



USA Archery Board of Directors Meeting Minutes

August 24, 2022

Colorado Springs, Colorado + Zoom Call

- I. Welcome
 - a. Chair Belinda Foxworth called the meeting to order at 5:03pm MST on August 24, 2022.
- II. Roll Call
 - a. The following USA Archery (USAA) Board of Directors (BOD) Members were present: Belinda Foxworth, Paige Pearce, Bruce Cull, Mike Cullumber, John Stover, Lia Coryell, Jeff Porter, Kris Strebeck, Jennifer Rottenberg, Bobby Sharma, Rob Kaufhold and Eric Bennett
 - b. The following USAA Staff Members were present: Rod Menzer, Mary Emmons, and Nicole Deines
 - c. Financial auditor, Jill Goodwin was present
 - d. Ethics Committee Chair Andy Neville was present
 - e. The following Directors were absent: Lexi Keller, Brady Ellison, Rob Kaufhold and Jeff Greer
- III. Conflict of Interest Discussion/ Disclosures
 - a. Foxworth began with the review of the meeting agenda for potential conflict of interest. Foxworth reminded the Board members they must identify any potential conflict of interest during the meeting and recuse themselves from discussion and/or voting when applicable.
- IV. Approval of 2022 Annual Meeting Minutes
 - a. Menzer reported a successful turnout at the USAA annual meeting, with 112 participants who joined the meeting via Zoom. Menzer stated that member inquiries received were primarily related to Barebow participation and prize money; the BOD agreed that they felt these inquiries were appropriately addressed during the meeting.
 - b. Jeff Porter motioned to approve the minutes of the 2022 Annual Meeting as written, Jennifer Rottenberg seconded, and motion passed with all in favor. None opposed, abstained, nor recused.
- V. Email Votes read into the record
 - a. June 27th, 2022: Approval of Bylaws and Board Election Policy related to 10 Year Athlete and Para Athlete definitions
Vote Total: 11 Yes

August 5th, 2022: Approval of Amendment to 2022 Athlete Stipends and Support Programs

Vote Total: 9 Yes and 2 recusals (Rob K. and Brady E.)

VI. Organizational Updates

- a. USA Archery Dashboard
 - i. Menzer presented the USAA Dashboard and highlighted financial reports through June of 2022.
- b. YTD Accomplishments
 - i. Menzer explained the year to date accomplishments included in the BOD Book are be reviewed in-depth at the Fall Board Meeting and are provided for mid- year reference only.
- c. 2021 Financial Audit
 - i. Jill Goodwin presented 2021 Financial Audit findings. Goodwin noted no disagreement or adjustment of entries; there was one small past adjustment that was more than trivial, but not significant enough to result in a finding. Goodwin reported overall, financials in good shape, documentation readily available, and there were no challenges encountered by the auditor.
 - ii. Goodwin left the call at 5:28pm.
 - iii. Bobby Sharma motioned to approve the 2021 audited financials of USAA, Mike Cullumber seconded, and motion passed with all in favor. None opposed, abstained, nor recused.
- d. Schedule September Financial Board Training Date
 - i. Menzer explained there would be a Board Financial Training in September. Emmons confirmed a representative from E-Crachit will be conducting the training.
- e. Executive Session
 - i. Rob Kaufhold joined the meeting. Chair Foxworth called the meeting into executive session at 5:35pm to provide a brief status update regarding an ongoing USOPC investigation and to review USAA staff updates. The Executive session ended at 5:47pm and the board meeting continued.
- f. USA Archery Rebrand and Logo Approval
 - i. Menzer presented the newly designed USAA logo to BOD for approval. Menzer advised that new logo, pending approval, would be rolled out in stages, prioritizing front-facing digital materials. Sharma asked if a new URL for USAA would be included in the rollout; Menzer confirmed that the URL and email addresses will also be updated to accurately reflect USA Archery, not omitting the second 'a'.
 - ii. Sharma confirmed that USAA will retain counsel to trademark the new logo.
 - iii. Rob Kaufhold motioned to approve the newly designed USAA logo, Kris Strebeck seconded, and motion passed with all in favor. None opposed, abstained, nor recused.

VII. Selection Procedures

a. 2023 Para Pan American Games Athlete Selection Procedures

- i. Emmons presented the 2023 Para Pan Am Games Selection Procedures. Emmons highlighted that the format is identical to what has currently been approved via the Para World Championship Athlete Procedures. Emmons discussed the bipartite invitation process and associated timelines for application.
- ii. Bennett and Coryell recused themselves.
- iii. Rob Kaufhold motioned to approve the 2023 Para Pan American Games Athlete Selection Procedures, Mike Cullumber seconded it, and motion passed with all in favor. None opposed or abstained.

b. 2023 Para Pan American Games Staff Selection Procedures

- i. Emmons presented the 2023 Para Pan Am Games Staff Selection Procedures. Emmons advised that USAA would not solicit applications for Head Coach and Team Leader; those positions will be filled by a current USAA employee or contractor.
- ii. Coryell requested that USAA should note that Personal Care Assistants (PCAs) are assigned to the lowest classification (W1) first. Emmons advised that change would be added and if a PCA credential was not available Medical would fill that role. Coryell noted she will continue to advocate for Para Athletes as it relates to this topic with the USOPC.
- iii. Stover asked if USAA intended to move away from accepting team staff applications outside USAA staff or contractors. Menzer confirmed that the intent was to fill Head Coach and Team Lead positions by a USAA employee or contractor.
- iv. Menzer explained that the Head Coach is the best fit for the Head Coach position and that USAA staff members are highly qualified to serve as Team Leader. Menzer clarified that Assistant Coach and sport performance positions can continue to be filled by application process.
- v. Kaufhold asked about personal coaches being credentialed for delegation events (i.e., Olympic Games) in the future. Emmons advised that for Olympic and Paralympic Games, USAA does not expect to receive credentials for personal coaches. Emmons explained she has been working with the Para AAC and USOPC to get more clarification around Games credential allocation process. The BOD agreed that they would welcome additional transparency from the USOPC on how credentials are parsed out among their staff and NGBs.
- vi. Bennett, Coryell, and Stover recused themselves.
- vii. Rob Kaufhold motioned to approve the 2023 Para Pan American Games Staff Selection Procedures, Jennifer Rottenberg seconded, and motion passed with all in favor. None opposed nor abstained.

c. 2023 Pan American Games Staff Selection Procedures

- i. Emmons presented the 2023 Pan Am Games Staff Selection Procedures. Emmons confirmed that the Athlete Procedures were previously

approved. Emmons noted that, similar to previous procedures, Team Leader and Head Coach positions will be filled by a USAA employee or contractor. Alternate Team Leaders, Head Coach and/or Assistant Coach and sport performance staff will be filled through the application process. Strebeck, Pearce, and Stover recused themselves.

- ii. Mike Cullumber motioned to approve the 2023 Pan American Games Staff Selection Procedures, Jeff Porter seconded, and motion passed with all in favor. None opposed nor abstained.

VIII. Policy and Procedures Updates

a. Travel Policies and Procedures

- i. Emmons reported that updates were specific to Cindy Clark's retirement, such that the term 'Finance Director' is no longer in use. The core procedures have not changed.
- ii. Rob Kaufhold motioned to approve the Updated Travel Policies and Procedures, Mike Cullumber seconded, and motion passed with all in favor. None opposed, abstained, nor recused.

b. Financial Policies and Procedures

- i. Menzer reported that updates were made specific to Cindy Clark's retirement, such that the term 'Finance Director' is no longer in use.
- ii. Menzer proposed two changes to streamline approvals for bills over \$50,000 or greater. Menzer provided as an example that USOPC used to pay Chula Vista directly for the RA Program; now those funds are provided to USAA to pay Chula Vista. Those funds are restricted and are unable to be used for anything else other than payment to Chula Vista. Furthermore, Menzer advised that the change to financial policies would also allow USAA to pay the organization's credit card in increments larger than \$50,000 without BOD approval.
- iii. Foxworth advised that she believes the exception for the credit card is too broad. Stover agreed with Foxworth, agreeing that while the process of requiring approval is cumbersome, it is best practice to have another level of review for bills of such a material amount. Stover confirmed with Menzer that Chula Vista funds are indeed restricted; this restriction will be noted in accounting as such. Emmons elaborated that the funds are also tied to an approved High Performance Plan and other agreements.
- iv. Foxworth proposed to modify the proposed revised Financial Policies and Procedures, removing the exception for the credit card payments.
- v. Rob Kaufhold motioned to approve the revised Financial Policies and Procedures, with the changes proposed by Foxworth, Bobby Sharma seconded, and motion passed with all in favor. None opposed, abstained, nor recused.

c. New Business

- i. Stover inquired about the timing of the new Transgender and Non-Binary Inclusion Policy. Menzer provided an update stating that the policy is currently being reviewed and edited by legal counsel.

- ii. Kaufhold provided feedback from the USAA Target Nationals event about future vendor placement.
- d. Executive Session
 - i. Chair Foxworth called the meeting into executive session at 6:45pm MST to discuss the Paralympic Program. The meeting was called out of Executive session at 7:20pm. The meeting concluded at 7:20pm.