

U.S. Center for SafeSport Board of Directors

December 6, 2019

Meeting Minutes

Time: 9:05 am

In Attendance: Frank Marshall, (Chair), Megan Ryther, (Secretary), Regis Becker, Julie Novak, Connie Smotek, Pat Harned, Angelo Giardino, Ju'Riese Colon, Ryan Lipes, Hannah Hinton, Jen Cope, Katie Hanna, Martha Van Gelder, Michael Henry, Jaclyn Gonzalez. Jon Fish, Joe Zonies, and Dan Hill were present for portions of the meeting.

Opening:

Frank Marshall opened the meeting and welcomed the group.

A **motion** was made and seconded to approve the September 2019 minutes. The motion passed unanimously.

Quorum:

Attending Board Members constituted a quorum of the Board under U.S. Center for SafeSport ("USCSS") Bylaws.

Discussion: Audit Committee Report

Jon Fish joined the meeting virtually. Mr. Fish reviewed the November 2019 Audit Committee meeting minutes and welcomed Ms. Jen Cope to the team. Mr. Fish discussed the audit procedures and possible changes to internal accounting protocols.

Action Items: Center staff to prepare for next audit and continue refining internal accounting protocols.

Discussion: Human Resources, Accounting and Operations Update

Ms. Jen Cope gave an update on Human Resources and Operations. Ms. Cope reviewed changes to health benefits and paid time off. Ms. Cope gave an overview of new performance management system and time and grant tracking software. Mrs. Cope discussed salary benchmarking, banding and bonus structure. Ms. Cope reviewed current space planning, staffing and projections for 2020.

Action Items: Staff to provide an update on the salary banding project during next board meeting.

Discussion: Finance Update

Ms. Jen Cope provided the Q3 Financial update. Ms. Cope reviewed the Statement of Financial Position, presented the Statement of Activities and reviewed the change in format to align with new grant reporting requirements.

Ms. Cope reviewed the 2019 financials and presented the proposed 2020 budget

A **motion** was made by Angelo Giardino and seconded by Regis Becker to approve the 2020 budget. The motion passed unanimously.

Ms. Cope reviewed proposed banking changes and presented a corporate banking resolution to the board (the "Corporate Resolution").

A **motion** was made by Jen Cope and seconded by Regis Becker to approve the Corporate Resolution. The motion passed unanimously.

A **motion** was made by Regis Becker and seconded by Jessica Herrera-Flanigan to give authority to Ms. Jen Cope and Ms. Ju'Riese Colon to increase credit limit and move from weekly credit card billing to monthly billing. The motion passed unanimously.

Action Items: None

Discussion: Nominating and Governance Committee Report

Jessica Herrera-Flanigan presented proposed bylaw changes to the board that would create three additional board seats

A **motion** made by Regis Becker and seconded by Megan Ryther to approve changes to Bylaws. The motion passed unanimously.

Ms. Herrera-Flanigan proposed nominating existing committee chairs for an additional term including Regis Becker, Compensation Committee, Reuben Jones, Finance Committee, Jessica Herrera-Flanigan, Nominating and Governance Committee, Jon Fish, Audit Committee.

A **motion** to was made by Pat Harned and seconded by Connie Smotek to approve nominations of current Committee Chairs. The motion passed unanimously.

Ms. Herrera-Flanigan discussed board member recruitment.

Action Items: Ms. Herrera-Flanigan will present nominees for discussion during the next board meeting.

Jackie Gonzalez, Jen Cope, Hannah Hinton, Martha Van-Gelder left the meeting.

Joe Zonies joined the meeting.

Discussion: Executive Session

Jackie Gonzalez rejoined the meeting.

Discussion: CEO Update

Ju'Riese Colon discussed key infrastructure improvements, including those related to operations, finance, and human resources. Ms. Colon discussed key hires within the Response and Resolution department and making sure we are prepared for changes in 2020. Ms. Colon discussed changes to legal team. Ms. Colon emphasized the importance of cultivating and developing talent.

Ms. Colon discussed pending legislation and its potential impact on the Center operations.

Ms. Colon updated the Board on United States Olympic and Paralympic Committee, National Governing Body's and High Performance Management Organization's communications and goals as well as planning and partnerships for 2020.

Ms. Colon gave an overview of key data and reviewed the 2019 Audit findings.

Ms. Colon reviewed 2020 key priorities and strategic planning process.

Action Items: Ms. Colon to provide board with finalized 2020 goals and priorities.

Katie Hanna, Hannah Hinton, Martha Van Gelder rejoined the meeting.

Discussion: Education and Outreach

Katie Hanna provided an update on the SafeSport Athlete Advisory Team, athlete engagement, and 2019 education data. Ms. Hanna discussed recent course launches, the Minor Athlete Abuse Prevention Policy ("MAAPP") timeline, and the 2020 Education and Outreach goals, strategies and key priorities.

Action Items: Ms. Hanna to provide draft of the MAAPP and timeline to board.

Discussion: Response and Resolution

Michael Henry presented data and key findings for 2019.

Mr. Henry reviewed launch of iSight Case Management System and its security features. Mr. Henry reviewed the Case Management system metrics and analytics and the support of provided an overview of the Centralized Disciplinary Database updates, the SafeSport Code revision timeline, and the 2020 organization chart.

Action Items: None

Discussion: Audit and Compliance Update

Hannah Hinton reviewed the 2019 audit findings. Ms. Hinton discussed the 2020 audit plan, 2020 organization chart, and compliance team goals.

Action Items: None

Discussion: Marketing and Business Development

Martha Van Gelder provided an update on key website changes and updates.

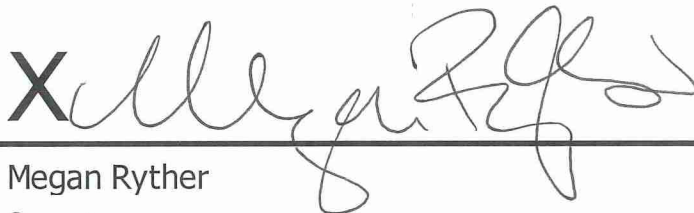
Ms. Van Gelder presented the Marketing and Business Development organization structure, fee-for-service plan, and partnership development for 2020.

Ms. Colon discussed recent media.

Action items: None

Open Discussion

Meeting Adjourned by Frank Marshall at 3:50 PM.



Megan Ryther
Secretary