

Board of Directors Meeting Minutes: July 6, 2023

Next Planned Meeting: August 3rd (but will be rescheduled to a TBD time)

Present:

- Dan Caldwell – Secretary
- Amy Bohn – Head of Classification
- Mike Klonowski – Executive Director
- Jen Allred – Lakeshore/USAWR
- Daniel Curtis – VP2
- Marianne Duda – Head of Referees
- Sarah Leonard – Treasurer
- Mary Kiolbasa – Classifier
- Kerin Banfield – Referee Representative
- Dr. Michael Cottingham – VP1
- Bob Lopez Commissioner

Absent:

- Noah Currier - President

Lakeshore/USAWR (Jen Allred):

- Just finished camp with Canada
- Will host another at the end of this month
- Will name the Paris 2023 team for fall in the Next few weeks
- Will name the ParaPan team by October 1st
- Hoping to qualify for Paralympics at that tournament
- Remainder of the schedule is up in the air until that happens
- Move United Nationals is in Birmingham now, will have a rugby clinic that Tuesday afternoon

Classifiers (Amy Bohn):

- Met with some ED's who have contract attorneys. If we are interested, some of those attorneys are willing to consult
- In full support of the Conflict of Interest that Sarah sent out
 - Jen said one important point the auditors at Lakeshore have pointed out is to make sure you are not only signing them, but that you have a review process
- Classifiers have a separate bank account, and would like to know if we need to get to the same bank? Or do we add Sarah to their account? Reason they got their own account was to take some of the work off of the treasurer. They want to be in line with whatever the league decides, and definitely wants to be in compliance.
- Do the classifiers need to fill out paperwork to get 1099? Currently the classifiers are paid directly from the USWRA as opposed to by the organizations.

- Sarah said that the easiest thing would be filling out the W9 and 1099 but they can talk about it to see what needs to be done.
- Mary asked about the licensing component and whether you would have to be licensed in the state. Because this is not treatment, their license does not come in to play in this instance.
- Insurance – Are the classifiers covered by the USWRA policy in each state in which they work?
 - Sarah will have to do some research.
 - Daniel thinks we are covered nationally
 - Also asked if we have leadership insurance under this policy and Sarah said Sid said yes, but she hasn't been able to confirm.
- Minor Policy – do we need legal representation in finalizing a minor's policy? We need to get this in place prior to the start of the season.
 - There is nothing on the national level to copy from
 - Mike C. said he knows attorneys who would be willing to talk off the record, but he suggests speaking to Move United since we are now a member of that organization.
 - Move United is currently at Lakeshore and Jen is happy to speak to them and ask them to connect with Mike C.
 - Jen also said we could reach out to SafeSport to see if there are any attorneys who are offering pro-bono for these types of situations
 - Amy does have some documentation but thinks we need to formalize and finalize more firmly
 - We have not done classification clinics lately, but would love to do something in the future.
 - Mike C. has several students who are interested
 - Would definitely love to get some more classifiers
 - Need to work on a better application process to make sure we don't put a lot of time and energy into classifiers that don't stick around
 - Mike C. is interested in hosting a classification clinic at Metal & Muscle if it is something that we are interested in doing

Referees (Marianne Duda):

- Currently working on staffing low point tournaments and nationals Staffing low-point tournaments
- Have not planned any live clinics yet
- Daniel asked the qualifications to become an evaluator:
 - 7 seasons experience
 - Recommendation by a board member
 - Then a side-by-side training with an experienced evaluator at a tournament

Executive Director (Mike Klonowski):

- Sent Dan the trophy for repairs, should arrive by Saturday. About \$100 to ship. Will submit receipt for reimbursement.
- Resignation letter and date – ready to distribute once approved by the board
- Golf Outing: cancelling due to low return. There will be a penalty for withdrawing. Believe we will owe \$16,000.
- Bioness and Lululemon grant applications were sent in today. Bioness was a recommendation and had support from Ryan at MedStar.
- Carolina Clinic – working on getting the instructors set
- WWR and Richard – New York City Sevens AB rugby event where they wanted some W/C rugby representation, but it was cancelled due to the fires in Canada
- Paul/WC Rugby Canada – Can-Am Cup: to put the best teams from Canada and America
 - Mike C. asked if there was any idea of who might be interested in hosting this
 - There has been no conversation with anyone regarding hosting
- Scheduling call for teams – under Dan’s purview
- SafeSport:
 - Go through the site itself NOT SafeSport
 - We need to get an idea of what the cost will be for us
- Promo Video – will continue to work on this
- Hand Off – need to hand off Social Media access and access to the drive
 - Meeting with Dan & Bob to make any hand off
 - Mike K. thinks it might be wise for him to maintain access to his email so he can forward anything that comes through – everyone agreed that was a decent plan. Mary played Devil’s Advocate and said with the conflict of interest it may not be a good idea to keep the email open to him since he will have resigned. There are filters you can put into place to direct those to an out of office with an alternate email to follow up. It will be important to be able to access past email. Mike K. said he does not think he has to provide anyone that access.
 - Daniel asked Mike K. his bandwidth for availability over the next couple of months. Mike said he would be happy to be available for any questions regarding access and things.
 - Daniel asked what pool of coaches Mike K. is pulling from and it is those he feels are the best fit for the clinic. Mike also said if you reach out to Jen, Meagan or Joe any of them would point them in the right direction.

Commissioner (Bob Lopez):

- Dates for 2024 Nationals have been set – first weekend in May
 - Will discuss schedule with them soon
 - They have asked which version of the logo to use. Bob wasn’t sure which logo to use and what the guidelines were surrounding its use.
- Has started looking for semi-finals hosts. Have heard back from 4 – 5 people. Will also reach out to a couple more. Hoping to make a decision by the end of the month.
- Want to set a date for 2025 Nationals. April 10-13 or April 24-27.

- Low Point season started and things are going well. Are working on setting up the Low Point Nationals.
 - Still determining the selection process for that

VP1 (Mike Cottingham):

- Safety and Wellness Committee is in a good place. Meet as needed. If the SafeSport question needs to be looked at again, they will be happy to.
- Need some direction surrounding a more robust concussion protocol.
 - Mary is working more deeply on this.
 - Could each tournament, before a tournament, identify their “concussion evaluators” prior to the tournament?
 - Mike C. is hesitant to support that structure, but realizes it may be the most efficient and cost effective route.
 - Dan said at one point, there was a Heads Up Concussion policy required for coaches and team that was done at no cost.
 - At Lakeshore, they have trusted the person at their facility who has the medical background to make that decision and if that person is not there, and they are in a position to have to make a decision that is outside of their purview, then they call a paramedic to make a decision.
 - Mary is happy to resend the checklist that has a point system that people can use in order to help determine. This is an injury one, but once everyone is on board, she can move forward with creating the concussion one.
 - Daniel mentioned the referees who are a constant to administer that and Marianne said that has been mentioned several times and they are not comfortable with making those decisions.
 - Mike C. is apprehensive in just trusting medical professionals who are associated with each tournament
- At the AGM there was a lot of discussion surrounding age. He thinks starting some discussions on social media would be beneficial.
- Will have 2 – 3 students in the fall that he will be able to assign some tasks. They might be able to do some outreach to work on building some teams. If anyone has ideas on how we could utilize them, please reach out.
- Residency rule – we know there are people who are abusing this rule. Would like to discuss if we want to explore enforcing these residency rules.
 - Daniel said we could explore putting an asterisk in the residency field that says if you are found to be untruthful, you may be subject to fines.
 - Bob said that we are basically doing that to some extent. He said due to the way our documents are written, some of it is muddy and it does make it more difficult to enforce.
 - Mike C says he thinks we are pretty clear in our bylaws on what a residence is.

- Amy agreed with Bob and said the last time this happened, attorneys got involved and she doesn't feel we are on solid ground yet to enforce to the degree Mike C. would like.
 - Bob is happy to take on the fight, but thinks we need to have our ducks in a row first.
 - Dan thinks it is tough because the rules are already stretched so much and that it would be difficult for a volunteer board to keep up with. Mike C.'s hope is that we would bring forward the first few we catch and make an example of them. Daniel thinks if we do that, he is afraid that it will just open more cans of worms that we aren't even aware of. It is hard to know what the outcome would be.
 - Bob asked Mike C to send him the few that he is confident about and they will go from there.
 - If anyone else knows of someone they would like to have investigated, send them to Mike C. and he can look more into it.
 - Daniel thinks it warrants more conversation in an executive session prior to digging in.
- Asked Mike K. how he planned to distribute his resignation letter.
 - He said he thought to send to the team reps, but possibly to the membership at large.
 - Mike C. asked about social media, but Dan did not think that was the best step. It was determined we would not post on social media.
 - Sarah said she also thinks that we should draft something as a board as a statement of gratitude. Bob thinks it should also be put on the website as well.
 - Mike K does not feel that it needs to be on the website. But is fine to send to send to team reps and membership.
 - Was determined letter will go to league membership and be posted to the USWRA website.

VP2 (Daniel Curtis):

- Nielsen Grant deliverables are due end of August
- Concerned about making sure the handoff from Mike K goes smoothly and that we are able to continue building on the momentum he has started
- Bob asked when we were going to start the second round of grant awards. Daniel had September 1 in mind, but we can move it up. Move up to mid-august and coincide the end of the application cycle with the end of registration so that anyone who hasn't registered in a timely fashion is not eligible.
- We also want to make sure that we put wording in that makes clear if you were awarded one in the past couple of years, you are not eligible.

Secretary (Dan Caldwell):

- August Meeting – Dan is not available on the first Thursday of the month (neither is Suzy and neither is Daniel)

- Bob asked if the first Thursday is still the best day now that different people are involved
- Dan will send a Doodle for the end of the month to meet
- Registration – started September 1 last year, do we want to move that up a couple weeks this year?
 - Bob is happy to do a couple of weeks earlier
 - Will get that going and get it set up
- Date for tournament planning call? Dan would like to do in the next couple of weeks.
- Will send info in the next couple of days.
- Will get a league Zoom set up in the next few weeks.

Treasurer (Sarah Leonard):

- Conflict of Interest – trying to get in line with all IRS standards. Our 990 requires that we have one in place. Identifies what your affiliations are and keeps things transparent.
- W9/1099 – making sure we stay clean for any audit purposes.
- \$166,000 in assets at this point
 - Rugby balls that were given to OM are still on the balance sheet and we no longer possess them so they need to be taken off and zeroed out
 - Also need to talk to Noah about invoicing for the items from the storefront and making sure those funds are kept completely separate
 - Mike C. said there was some conversation about the funds that we have raised and us not showing any income.
 - Amy asked if there was a contract and what it says. Mike K. said that was something that was set up with Dave Mengyan and is not sure where that might be.
 - Dan read the minutes from the October 6th meeting regarding the storefront. Appears we were \$2,800 from the “breakeven” point at that time. Noah wanted to get to that point and then wanted a 50/50 split moving forward. Regarding the 50/50 split, Mike C says that seems to be a pretty good deal because with most contracts you only get an 8-10% margin. Additionally, it was pointed out that Oscar Mike advertises that 100% of the proceeds benefit the USWRA, so will need to request that wording to be updated if we approve that split.