

**MINUTES
UNITED STATES CENTER FOR SAFESPORT
SEPTEMBER 9-10, 2016**

Opening of Meeting

1. The meeting of the Board of Directors of U.S. Center for SafeSport (USCSS) was opened on Friday, September 9, 2016, at 2:00 p.m. MDT. Notice of the meeting was duly given pursuant to the USSCS Bylaws. The Meeting was held in Denver, Colorado.

CEO Search

2. Prior to commencement of the meeting the Board interviewed candidates for the Chief Executive Officer position.

Office Visit

3. Prior to commencement of the meeting the Board conducted a site visit to the USSCS office space at 1385 S. Colorado Blvd., Building A, Suite 706, Denver, Colorado.

Board Members Present (September 9, 2016)

4. The following Board members were present on Friday, September 9, 2016: Frank Marshall, Chair, Regis Becker, Angelo Giardino, Jessica Herrera-Flanigan, Reuben Jones, Julie Novak, Megan Ryther, Fran Sepler, and Connie Smotek.
5. Also in attendance for all of the meeting on September 9, 2016, were Malia Arrington, (USSCS Acting CEO), Meredith Yeoman (USSCS Community Outreach/Communications Coordinator), and Gary L. Johansen (USSCS Secretary and USOC Associate General Counsel, Legal).

Quorum

6. Attending Board members constituted a quorum of the Board under USSCS Bylaws.

Approval of Minutes

7. A **motion** was made and seconded to approve the Board minutes for the June 24-25, 2016, meeting. The motion passed unanimously.
8. A **motion** was made and seconded to approve the Board minutes for the August 15, 2016, telephone conference call meeting. The motion passed unanimously.

Working Groups

9. The Board then separated into three working groups, which previously had been constituted. They are as follows:
 - (a) Communications and Marketing – Frank Marshall, Julie Novak, Fran Sepler, and Connie Smotek.
 - (b) Executive Search – Regis Becker, Jessica Herrera-Flanigan, Reuben Jones, Megan Ryther, and Fran Sepler.
 - (c) Fundraising – Regis Becker, Angelo Giardino, and Jessica Herrera-Flanigan.

Individuals on more than one working group divided their time as they determined appropriate.

10. Each working group spent time discussing its topic.

Adjournment

11. The Board adjourned its meeting at 3:00 p.m. MDT. The Board stated it would reconvene at 9:00 a.m. MDT Saturday, September 10, 2016.

Reconvening of Meeting

12. The Board reconvened at 9:00 a.m. MDT on Saturday, September 10, 2016.

Board Members Present (September 10, 2016)

13. The following Board members were present on Saturday, September 10, 2016: Frank Marshall, Chair, Regis Becker, Angelo Giardino, Jessica Herrera-Flanigan, Reuben Jones, Julie Novak, Megan Ryther, Fran Sepler, and Connie Smotek.
14. Also in attendance for all of the meeting on September 10, 2016, were Malia Arrington, Meredith Yeoman, and Gary L. Johansen. Sarah Hartley of the law firm Bryan Cave joined the meeting as indicated in the minutes and stayed until the meeting adjourned.

Executive Session

15. The Board went into Executive Session to discuss the Chief Executive Officer search.
16. After meeting in Executive Session, the Board went into regular session.

Staffing

17. The Board indicated that it would make an offer to one of the candidates who had been interviewed for the Chief Executive Officer position.

Search Committee

18. After discussion, the Board determined that the Search Committee would become the Compensation Committee.

Launch Update

19. Malia Arrington gave a presentation on an operational readiness plan for the USCSS, which would allow a January 1, 2017, start date.
20. Ms. Arrington spoke about safe sport policies and procedures and how arbitrations would be administered.
21. The Board discussed the scope of USCSS's jurisdiction over various individual and organizational members of National Governing Bodies (NGBs). The jurisdiction issue is complex because of the organizational and membership differences of various NGBs.
22. The Board discussed the need for an approved plan to guide USCSS's public and media relations.
23. The Board discussed leadership roles and staffing requirements for USCSS as well as the responsibilities of those positions. The following positions were considered: Chief Executive Officer, Chief Operating Officer, Chief Financial Officer, Development Director, Marketing Director, Director of Investigations/Senior Investigator, Business Manager, Community Outreach & Communications Coordinator, Information Technology Director, and Resource Coordinator.
24. Ms. Arrington provided information on Information Technology needs, including setting up a website, creating a learning management system, obtaining fundraising software, and acquiring case management software. The Board discussed various case management alternatives.
25. Ms. Arrington reviewed the need to set up a payroll system, provide employee benefits, and determine what kind of retirement plan will be offered.

Fundraising Update

26. Dr. Angelo Giardino gave an update on fundraising letters, grant funding, and development funding. He spoke about presenting a case for providing support to prospective donors. Dr. Giardino indicated that each Board member had an opportunity to engage in personal fundraising. He also spoke about possible professional league and NCAA funding. He indicated that Christine Walshe, USOC Vice President, Principal Gifts & Board Relations, Development Division, would be available to offer advice as to fundraising efforts.
27. Malia Arrington indicated that when USCSS commences fundraising it will need to register in each state. Ms. Arrington requested that each Board member would need to provide his or her address and birth date as part of the state registration process.
28. Julie Novak spoke about possible grant applications that USCSS could make.
29. Reuben Jones discussed possible corporate involvement that could be of benefit to USCSS.

Training Programs

30. Malia Arrington gave an update on online training programs. She indicated that there should be core training for NGB staff, coaches, and volunteers. She also discussed the costs associated with online training.

Transition

31. Sarah Hartley, USCSS outside legal counsel from the firm of Bryan Cave, joined the meeting. She provided background information on herself to the Board.
32. Malia Arrington reminded the Board that there will be a transition period during which, among other things, NGBs will have to amend their bylaws, institute new policies, and change their membership forms. She reported that she is doing workshops with NGBs and members of the Athletes' Advisory Council in September during the U.S. Olympic and Paralympic Assembly.

Nominating and Governance Committee

33. Malia Arrington noted that the Nominating and Governance Committee consists of one AAC representative, one 1 NGBC representative, 1 USOC representative, and two USCSS Board members (whose terms will expire). The Nominating and Governance Committee will have to be appointed.

34. The Board discussed whose terms will expire at the end of the year and whether or not they will be eligible to continue service on the Board for another term.


2017 Meeting Dates

35. Board members will check their schedules and look at various dates for meetings in 2017. Meetings will be scheduled at the December Board meeting.
36. The Board voiced its preference to continue with the two-day meeting format.

Adjournment

37. A **motion** was made and seconded to adjourn the meeting. The motion passed unanimously.
38. The meeting was adjourned at 12:45 p.m. MDT.

These minutes constitute a true and correct recitation of the September 9-10, 2016, meeting of the Board of Directors of the United States Center for SafeSport.


Gary L. Johansen
Secretary

Approved by the USCSS Board on December 9, 2016.