



# United States Bobsled and Skeleton Federation

National Governing Body for the sports of Bobsled and Skeleton

USBSF Board of Directors  
Meeting Minutes  
December 12-13, 2008  
Park City, Utah

In attendance:

Board: John Donovan, John Rosen (12/12/08), Ted Offit, John Ball, Marci Francis, Doug Bagley  
Staff: Darrin Steele, Lisa Carlock  
Other: Stokes Aitken (12/12/08), Kevin Simon (12/13/08)

Call to order on December 12, 2008 at 5:07 p.m. MST.

Consent agenda

Gift Acceptance Policy

- recommended by auditors that a gift acceptance policy be put in place

Conflict of Interest Policy

- recommended by auditors that a conflict of interest policy be put in place
- create separate process for documenting conflicts, create conflict log/statement to be updated and filed annually with Board
- address separately staff/coaches sale of personal equipment to athletes

Whistleblower Policy

- recommended by auditors that a whistleblower policy be put in place

Custodians for Simple IRA accounts

- corporate resolution to allow for opening of Fidelity (or other) accounts for employee Simple IRAs

Audit review

- appointment of Treasurer – pulled from Consent Agenda, to be discussed as separate agenda item
- update to Financial Policies and Procedures
  - o documented procedure for receipt and review of bank statements by CEO

Approval of 990 and CHAR500

- use Federation address instead of personal addresses for Board members

Approval of Board meeting minutes for 4/9/08, 6/19/08, 6/20/08, 8/28/08, 10/25/08

- note whether meeting is via conference call or in person

Amendment to Bylaws (Board member terms)

- extend Board members' term to June 30

Amendment to Bylaws (AAC Rep process)

- pulled from Consent Agenda, to be discussed as separate agenda item

Motion by John Rosen to approve all above Consent Agenda items with the exception of Audit Review - appointment of Treasurer and Amendment to Bylaws - AAC Rep process.

Seconded by Doug Bagley.

Unanimously approved.

Motion by John Donovan to assign to Audit Committee Chair task of approving expenses of CEO and Board members prior to reimbursement of expenses. Audit Committee Chair expenses to be approved by Chairman of the Board.

Seconded by Marci Francis.

Unanimously approved.



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#### Team Update

##### Current FIBT rankings

- Men's Bobsled – Holcomb 5<sup>th</sup>, Hays 6<sup>th</sup>, Kohn 16<sup>th</sup>, Napier 17<sup>th</sup>, Fertig 19<sup>th</sup>
- Women's Bobsled – Rohbock 4<sup>th</sup>, Pac 5<sup>th</sup>, Burns 31<sup>st</sup>, Boyer 32<sup>nd</sup>
- Men's Skeleton – Lund 9<sup>th</sup>, Bernotas 14<sup>th</sup>, Antoine 17<sup>th</sup>, Aitken 26<sup>th</sup>, Smith 27<sup>th</sup>, Ellis 33<sup>rd</sup>, Daly 41<sup>st</sup>
- Women's Skeleton – Uhlaender 3<sup>rd</sup>, Pikus Pace 8<sup>th</sup>, Yamada 12<sup>th</sup>, Sorensen 22<sup>nd</sup>, Tomlinson 25<sup>th</sup>, O'Shea 27<sup>th</sup>

##### Injuries

- Jamia Jackson – season ending back injury
- Brock Kreitzburg – surgery to hip, out for season, got hardship extension for Elite Athlete Health Insurance
- Pavle Jovanovic – potential to be back for Worlds
- Chuck Berkeley – back to sliding in Lake Placid
- Steve Langton – successful surgery, back to training probably not back for Worlds

##### Coaching

- Sepp Plozza as overall team head coach is functioning well
- Martin Rettl in second year as skeleton driving coach
- 8 World Cup coaches funded by USOC, if we were to reallocate one to ICC it would need to be funded by USBSF, will attempt to secure USOC funding for ICC coach but not likely

#### Development Programs

- Up and running but transition to ORDA and UOP administration did not go smoothly
- Communication issues, ORDA still relying heavily on USBSF for communication with athletes, UOP feeling unsupported by USBSF
- USBSF, ORDA, and UOP to meet in April in Lake Placid for season recap
- Responsibility for preparation of athletes for Junior Olympics in 2012 lies with development programs

#### Financial Report

##### Variances/Variables

- Speedo – original contract was signed by USBSF but not by Speedo, Speedo feels no obligation to payout for 08-09 season, will pay \$5,000 pledged for skeleton technology, was contract ratified by fulfillment for past seasons, USBSF to further pursue relationship/payout
- Sled shipping with AIT, to compare rates with Doug Bagley's United account
- Board fundraising – Ted Offit spring event planned, possible US versus Canada event following World Championships
- Allianz – contacts no longer with company
- USBSF Trust – 85% of gains distributed, potential for no distribution if no gains
- Wells Fargo Line of Credit – potential to secure \$50,000 line of credit

Motion by Ted Offit to approve USBSF pursuit of Wells Fargo Line of Credit of \$50,000.

Seconded by John Donovan.

Unanimously approved.





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## Open Issues

Stokes Aitken – on team since 2003, ICC, concerned over lack of support for athletes (financial and other – OTC services, coaching, technology)

## Board Member Updates

John Ball

- No news is good news, immediate success with Judicial Committee, Ethics Committee to convene next week, Jay Warwick happy with progress USBSF has made

Ted Offit

- Would like to contribute more but doesn't know what is needed

Marci Francis

- Would like specific assignments

John Donovan

- Will follow up with foundations contacted for support, need to promote membership and Summit event

Doug Bagley

- USOC Governance meeting – learned what board member responsibilities should be, create ideas and deliver to CEO but offer assistance, obligation to fulfill the public need

## Knotts Berry Farm

- Have sled but not yet on display, want to build platform, concerned with liability of inside of sled, have merchandise and video, waiting for them to execute

## Technology

Bodyn Project

- Two 2-man test sleds to be ready for Vancouver testing in January
- Holcomb driving new 4-man

Skeleton

- Purchased Davenport sled to initiate technology program at RPI

Vancouver International Training

- USOC contributing resources, potential to build start track in Chula Vista identical to Vancouver

Sale of equipment

- If USBSF coaches or staff sell equipment or materials to athletes, it is sold on an open market at fair market value

Adjourned on December 12, 2008 at 9:01 p.m. MST.

Call to order on December 13, 2008 at 9:04 a.m. MST.

## TV/Media Update

- Universal Sports on board through Games, broadcasting all races for 08-09 season, shown same-day on website
- Speed Channel to cover Bodyn event, public service announcement to promote USBSF during event?
- USOC channel to cover National Championships

## Marketing Report

King of the Mountain Sports



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- Focusing on marketing strategy and branding
- "America's coolest sport" and "Push the edge" as tag lines
- Hammerhead sleds, AT&T
- Potential for return on investment in February/March

All Custom Apparel

- New licensing group to replace XP Apparel
- Would like to meet with Under Armour to pursue partnership opportunities

Rick Burton

- Pursue sponsorships via non-traditional means to avoid conflict with KOM
- Trying to work out commission-based arrangement

Ludus

- Partner with for hospitality packages for Vancouver Games
- Potential to sell World Championships packages?
- Federation will get 3-5% of transaction revenue
- Arranging package for Bodyn auction

Fundraising Report

- Board pledged to raise \$110k by June
  - o Ted Offit to hold event in Baltimore in spring
  - o John Donovan pursuing various foundations, Altschul Foundation in NY suggested by Kevin Simon
- Pursue direct relationship with NASCAR?
- Direct financial support from Bodyn Project? Darrin and John Ball to attend next Bodyn board meeting?
- Create new committee of "super heavy hitters" to focus solely on fundraising? Board to nominate individuals for committee
- Booster clubs?
- Pursue relationships with alumni, initiate at World Championships?

Motion by John Donovan to approve amendment to Bylaws (AAC Rep process) following forthcoming changes (see attachment).

Seconded by Ted Offit.

Unanimously approved.

Risk Management Discussion

- Need to identify risks and create management plan
- Operations staff to create list of topics to address

Staffing Report

Scott Novack, High Performance Director

- Knowledgeable of everything Olympic-related, worked previously for USOC and other NGBs

Website Report

- Terminating old website arrangement, potential to lose usbsf.com domain name
- USOC may host email





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Next Board meeting tentatively scheduled for second weekend of World Championships, February 27-March 1.

Motion by John Donovan to adjourn.  
Seconded by Marci Francis.  
Unanimously approved.

Adjourned on December 13, 2008 at 11:29 a.m. MST.



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