

U.S. Center for SafeSport Board of Directors ("Board")
February 7, 2020
Meeting Minutes
Time: 9:00am

In Attendance: Frank Marshall (Chair), Regis Becker, Connie Smotek, Angelo Giardino, Pat Harned, Megan Ryther, Ju'Riese Colon, Jen Cope, Jackie Gonzalez, Michael Henry, Ryan Lipes, Hannah Hinton, Andrew Allen, Dan Hill, Joe Zonies. Jon Fish and Jessica Herrera-Flannigan were present via teleconference for portions of the meeting.

Opening:

Frank Marshall opened the meeting and welcomed the group.

December 6, 2019 Meeting Minutes were presented.

A **motion** was made by Angelo Giardino and seconded by Megan Ryther to approve the December 6, 2019 meeting minutes. The motion passed unanimously.

Quorum:

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

Agenda:

Ju'Riese Colon reviewed the agenda for the day.

Discussion: Finance Committee Report

Jen Cope reviewed Statement of Financial Position, Statement of Activities, and discussed revenue and operating expenses.

Ms. Cope presented the Proposed Approval Matrix for approval.

A **motion** to approve the Proposed Approval Matrix with suggested amendments was made by Regis Becker and seconded by Connie Smotek. Motion passed unanimously.

Action Item: Update process for sharing CEO expense reports with Finance Committee.
Action Item: Update process for contracts to include back-up for Treasurer.

Ms. Cope gave an update on space planning and detailed financial terms of proposed lease.

Action Items: Jen Cope and Ju'Riese Colon to provide additional options regarding space planning, including remote office options.

Action Item: Develop Sub Committee to review space plans to include Connie Smotek, Angelo Giardino, Frank Marshall and Regis Becker.

Discussion: Audit Committee Report

Jon Fish joined the meeting virtually at 9:51 am. Mr. Fish recapped committee meeting details. Mr. Fish reviewed the 2020 audit timeline, 990, and internal controls in place for compliance.

Mr. Fish left the meeting at 9:57am.

Action Items: None

Discussion: Nominating and Governance Committee

Jessica Herrera-Flannigan reviewed potential Board nominees and current committee member assignments.

A **motion** to accept current committee member chairs was made by Connie Smotek and seconded by Angelo Giardino. Motion was passed unanimously.

Jen Cope reviewed the nomination of Pattie Leslie as an additional member to the finance committee.

A **motion** to add Pattie Leslie to the Finance committee was made by Connie Smotek and seconded by Regis Becker. Motion was passed unanimously

Action Items: None

Ms. Herrera-Flannigan left the meeting at 10:42am.

Hannah Hinton, Ryan Lipes, Michael Henry, Martha Van Gelder and Dan Hill joined the meeting at 11:00am

Discussion: CEO Report

Ms. Colon reviewed 2019 successes, accomplishments and notable highlights Center wide.

Ms. Colon reviewed head count, growth strategy by department and detailed current operations and staffing within the Center.

Michael Henry reviewed total number of reports and cases throughout Center history and detailed current open cases and efficiencies as well as case resolutions both for fiscal year 2019 and cumulative totals.

Ms. Colon reviewed 2020 key priorities and goals. Ms. Colon discussed organization focus areas and priorities to include strengthening core business functions, infrastructure, and strategic planning. Ms. Colon also discussed 2020 Departmental goals.

Ms. Colon reviewed 2020 CEO goals to include organizational oversight, staffing, strategic planning, partnership development, and Board development.

Ms. Colon reviewed CEO focus for Q1 and Q2.

Action Items: None

Discussion: 2019 Audit Findings

Hannah Hinton reviewed 2019 Audit Report, 2020 Team Goals, Audit Summary, Audit Standards, and Audit Scoring Guide.

Ms. Hinton discussed NGB risk assessments and 2020 audit process.

Action Items: None

Discussion: Marketing & Business Development

Martha Van Gelder Introduced Andrew Allen, Director of Communications to the Board.

Andrew Allen reviewed Marketing and Communications goals, for 2020, an overview of target audiences and plans for developing new and refining existing marketing materials.

Ms. Van Gelder discussed Fee-For Service platform, learning management system RFP, and ongoing business development and planning. Ms. Van Gelder shared 2019 highlights and staffing for 2020.

Ms. Van Gelder provided an update on the Search Engine Optimization project and preliminary analytics.

Action Items: Marketing team to work with CEO to further streamline materials for Board.

Andrew Allen left the meeting

Discussion: SafeSport Policies

Ms. Colon reviewed the SafeSport Code and Minor Athlete Abuse Prevention Policy (“MAAPP”) revisions. Ms. Colon discussed the internal and external review process, release dates, and expected implementation timeline of the MAAPP.

Ryan Lipes shared the Mandated Reporting Policy and steps taken to ensure all staff receive training on mandatory reporting.

Ms. Colon opened a discussion regarding the SafeSport Trademark and NGB usage. The group discussed public confusion around SafeSport vs. NGB program branding and potential solutions, including phasing out “Safe Sport” usage by NGBs.

Action: Ryan Lipes to change the wording on training portion of Mandated Reporting Policy to include Board specific language.

Action: Board to sign amended Mandated Reporter Policy prior to next Board meeting.

Action: Staff to provide an update on Trademark strategy during next Board meeting.

Jackie Gonzalez, Jen Cope, Hannah Hinton, Martha Van Gelder, and Michael Henry left the meeting.

Discussion: Executive Session

Meeting Adjourned at 4:15pm

U.S. Center for SafeSport Board of Directors ("Board")
February 8, 2020
Meeting Minutes
Time: 9:01am

In Attendance: Frank Marshall (Chair), Regis Becker, Connie Smotek, Angelo Giardino, Pat Harned, Megan Ryther, Ju’Riese Colon, Jen Cope, Jackie Gonzalez, Michael Henry, Ryan Lipes, Hannah Hinton, Martha Van Gelder, Katie Hannah, Dan Hill. Reuben Jones joined the meeting via teleconference for portions of the meeting.

Opening:

Frank Marshall opened the meeting and welcomed the group.

Agenda:

Ms. Colon reviewed agenda for the day and the purpose of the strategic planning work session.

Discussion: Setting Expectations

Ms. Colon discussed steps the Center has taken thus far, including hiring a strategic consultant. Ms. Colon discussed the roles of the Board, the CEO, and the staff in the strategic planning session. The group also discussed timelines, including the target release date of August 2020.

Ms. Colon, the Senior Leadership Team, and Board members worked through forming strategic goals and setting expectations.

Discussion: Setting the vision

Ms. Colon and the Board discussed core focus areas and strategic initiatives for the next 3 years, including sustainability, organizational excellence, engagement and awareness, and thought leadership.

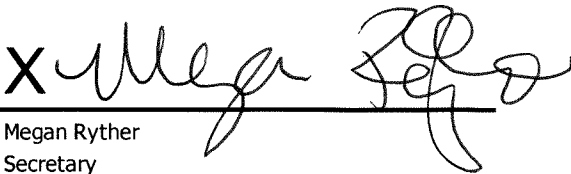
Action Items: Ms. Colon to share strategic plan outline and key initiatives prior to next Board meeting.

Open Discussion

Board reviewed action items moving forward.

A **motion** was made by Regis Becker to adjourn meeting and seconded by Megan Ryther. Motion passed unanimously.

Meeting Adjourned by Frank Marshall at 11:11 AM.

X 
Megan Ryther
Secretary