

USA Archery
December 2017 Board of Directors
Meeting Minutes

Thursday, December 7, 2017
Salt Lake City, UT

I. Executive Session

Board members met in Executive Session to discuss the progress of the CEO Search.

II. Welcome

Chair Julio Mazzoli opened the meeting at 9:07 a.m. MT on Thursday, December 7, 2017.

III. Roll Call

The following USA Archery Board members were present: Chair Julio Mazzoli, Mike Cullumber, Dee Falks, Brady Ellison, Rob Kaufhold, Jennifer Rottenberg, John Stover, Skip Trafford and Reo Wilde.

USA Archery Staff: Interim CEO Rod Menzer, Director of Finance & Operations Cindy Clark, Chief of Sport Performance Mary Emmons, National Events Manager Sheri Rhodes

IV. Minutes

Minutes from the June 17-18, 2017 were previously distributed to the Board members for review. *Motion was made to accept the minutes as submitted; motion was seconded and approved with all in favor.*

V. Interim CEO Review

- a) ***Dashboard Highlights***-Interim CEO Menzer reviewed the Dashboard reflecting key activities of the organization. **Memberships**-Overall memberships are expected to be flat compared to 2016. Family memberships are down, possibly due to the increase in fees implemented in 2017, while adult memberships have increased. The new membership system, Sport 80, programming in place to begin sending renewal reminders. Some discussion was held regarding notifications of membership suspensions. **National Events**-Attendance at National Events is up over 200% since 2011. **Marketing/Social Media**-Social media numbers are outstanding; YTD numbers indicate slight growth. **Instructors/Coaches**-1,000 coaches are missing some requirements in the new Sport 80 membership system, so they will no longer show as current (the old membership system did not link the missing requirements to affect the status of the coach credential).
- b) ***USA Archery Website***-Interim CEO Menzer reported that the new website is up and running. There are still some items which are difficult to locate; staff is looking at feedback and will implement changes. One Board member requested a page on SafeSport to better educate USA Archery members.

VI. 2017 Financial Review

- a) ***2016/2017 Financial Review***-Ms. Clark reviewed USA Archery financial reports including the balance sheet and profit and loss compared to prior year through October 31, 2017 and the profit and loss budget to actual expenses through October 2017. Variance

notes for each of the reports were distributed to the Board members prior to the meeting for review. A report of YTD payments made to Board members was also previously distributed to the Board members for review as well as the third quarter 2017 U.S. Olympic Endowment Investment Performance Analysis. Ms. Clark shared that chiefly because of favorable investment performance during 2017, the organization is expected to end the year with a net income above budget.

- b) ***IT Services Update***-Ms. Clark presented an update of the progress of improving the technology infrastructure of the organization. Conversion to Office 365 for software and e-mail accounts is complete and includes automatic updates to software and assures consistency across the organization. All but two employees have converted their file storage from individual Dropbox accounts to a USA Archery Dropbox business account to serve as the organization's central filing sharing solution and protect organization data. The two employees pending conversion are expected to convert by the end of the year as they have been heavily involved with the Sport 80 membership system migration. USA Volleyball increased the bandwidth of the office internet, but this increase was not enough to serve the National Office needs and there is concern about adding staff to the office at the current internet speed. The Network upgrade has been postponed coinciding with the internet upgrade as recommended by the organization's IT services provider for efficiency purposes.
- c) ***Volleyball lease***- Ms. Clark announced that USA Volleyball has indicated that they will be extending the lease for National Office space for another year through 2019.

VII. 2018 Budget & Tactical Plan

Mr. Menzer began the review of the 2018 Budget Plan. The tactical plan developed by staff was supplied to the Board to illustrate the tasks and staff assignments planned to achieve the strategic plan developed at a previous Board meeting. The strategic plan was a key consideration during the roll up of the budget. Budget notes were provided to summarize the adjustments that were needed to balance the budget as well as the expense % breakdown by activity and the % breakdown of revenue by source. A grant funding comparison between 2017 and 2018 was also previously distributed for review.

- a) ***USOC Funding Notes***-USOC has committed to the same funding for 2018 as they provided in 2017, however USOC reallocated the previous Junior Dream Team support to provide additional direct support to international teams, athletes and High Performance staff in prioritizing success in Tokyo 2020. Easton Foundations previously provided the direct athlete support now being covered by USOC. USOC has rated USA Archery with "Gold Tier" status due to its High Performance and Operating success. Gold tier status is the highest rating in determining grants, allowing the highest level of funding. This status is good through the end of the Quad (2020).
- b) ***Easton Foundation Funding Notes***-Easton Foundations has approved Quad funding through 2020 which provides stability and more flexibility for the use of funds over the course of the four years. This quad funding, if used evenly across the four years, provides less funding per year than in the past. The reallocation of USA Archery recurve Direct Athlete Support from the USOC funding allows USA Archery to work within this reduction.

Discussion was held regarding various funding needs and priorities.

Motion was made to approve the 2018 Budget as presented with the recommendations that

if additional revenue becomes available, priorities would be to further support the Resident Athlete minors and provide support for judges appointed to international events. Motion was seconded and passed with all in favor.

VI. Bylaws/Updates/Elections

Proposed Bylaws edits were provided prior to the meeting for members to review.

- a) **Elections**-Chair Mazzoli led the discussion regarding the existing voting categories as defined in the current bylaws and whether they are needed. New technology as provided by the new membership system can be set to search dependencies and determine qualification (i.e.: current membership status and required coach and judge certifications for certain elections). The Board members reviewed the Nominations and Governance Committee (N&G Committee) structure and were in consensus that they would like to see the N&G Committee review procedures every 2 years, and that a timeline be followed for placing a public notification of the date that the pool of eligible voters will be collected for an upcoming election as well as the vetting of candidates. Ms. Clark will take the recommendations of the Board members to draft Bylaws changes that include the removal of voting categories and addition of the member notification timelines as part of the election process.
- b) **SafeSport/Anti-Doping** – Proposed changes to the Bylaws were submitted to ensure compliance with safe sport policies of the USOC and the U.S. Center for SafeSport. Additional changes to the Bylaws were proposed to comply with the anti-doping policies and procedures of the USOC and the U.S. Anti-Doping Agency (USADA). *Motion was made to accept the Bylaws edits related to SafeSport and Anti-Doping as submitted. Motion was seconded and passed with all in favor.*
- c) **Athlete Advisory Committee**-USAA Athlete Advisory Committee (AAC) updates were needed because of the previously identified need to guarantee equal representation by discipline and gender. Additionally, with the newly staggered elections for disciplines, the thought was that the qualifications for the USA Archery AAC representative (and those eligible to vote for them) would not need to be quite as restrictive as the qualifications for the USOC AAC representative selection. Discussion followed regarding the qualifications. The Board recommended that Ms. Clark make some changes to the descriptions of the qualifying events and bring back to the next Board meeting for approval.

VII. Policy Updates

- a) **Code of Conduct** – Language was added that was recommended by the USOC.
- b) **Honor Code** – The USA Archery AAC reviewed the organization’s Honor Code and made recommendations for updates for more in depth personal conduct and team rules. Board members further discussed these changes and discipline proposed, making some recommendations for edits.
- c) **Club Terms & Conditions** – This policy was updated to comply with the two-year SafeSport training minimum required by the U.S. Center for SafeSport.
- d) **Personal Coach Policy** – The policy was updated to require submission of a form 45 days prior to the start of an event or 15 days prior to the initial registration deadline to request a personal coach for an international event. Board discussion followed to address trials events and the timing of selecting the team. Deadline concerns connected

to some trials events were to be researched by staff to see what can be done.

- e) ***International Event Sanctioning Policy***- The Board members discussed the updates and recommended that the name of the policy be changed to International Event Participation Policy. Additional language was suggested to address deadline flexibility if registration information is not make available from the event organizer.

Motion was made to accept the policy updates with recommended changes. Motion was seconded and passed.

VIII. Selection Procedures

Ms. Emmons led the Board through selection procedures pending Board approval.

- a) ***USAT*** – membership and eligibility guidelines were submitted with edits to add the eligibility of the 9th ranked archer in the same division if an athlete declines his or her initial nomination to the team and that an athlete’s place on the team will not be replaced if the athlete is later suspended from the team. Additional language was added to address when an athlete declares to be ranked in the Senior division so that they do not receive ranking points or affect the ranking of Juniors or Cadets at National Championships. Names of events were changed to USAT 1-4.
- b) ***Outdoor World Cup*** – language was added to address if one or more archers declines to attend and to include a deadline for athletes to commit to attend.
- c) ***World Archery Championships*** – the updated policy was submitted to the USOC and the USA Archery AAC and includes a multi stage trials.
- d) ***Pan American Games*** – the athlete selection policy was submitted to the USOC and the USA Archery AAC.

Motion was made to accept the selection procedures for USAT, Outdoor World Cup, World Archery Championships and Pan American Games. Motion was seconded and passed with all in favor.

- e) ***Pan American Games Staff Selection*** – specific procedures are required for staff selection
- f) ***Para National Ranking System*** – the procedure updates provide clarification of the requirement to shoot the elimination round to receive National Ranking for that event. The world ranking event is planned to be held in Newberry, FL.
- g) ***International Team Staff Selection Procedures*** – the updates further clarify the events to which they apply.

Motion was made to accept the Pan Americans Games Staff Selection, Para National Ranking System, and International Team Staff Selection Procedures as submitted; Motion was seconded and passed with all in favor.

IX. Committee Reports

Mr. Menzer reviewed the Committee Summary with the Board pointing out upcoming vacancies on the Committees. The Board will need to appoint replacements for Mr. Trafford and Mr. Menzer on the Audit Committee. Members of the Ethics Committee are all scheduled to term out. Discussion was also held regarding the Board of Justice Committee as four members have terms ending in 2017. Reports submitted by the JOAD and Collegiate Committees were provided earlier to the Board for review.

- a) ***JOAD Committee*** – The JOAD Committee report submitted included that terms were expiring for three JOAD Committee representatives. Elections were held after the report

was submitted. Elected members were: Amy Francka, North Region, George Walters, West Region and Miles Gold, Athlete Representative. The Board discussed the Compound distance recommendations for the JOAD National Outdoor Championships and decided to gather more information to bring back to the Committee.

X. Meeting was Adjourned for Dinner

Mr. Mazzoli adjourned the meeting for dinner at 6:00 p.m., MT.

XI. Meeting Called to Order

Mr. Mazzoli called the Board meeting back to order at 6:35 p.m., MT.

XII. Committee reports, Continued

b) *Audit Committee* – Mr. Menzer led the discussion to appoint two Board members to the Audit Committee. *Motion was made to appoint Dee Falks and Rob Kaufhold to serve on the Audit Committee; Motion was seconded and passed.*

c) *Ethics Committee* – Mr. Menzer will reach out to members of the Ethics Committee to see if they are willing to serve for another term.

d) *Collegiate Committee* – Ms. Emmons summarized the Collegiate Committee report submitted included election results: Jason Tong, West Region, Glen Bennett, North Region, Geun Woo Kim, North/West Athlete Representative and Anna Miscione, South/East Athlete Representative.

e) *Board of Justice Committee* – Three members of the Committee will complete their terms at the end of 2017. Mr. Menzer will follow up with these members to see if they are willing to serve another term.

f) *Nominations & Governance Committee* - The Board appoints the independent position of the Committee. Ms. Clark was appointed to reach out to current member Belinda Foxworth to see if she is willing to serve another term and to current Committee Chair Derek Davis to see if the Committee would like to approach the Coach/Judge and JOAD /CAP representatives to serve another term. Discussion was held about whether the current athlete representative is qualified to serve another term. Skip Trafford and Dee Falks will reach out to identify an athlete representative for this Committee.

g) *Officials & Rules Committee* – Ms. Rhodes reported that Michael Hollman, South representative will not renew for a third term, but the rest of the Committee members will serve another term.

Motion was made to accept the newly elected members of the JOAD and Collegiate Committees; Motion was seconded and passed.

XIII. Executive Session

Mr. Mazzoli called the meeting into Executive Session at 8:00pm to discuss staffing issues.

XIV. Meeting Called to Order

Mr. Mazzoli called the meeting to order at 8:35 pm.

XV. High Performance and Program Update

Ms. Emmons, conducted a review of programs highlighting items covered in the Program Report provided to the Board for review earlier. Ms. Emmons also reviewed a summary of 2018 Athlete support programs and provided an update on the progress of the membership

database and Zen Desk launch, the central hub for membership support.

XVI. Other Business

a) ***National Events*** – Discussion was held about National Indoor, currently held at 13 locations, and whether it should truly be a regional event. Board members will discuss considered changes with the events task force to get feedback.

b) ***Board member Recognition*** – Outgoing Board member Skip Trafford was presented a plaque recognizing his service on the Board and was thanked for his efforts.

XIII. Adjournment of Meeting-

Mr. Mazzoli adjourned the meeting at 9:05 pm MT.

Minutes were approved by the Board of Directors on April 14, 2018