

Board of Directors Meeting Minutes: July 25, 2023

Next Scheduled Meeting: September 7, 2023

Present:

- Amy Bohn – Head of Classification
- Dan Caldwell – Secretary
- Mary Kiolbasa – Classifier
- Bob Lopez – Commissioner
- Kerin Banfield – Referee Representative
- Sarah Leonard – Treasurer
- Jen Allred – USAWR/Lakeshore

Absent:

- Dr. Michael Cottingham – VP1
- Daniel Curtis – VP2
- Noah Currier - President

Classifiers (Mary Kiolbasa & Amy Bohn):

- Mary sent out the injury flow sheets
- Initially when the safety committee meeting met, the intent was to keep the injury and concussion protocols/flow sheets separate, but we can look at adding a question to the injury one regarding if they hit their head to move to the concussion
- Amy has emails from a couple of teams regarding International Athletes. She will reach out to Greg to see who has fallen off and what they need to do.
- Mary asked if they wanted to talk to Team USA about possibly setting up a date for a clinic for referees. There needs to be a place and funding in order to make that happen in order to introduce international rules. If we can't make that happen, then we will have to push that back.
- Amy's biggest concern when she got the list of tournaments that were interested in hosting classification panels was the lack of west coast teams interested in hosting

Referees (Kerin Banfield):

- Karen asked about reading and approving the minutes
- This will be added as an agenda item to be approved so can be added to the website
- Selected officials and HO for Low Point Nationals
- They are getting everything set up and ready to go.
- They are in preparation for the upcoming season
- Having an excel file with the info in it is nice for Kerin, so she can add the info to the spreadsheet.
- Kerin needs to send an updated email address for herself so we can update that in the address book.

USAWR/Lakeshore (Jen Allred):

- Camp starts tomorrow

- Will select from that camp to attend Paris games
- Will have a selection camp prior to that for the Parapan games
- Deadline for the next development camp was last week and there were 29 applicants. They were able to select 9, and will look for more funds in order to be able to take more.
- She reached out to their grant writer to look for those funds and thought it would be great to collaborate with USWRA on that.
- Congrats on the World Games announcement for Low Point!
- Saw Sarah's email and would love to collaborate on that regarding fundraising.
 - Steve & Sarah are working on that and will be happy to include Dan & Rita as well.
 - Jen will schedule something to get everyone together to discuss that further.
- Amy also asked for Jen to send some dates that she, Mary and Jen could get together to talk about the international items that need to be discussed

Commissioner (Bob Lopez):

- Conflict of Interest:
 - VERY important to implement a policy and have all of leadership complete
 - Sarah has sent some forms that Bob thinks would suffice for what we need
 - Everyone agreed.
 - Bob will look at the policy and enter the name of the organization where needed and send out to have everyone complete prior to the next meeting.
 - Sarah believes we will need to have a quorum to vote it in at our next meeting.
 - Jen said when they had their IOPC audit, they learned that they needed to have someone sign off on each person who signed the forms.
 - It will be on the agenda next month to vote this in.
- World Games:
 - Excited to be back with Low Point rugby.
- Nationals:
 - Friday, Sat, Sunday games
 - Bob will put a schedule together
- Semifinals:
 - 4 potential hosts
- Low Point Nationals
 - 6 teams will be going
 - Will send out a ranking
 - Bob has been to both tournaments and they were both well done and well run.
 - Sportable had a health care professional on site which was very helpful.
 - Spoke to Matt Lowery and he said they have one at every event they host
 - Bob thinks that is something we need to look at. Matt is going to send him the information to look into that.
 - Mary asked if we had ever reached out to Athletico or another organization like that for these services. We have not.
 - Amy said that if we do something like that, we need to be sure that they are comfortable working with our population.
 - Bob thinks it makes sense to look into this
 - Trophy for Low Point Nationals:

- We need to look at getting a trophy for the Low Point Nationals
 - Dan has the contact for the people who made the DIII trophies and is happy to reach out to them to order a replicate for the Low Point Nationals. We can have it shipped directly to Steve or someone who will be there.
- What board members should/can attend Low Point Nationals:
 - Bob has already booked a ticket
 - Is hoping Mike C and Daniel can attend since they are both in the state
 - Bob isn't sure the entire board needs to be there, but do need to have a presence
 - Sarah intends to go for scouting purposes, but does not expect the league to pay the expenses
 - Dan would like to attend, but would need to figure out how to make that happen.
 - Amy is also considering attending.
- Bob is going to send an email to all team reps regarding reminders on the transfer rules and changes from the AGM in the next week
- ED response:
 - Bob would like to do a Town Hall to answer questions regarding the ending of the position
 - Bob is not sure of the status of some of the items from the handoff
 - Daniel has not received the items that were to be directed to him and Dan still has some things he needs to follow up with him about
 - Dan agrees the idea is a good one. He thinks that as a board they should determine who will be answering those questions and thinks meeting briefly beforehand is a good idea to be sure everyone is on the same page and presents a united front.
 - What is the timeline? 2 weeks from now? Schedule board conversation for 2 weeks from now and the Town Hall a few days after.
 - Sarah said she would make the announcement with plenty of advance to allow people to plan but would not recommend recording it.
 - Mary said that while WE might not choose to record it, it wouldn't stop anyone from recording.
 - Sarah asked if we should consult legal counsel before moving forward.
 - Bob thinks the thing we would address is surrounding the ED and why the league didn't realize early enough that things weren't working.
 - Bob sees the point of both Sarah and Mary.
 - Amy says her hospital asks everyone in advance to submit their questions so that they can be prepared for the questions and then any clarification things, they can be put in to the chat and can be addressed later.
 - Dan thinks that is a great idea.
 - We would need to set a deadline

- We can set up a link for people to send in their questions and cut it off by the deadline.
- We will set up a Doodle for 2 weeks out for the board to meet (the week of the 6th) and then a date the following week for the Town Hall
- Jen asked if there was anything in the bylaws regarding the notice of time you have to give the membership when planning an open meeting
 - Last time we checked, there was no requirement
 - Bob confirmed that there is no requirement
- Question regarding registration:
 - Do we HAVE to have them put a classification in if they are already in the system?
 - We will look into that in the system and see what we can find out.
 - We are NOT doing SafeSport THROUGH SportsEngine, it will be through SafeSport itself and will roll out with registration

VP2 (Daniel Curtis):

- Presently in the UK, so will not make the call tonight.
- Had a call with project kicks, which presents some interesting opportunities on club level & national level regarding fundraising. Thank you to Sarah for sending that information.
- Coloplast is interested in being an annual sponsor so working with them to find the right fit/dollar amount.
- Did not receive anything from Mike K regarding grant information or a handoff for the promo video that he's been working on with Oscar Mike. I'm not sure how the other handoffs went but certainly nothing on my end.
- Bob said he spoke to Daniel about a potential sponsor that is a cannabis company. Bob has mentioned it to a few people. What is the feedback on that?
 - They are interested in giving between \$25,000 and \$50,000 annually.
 - Bob spoke to them at the Veteran Wheelchair Games and they definitely want to be involved
 - We don't want to leave them hanging
 - The feedback Bob has gotten is that 10 years ago we would have never considered that, but now they would be open to that
 - Mary warned that we would want to look into the laws surrounding that. Because we are a 501c3 and that is a federal designation and cannabis is not federally legal,
 - Bob spoke to Keith and Magee said they are looking into a sponsorship for themselves
 - Jen said it is illegal in AL and she would have to check in with the National team folks as well. Jen is happy to ask their CFO to see where to find the tax information.
 - In FL, where the league is incorporated, it is legally medical. It is NOT recreationally legal.
 - We just need to be careful that we are following the letter of the law where that is concerned.

VP1 (Dr. Michael Cottingham):

- Not present

President (Noah Currier):

- Not present

Secretary:

- Email sent with Low Point Rankings will go out tonight or tomorrow at the latest
 - Rankings will be as of now and will do one final adjustment after the Reno tournament
- Season Planning:
 - Will have calendar updated by Thursday
 - Have heard from a couple of teams after the call that finalized their dates
- Registration:
 - Anticipate opening on Monday, August 14th
 - Will send something out in the next week or so asking that anyone who is fielding a new team to let us know so we can get that updated in the system
- Social Media:
 - It has been pretty dark since Mike has left
 - Thinks we need to look into finding someone who is willing/able to take that task on
 - Mary said Dr. Cottingham talked about the new students he was getting. Have we ever asked any of them if that is something they would like to take on? Dan said he had the same thought and his only concern there was that it would be temporary and that
 - Sarah asked if there was anyone in our league who is already considered an influencer. A couple of names were mentioned: Karah Behrend from Oscar Mike and Danny Pitaluga from Tampa both are. Karah is retired so may not be a good choice.
 - Jen said one stop-gap is to get some guest influencers who do a “take over” and there is a little bit of steam happening but you aren’t having to train them.
 - Bob also mentioned the RAC’s to see if any of them are interested. Amy thought that was a great idea since it will help get them invested. Jen agreed.
 - Mary said that another idea is to have a google photos or Photo Circle for people to dump pics in when there are tournaments, etc. so whoever is
 - Dan will start with the RAC’s and see who might be interested. Bob said he has to start looking for a new RAC for the Northeast.

Treasurer (Sarah Leonard):

- Agrees on the Conflict of Interest – needs to be completed ASAP
- Needs to adopt the virtual/in-person voting policies to remain in compliance with FL/AL
- Has been working diligently to get us up to speed
 - 1st is getting the books reconciled
 - Do not know how much we will owe for the golf fundraiser until the date of the proposed fundraiser – if they are able to rebook, they will offer us a modified amount as opposed to the original amount

- There has been some discrepancy about the balls we purchased and gave to Oscar Mike
 - Shot clocks in the amount of \$7,500 that we do not currently own
 - Both will need to be written off if we can't come to a conclusion on them
- Would love to get a ref and classifier on board to create a "finance committee," to get all the accounts in the same place and
- In need of some grants to guarantee we remain solvent
- Bob offered his help with anything that Sarah needs
- What does it look like if the refs come back under their umbrella?
- The advice has been that we should not have accounts at different banks under the same EIN
- Mary said we need clarification on who has voting power and under what circumstances
- Amy asked if the money that was invested in the growth fund was in there and the answer was YES.
- Dan said the shot clocks were purchased back when the rule was instituted and were shipped to tournaments to be used. Dan said IF we do purchase another set, we need to put a depreciation schedule in place. Also, at this point since they are an electronic device, they would most likely not be usable at this point.
- Dan asked about the statement regarding the shape of our finances based on our spending. Can that be expanded on?
 - Right now, \$25,000 is earmarked for things and must be used for the things it is marked for
- We will lose an additional amount once the golf tournament amount is determined
- Sarah said she thinks we have asked multiple times about the info from Oscar Mike from the balls and has not gotten anything. How much longer do we wait until we just write it off as a loss?
- The storefront has been up for a few years, so there should have been a deposit made at this point.
- Mary said we might need to consider pausing the storefront until there is a contract in place and signed.
 - Amy agrees with Mary.
 - Do whatever we need to do to get things in order so that the books are clean
 - Dan says he thinks we need to write off the balls at this point and then set up a meeting with Oscar Mike, whether that be Noah or one of his representatives and Sarah and one other board meeting to set up a contract plan and get things in place if possible, and if not, look at terminating that relationship. Bob is happy to be on the call if needed.
 - Dan did look at setting up a storefront and there is not a big margin.
 - Bob says we need to have a contract. The issue now is that the store is on the website, which is easy to halt on our end. The question is how we manage that on our end, as we certainly don't want things to be adversarial.
 - Amy just looked on their website and Mike is still listed as the ED of the USWRA
 - Oscar Mike created the logo, so we need to clarify who "owns" that logo. In that same vein, Dan said we should look into trademark or registering the logo.
 - Oscar Mike and USWRA are combined too closely and we need to get that straightened out because it does not look good.

- Mary said if we are having a meeting, it would be beneficial to make sure that not only Noah is on the call but someone else from their team.
- It is important to recognize that these actions need to be taken to protect BOTH entities. Jen said that was such a great way to go into it.
- Amy said she went on to Instagram and it still shows that our golf tournament is coming up. Jen said if we log in to the account, we can delete a post.
- Mary asked if we ever made an announcement that the tournament was cancelled. Dan said he didn't think we should want to call any more attention to it and there were not many people who were scheduled to attend and they were all notified.

Additional comments:

- Amy asked if there was anything additional we needed help with? Dan had taken over most of the tasks that Mike was doing.
- Amy wants to revisit after registration opens getting a secure drive that Classifiers can use to place the confidential
 - The plan was to create a password protected google drive and create emails for each of the classifiers
 - Dan thinks we can do that with the resources we have now
- Sarah asked if shorter but more frequent meetings would be an option.
 - Dan is not opposed, but will say that we have better attendance when we have them on schedule and that it may be difficult with so many varying schedules
 - Dan said perhaps we could poll the board next month when more of the board members are present
 - Amy said she thinks we either need to meet more frequently OR really have subcommittees in place to do what they are tasked with
 - Bob and Dan both agreed
 - Mary recommended again the Slack channel which is used by her organization
 - Questions abound on what Slack is 😊
 - It is very similar to GroupMe.
 - There is a MAIN Channel – such as Rugby
 - Then you can create sub-channels for committees, teams, etc.
 - Is it free? Mary said she thinks it is free for non-profits
 - Dan asked Mary if she would like to spearhead starting that, and she is happy to look into it! Sarah said even if it is not free, she doesn't think the cost is prohibitive.