



Wheelchair and Ambulatory Sports, USA
Board of Directors Meeting
October 2, 2013
7:00pm – 9:05pm EST

Present: Deb Armento, Ralph Armento, Gregg Baumgarten, Mike Burns, Melinda Chappell, Jerry Clayton, Jessica Cloy, Phil Galli, Darlene Hunter, Denise Hutchins, Paul Johnson
Absent: Amie Day, Paul DePace, Glen O'Sullivan

1. **Call to order by Gregg Baumgarten, Chair**
2. **September 2013 Minutes:** Phil moved to pass the September 2013 minutes. Darlene 2nd. Motion carried.
3. **Chair's Report:** Gregg Baumgarten reported.
 - a. **Sports Marketing Initiatives:** Gregg spoke with Patty Johnson from Ron Sonntag PR company about the Challenge Magazine marketing initiative. Previously the Board approved spending \$3000 on Challenge Magazine subscriptions. However, Patty explained to Gregg that this \$3000 was a discounted rate that was dependent on the Board also agreeing to purchase three full-page ads in the magazine. The new total for both benefits is \$6900. There was discussion surrounding this proposal. Gregg discussed the youth sports push that is happening at the governmental level. Darlene asked about the target population of Challenge Magazine. Gregg said that historically DSUSA has been geared towards ambulatory athletes. However, he said that the magazine goes to a lot of practitioners as well. Jessie noted that the magazine is available online for free. She inquired whether WASUSA could buy just the ads and not the subscription. Gregg is going to go back to Patty to inquire about this. He will also ask about whether Challenge could offer a discounted rate to WASUSA members. Deb suggested WASUSA also place ads in Sports N Spokes or other disability organizations. The group will discuss again at NDA and come to a conclusion. Denise suggested that WASUSA reach out to Chapters for articles to publish in Challenge Magazine.
 - b. **Update on Team USA Sponsorship:** Mueller Sports is not able to offer any financial support at the present moment.
 - c. **USP/USOC Assembly – SportsLink:** Gregg is working on a tri-fold brochure to distribute at the event. It will include economic impact and other key information for potential bid cities. Paul DePace is in the hospital in the Netherlands and is not going to be able to attend the USOP Assembly. Therefore, Gregg will take over as the WASUSA representative and his hotel accommodations and registration fee will be paid for by the USOC. Paul's airfare had already been booked and consequently, Gregg's flight will not be covered by the USOC.
 - d. **Membership Fee Review/Discussion:** There was discussion offline between the last BoD meeting and this meeting regarding membership fees. An electronic vote took place. **On September 5, 2013 Jessie e-motined to adopt the following three-year fee structure: 1 year - \$50; 2 year - \$95 (\$5 discount); or 3 year - \$140 (\$10 discount) to go into effect in 2014. Denise 2nd the motion. The motion carried.** Following the voting, Gregg raised the question of whether going to \$50 is too large of a jump. The discussion continued at this meeting. Phil noted that the registration fee last year was \$50 but that WASUSA offered an "early bird" special of \$35. Ralph said that about 50% of members in 2013 paid \$35 for membership. Gregg asked if the group is comfortable with a \$50 membership fee. Phil suggested that a letter go to all members that clearly explain the rationale behind the increase in membership fee for 2014. He referenced USA Swimming as an example of a group that raised rates and clearly explained reason to members.
4. **International Liaison Report:** No report given.
5. **Vice Chair's Report:** Denise Hutchins reported. Denise attended a conference called Brandraising- How Non-profits Raise Visibility and Money through Smart Communications. Denise reviewed the key messages from the seminar and shared her notes with the BoD.
6. **Treasurer's Report:** Mike Burns reported. Mike shared the August financials with the BoD. **See attached.** Mike continues to work with Ralph to reconcile the IWAS trip financial information. WASUSA collected the capitation fee from the 2013 NJDC. Gregg reminded the group that all Committee budget requests are due to Mike. Deb requested that Mike give a report on the budget for IWAS so that a more accurate budget can be created for next year. Phil



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asked about the interest earned on the savings account. Mike is going to look into alternative investment options for WASUSA's savings account.

7. Office Report: Ralph Armento reported

a. Office Administrative Issues:

- i. Insurance:** Conference scheduled with Agency Manager for next week. Ralph shared the attached meeting agenda. Major items to discuss are the new IPNE team, possible changes in submittal procedures, and retrospective rating/weighted costs for those who use the program significantly more than others. Ralph processed a total of 24 requests for September (fall program startup). IPNE has not yet assigned a dedicated person to WASUSA account.
- ii. ADF Accounts:** As of 10/1, there have been 17 athletes/team who have joined the ADF account this year. There are a total of 72 participants, of which approximately 60% are active. During the third quarter, WASUSA took in over \$51,000 and paid out approximately \$46,000. Quarterly statements from the period 7/1-9/30 will be going out in the next seven days. Starting this fall will be sending out an ADF newsletter in order to promote communication and reduce problems in reimbursement submittal/processing

b. National Delegates Assembly: Registration has been up on Wufoo for approximately 1 ½ weeks. This year, there will also be a classifier's clinic. Ralph received an email list from Erin Popovich last week and sent out the offer to USP classifiers, as well as trainees. As of today, there are 11 individuals registered, of which 2 are BOD members. Mike Boone (Adaptive Sports Iowa) will be setting up a shuttle service for those needing accessible transportation. There is a recent revision in that WTFUSA and the Junior Committee will be swapping meeting times. All committees hosting meetings at NDA should give a list of supplies needed (ie: projector, microphone, etc) to Ralph.

c. Virtual Office: Gregg asked Ralph to look into the logistics for utilizing Carr Work Places, a vendor offering different levels of office capabilities. This company rents out office space in 30 locations, eight of which are located in the Washington DC area. Gregg sent the proposal to the BoD on 9/5/2013. Ralph spoke with Lisa Bernstein, Manager of Carr Work Places main Washington location. They agreed that the package she originally sent Gregg was an "all inclusive" package. Besides cost, this total package is not desirable, as most of the WASUSA locations are not within an hour of Carr offices. Ralph agrees with Gregg that the main reason for looking into this is that the WASUSA office location history is checkered since 2004:

- 2004 - Moved from Colorado Springs, CO to Earlham, IA
- 2006 - Moved from Earlham, IA to Kendall Park, NJ
- 2007 - Moved from Kendall Park, NJ to St. Peter's MO
- 2009 - Moved from St. Peter's MO to Virginia (kept the same mailing address)
- 2010 - Moved from Virginia to Kendall Park, NJ

Ralph commented that this constant changing does not bode well for the perception it creates. This is especially important when one is attempting to secure grant money. It gives the impression that we are not a stable organization. Moving WASUSA's address to 1000 Connecticut Ave, Washington DC (Carr Work Places) would provide WASUSA with a prestigious and stable address. The monthly cost is \$129.00/month plus 125% of mailing charges. They mail once a week to the office, unless instructed to use overnight services. The charge is also cost + 25%. At this point, Ralph believes the BoD should seriously consider the Business Address Plan. He doesn't think that the other modules are a good fit for WASUSA at the present time. Gregg asked the BoD to review the plan and the company so that it can be discussed again at the NDA and voted on if so desired.

8. Committee Reports

a. Junior Committee: Deb Armento reported. Deb sent a schedule for the 2014 NJDC to the Junior Committee. She is getting feedback from the group now. The S.T.R.I.V.E. grant voting period closed on Monday. Deb has not yet heard the results.



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- b. **Strategic Planning Committee:** Gregg plans to bring this committee together at the NDA.

 - c. **Marketing:** Darlene submitted a 2014 budget to Mike. The committee would like to create different templates in MailChimp so that email communications are consistent. The marketing committee would also like to research the cost of revamping the website.

 - d. **Governance Committee:** Paul Johnson reported. Paul created an e-voting policy that was shared with the group. Jessie said that the proposed Bylaw changes will be sent out 10 days in advance as the Bylaws call for. Darlene asked about whether there will be enough people in attendance to have a quorum at NDA. Jessie reviewed the Bylaws and the definition of a quorum. There was discussion on voting power. Darlene commented that she feels the BoD should vote only as the Board and not in another capacity. **Paul motioned to accept the e-voting policy as written in an email on September 10, 2013. Phil 2nd the motion.** Jerry made a friendly amendment to change the waiting period following a discussion point from 24 hours to 48 hours. The group reviewed the policy as it is currently written. Jerry noted that the current policy states a minimum of 24 hours. The friendly amendment is denied. **Motion carried.**

 - e. **STCs and NGBs:**
 - i. **STCs**
 - 1. **Powerlifting:** Deb Armento reported. Three committee members will be attending the NDA. Darlene said she has been contacted by USP to do a Train the Trainer program for Powerlifting. Darlene told Deb this may be an opportunity for her group to take on next year.
 - ii. **NGB's**
 - 1. **Track and Field:** Phil Galli reported. Phil will not be at the NDA but WTFUSA will meet ahead of time so that any proposed changes will be decided upon prior to NDA.
9. **Regional Point Organizations/Regional Sport Organizations:**
- a. **Central RPO:** No report given.
 - b. **Western RPO:** Jerry Clayton reported. Colorado is working on planning the 2014 5240 Challenge. Also in Colorado, Jerry and others are working on creating a high school athletics program for athletes with a disability. California ran a successful Valor Games. Jerry has not been able to make contact with anyone in Seattle. Gregg reported that there is some traction in the LA area.
 - c. **Eastern RPO:** Melinda Chappell reported. Melinda held a meeting of the Eastern RPO recently. They will meet one more time prior to the NDA. The group discussed the various competitions that will take place in their region and the various "levels" for each.
10. **Deb motioned to adjourn the meeting. Jerry 2nd. Motion carried.**
11. **Next Meeting: National Delegates Assembly**

Wheelchair & Ambulatory Sports, USA

Balance Sheet

As of August 31, 2013
Aug 31, 13

ASSETS

Current Assets

Checking/Savings

Bank of America- Wire Account	100.00
Bank Of America Checking	62,800.64
Bank of America Savings	177,865.37
Paypal Bank	5,795.66

Total Checking/Savings 246,561.67

Other Current Assets

USOC Foundation 204,960.00

Total Other Current Assets 204,960.00

Total Current Assets 451,521.67

Fixed Assets

Equipment

Accumulated depreciation	-59,638.97
Equipment Cost	59,638.97

Total Equipment 0.00

Total Fixed Assets 0.00

TOTAL ASSETS 451,521.67

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Accrued Expenses	3,000.00
Payroll Liabilities	740.50
Reserved Accounts	
HOF	7,877.80
Junior Program	12,870.00
RSO Meet Development	4,880.91

Total Reserved Accounts 25,628.71

Restricted Accounts

2013 IWAS	14,338.88
ADF	43,442.19
Classification fund	3,700.00
International Competitions	5,000.00
Loucks Games	676.85
NGB/STC Funds	
Archery STC	1,603.22

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Balance Sheet

As of August 31, 2013
Aug 31, 13

Athletics	25,493.50
Swimming STC	12,139.72
Table Tennis	3,595.19
Weightlifting STC	4,375.53
Total NGB/STC Funds	47,207.16
PSC- NJ	29,625.78
RSO Funds	
Far West	362.00
Ohio	261.20
Southwest	604.00
Total RSO Funds	1,227.20
Total Restricted Accounts	145,218.06
Total Other Current Liabilities	174,587.27
Total Current Liabilities	174,587.27
Total Liabilities	174,587.27
Equity	
Fund Balance	276,261.53
Opening Bal Equity	-10,000.00
Net Income	10,672.87
Total Equity	276,934.40
TOTAL LIABILITIES & EQUITY	451,521.67

Wheelchair & Ambulatory Sports, USA

Profit & Loss

January through August 2013
Jan - Aug 13

Ordinary Income/Expense

Income

ADF Account Fees

ADF Fees	1,200.00
Total ADF Account Fees	1,200.00

Contributions Income

CFC Campaign	2,469.37
General Donations	7,948.59
Total Contributions Income	10,417.96

Investment Income

Interest Income	142.70
USOC Foundation	12,433.00
Total Investment Income	12,575.70

Membership Dues

ADF	450.00
Club	3,500.00
Individual	19,480.00
Total Membership Dues	23,430.00

Program Fees

Insurance	14,393.00
Total Program Fees	14,393.00

Uncategorized Income

Uncategorized Income	200.00
Total Income	62,216.66

Expense

Dues and Subscriptions 514.95

Employee

Payroll	24,000.00
Taxes	1,357.00
Total Employee	25,357.00

Miscellaneous 19.95

Office Expenses

Bank Service Charges	80.00
Fax Service	124.12
Office Equipment	19.95
Office Supplies	984.41
Paypal fees	61.48
Postage and Delivery	573.05
Printing and Reproduction	353.90

Wheelchair & Ambulatory Sports, USA

Profit & Loss

January through August 2013
Jan - Aug 13

Storage Fees	245.10
Telephone	
Conference Calls	980.40
Office Telephone	841.88
Total Telephone	<u>1,822.28</u>
Total Office Expenses	4,264.29
Program Expense	
Insurance	
Directors and Officers	1,522.00
General Liability Insurance	10,254.95
Insurance Accidental Death	823.85
Sport Accident Insurance	4,250.40
Total Insurance	<u>16,851.20</u>
Junior	
Equipment Purchases	706.85
Equipment Storage	397.96
NJDC Support	477.05
Total Junior	<u>1,581.86</u>
NGB/STC Support	4,136.25
Total Program Expense	<u>22,569.31</u>
Travel & Ent	
Travel	936.78
Total Travel & Ent	<u>936.78</u>
Uncategorized Expenses	19.95
Website Expenses	376.56
Total Expense	<u>54,058.79</u>
Net Ordinary Income	8,157.87
Other Income/Expense	
Other Income	
Other Income	
Unrealized Gains(Losses)	2,515.00
Total Other Income	<u>2,515.00</u>
Total Other Income	<u>2,515.00</u>
Net Other Income	2,515.00

Wheelchair & Ambulatory Sports, USA

Profit & Loss

January through August 2013
Jan - Aug 13

Net Income

10,672.87