

U.S. Center for SafeSport Board of Directors (“Board”)

August 27, 2021

Meeting Minutes

Time: 9:02am MST

In Attendance: Jessica Herrera-Flanigan (Board Chair) (Virtual), Regis Becker, Julie Novak (Virtual), Megan Ryther (Virtual), Connie Smotek (Virtual), Reuben Jones, Kimberly Fields (Virtual), April Holmes, Jon Fish (Virtual), Autumn Ascano, Ju’Riese Colon, Jen Cope, Heather O’Brien (Virtual), Fred Roselli, Elizabeth Calkins, Martha Van Gelder

Opening

Ms. Colon opened the meeting and welcomed the group at 9:02am MST.

Ms. Colon completed roll call and welcomed the Board.

Quorum

Attending Board Members constituted a quorum of the Board under U.S. Center for SafeSport bylaws.

Ms. Colon presented and reviewed the agenda for the day.

Consent agenda items, including the May 2021 board meeting minutes and the August 2021 CEO report, were presented to the board for approval.

A **motion** was made by Ms. Ryther and seconded by Mr. Becker to approve the consent agenda. The motion passed unanimously.

Discussion: Finance Committee

Ms. O’Brien joined the meeting at 9:15am

Mr. Jones (Treasurer) discussed the Q2 financials and the financial forecast for the remainder of the year.

Ms. Cope reviewed the Q2 financials and provided an update on the budget planning and 3-year forecast.

Ms. Cope reviewed the updated approval matrices.

Ms. Cope discussed the updated accounting and policies procedure manual as well as the grant policy manual that was shared with the finance and audit committee.

A **motion** was made by Mr. Becker and seconded by Ms. Ryther to approve the updated approval matrices. Motion passed unanimously.

Action Items: None

Discussion: Audit Committee

Mr. Fish (Audit Committee Chair) joined the meeting at 9:35am MT.

Mr. Fish gave a high-level overview of the Q2 financials, statement of financial position and the Form 990 tax return.

A **motion** was made by Mr. Jones and seconded by Mr. Becker to approve the Form 990 tax return. Motion passed unanimously.

Mr. Fish reviewed the single audit corrective action, the updated cash management policy and enterprise risk management.

Action Items: none

Mr. Fish left the meeting at 10:04am MT.

Ms. Van Gelder joined at 10:20am MT.

Discussion: Board Governance and Engagement

Ms. Novak (Nominating and Governance Committee chair) gave a high-level overview of the revised Board purpose statement and recruiting efforts to identify additional committee members.

A **motion** was made by Ms. Novak and seconded by Mr. Becker to approve the Board purpose statement. Motion passed unanimously.

Ms. Novak reviewed the Executive Committee charter and next steps.

Ms. Novak shared the Nominating and Governance Committee recommendations for the officer nomination process and discussed the tenure of current and future members.

Ms. Novak gave a high-level overview of the Board performance assessment results.

Action items: The Nominating & Governance Committee will formally propose an Executive Committee charter and recommendations for board officer positions (including the newly-created Vice Chair position) to the full Board in December.

Action Items: Nominating and Governance Committee will follow-up with more information on board member peer and self-reviews, as well as a board gap assessment, before formalizing plans to expand the board composition. The group will discuss further draft at the next board meeting.

Discussion: Games Update

Ms. Colon discussed the Center's work to prepare for the Tokyo Olympic Games – including a 24/7 Response and Resolution coverage plan and the Center's media response and training resources.

Ms. Colon gave a high-level review of the legislative landscape, including updates on informational meetings with Congressional leaders and federal funding.

Discussion: Communications and Fundraising Update

Ms. Van Gelder gave a high-level overview of the strategic communications proposal, which includes a focus on athlete engagement and awareness, a focused digital approach and a paid media launch beginning in September. She also discussed plans to identify and develop sustainable revenue streams for the future.

Action items: Ms. Colon will provide the strategic communications plan, as part of the organizational budget review, to the Board in December.

Ms. Van Gelder, Mr. Roselli, Ms. Cope and Ms. Calkins left the meeting at 11:47am MT.

Discussion: Executive Session

The Board entered executive session at 11:48am MT

A **motion** was made by Mr. Becker and seconded by Ms. Smotek to adjourn the meeting. Motion passed unanimously.

Meeting Adjourned at 12:18 pm MST.