor	Phil  Mike  All
--	----------------------	--	-----------------------------