

Minutes

Board of Directors Meeting
August 9-10, 2013
Lake Placid, NY
8:00 am EDT, 8:30 am EDT

A meeting of the Board of Directors (the “Board”) of the United States Bobsled and Skeleton Federation (“USBSF”) occurred on August 9 and 10, 2013. The Chair called the meeting to order at approximately 8:11 am EDT. The following members of the Board were present at the meeting’s commencement: John Rosen, John Donovan, Pete Piechoski, Curt Tomasevicz, Elana Meyers, Jennifer Donnelly, Ted Offit, BJ Hybl, and Don Schaaf. Matt Roy arrived at 8:30. The current size of the board is 10 members. All 10 were in attendance. The above members constitute a quorum of the Board under Bylaws Section 6.17. Subject to approval of the amendment of the bylaws by the athlete membership of the USBSF, the size of the board will increase and the following three individuals will become members of the board; Aron McGuire, Hal Pittman, and Duane Bailey. Hal Pittman and Duane Bailey attended as guests, pending approval of the amendment of the bylaws by the athlete membership of the USBSF. Duane Bailey arrived at 9:05.

Also participating in the meeting were ex officio members Tony Carlino and Colin Hilton, track representatives Rebecca Dayton and RJ Shannon, and USBSF staff members Darrin Steele and Lisa Carlock.

The minutes were recorded by Lisa Carlock, Corporate Secretary.

1. Call to Order – Day 1

The chairman called the meeting to order at 8:11 am EDT.

2. Management Report

a. High Performance Plan Review/Update

Darrin Steele review the 2013-2014 High Performance Plan submitted to the USOC including the USBSF’s funding request versus actual grant funds awarded.

b. Athlete/Coaching Update

Steele recapped World Championship and FIBT ranking results for the quad, making comparisons of start times to finish times and medal goals to actual results. USBSF’s goal for Sochi is a medal in every event. Steele, Curt Tomasevicz and Elana Meyers provided the board with feedback on the Sochi test event and noted as challenges the Russian home track advantage, nutrition, cost and security. Potential success factors in Sochi include the addition of a start coach and sled technician (pending) on tour, technology and equipment initiatives with BMW, Protostar and Fastenal, and USOC services to address medical, technology and nutrition needs.



c. Financial Update

Lisa Carlock reviewed the current financial statements and cash flow.

d. Marketing Update

Steele updated the board on several new potential sponsorship agreements for cash and VIK. The board discussed whether or not a guiding policy is needed in regards to whom we accept sponsorship from.

e. Foundation Board Update

The Foundation currently has three directors; Bobby Rahal, Oscar Tang and Archie Urciouli. Steele updated the board on creation of the Foundation website and newsletter as well as VIP travel packages for Sochi.

3. FIBT Congress Review

John Rosen recapped the 2013 FIBT Congress held in Poland in June, highlighting Steele's election as the FIBT's VP of Communications and Sochi's successful bid for hosting the 2017 World Championships.

4. USOC Audit

Ted Offit informed the board of the USOC's recent audit of grant funds awarded for the 2011-12 and 2012-13 fiscal years. The audit findings confirmed USBSF compliance with requirements of the grant agreements and the USOC's report made two recommendations to help improve USBSF's policies and governance.

5. AAC Update

Curt Tomasevicz updated the board on recent USOC AAC activities including election of athlete service coordinators for the Sochi Olympics, and initiatives including inspection of USOC and NGB committees to insure compliance with the 20% athlete representation rule. The next USOC AAC meeting will be held in Colorado Springs on October 10.

The USBSF AAC is currently assisting with Under Armour gear selection for the season and recently elected Aron McGuire as the new athlete at-large director on the USBSF board.

6. Ethics & Judicial Committee Updates

BJ Hybl has reached out to ethics and judicial committee members to confirm their commitments thru Sochi. New committee members have been named and current composition is as follows:

Ethics – Hans Fuegi, Lorenzo Smith, Lionel Yarmon, Adam Brezine (chair), Geoff Wright
Judicial – Marty Krolewski, Bob Hofbauer, Kyle Schriener (Chair), Steve Mesler



7. Nominating & Governance Committee Update

The board has 2 independent director positions to fill. Hybl presented 3 candidates, however the board decided to delay appointment of new directors until an assessment of needs (i.e. diversity in gender, geography, employment sector) can be completed. Board members will seek to identify additional candidates that meet specific needs.

8. Fundraising Committee Update

Don Schaaf updated the board on plans for a fundraising event to be hosted by BMW in Washington DC in December. BMW is shooting video to create a promotional tool. Preliminary plans for actual fundraising components include charging for event attendance, fund-a-sled, and silent and live auctions.

John Donovan gave a brief update on the USBSF Trust and the new distribution arrangement that will allow 5% of the Trust's year-end balance to be paid to USBSF. The Trust's bylaws amendments are currently pending approval by the State of NY.

9. USOC Diversity Inclusion Program

Ashley Walden informed the board of the USOC's Diversity Inclusion Program in which she participates as USBSF's representative. The program is seeking for all NGB's to enact 3 to 4 goals over the next year to make their respective sports more diverse. Walden inquired about adding a non-discrimination clause to USBSF's bylaws. Ted Offit will draft the amendment to be voted on at the next board meeting.

10. Board Orientation Package

Jennifer Donnelly presented the new board orientation package. The power point presentation includes the organization's mission, history, details of and recent developments in the sports, track and competition details, organizational structure and philosophy, funding, board policies and guidance, director responsibilities and expectations, and USBSF's strategic plan. A recommendation was made to also include a contact list and biographies of current directors, an organizational chart, and important names and acronyms to know.

The first orientation session will be held on Saturday, August 10.

11. Tracks & Venues

Colin Hilton updated the board on Utah Olympic Legacy Foundation activities and initiatives including fundraising, programming and land development. They plan to open the track two weeks early on October 14.

Tony Carlino and Rebecca Dayton delivered a report on ORDA's programming, funding and current initiatives. Improvements in the track's refrigeration system are planned for this year and USBSF allocated older bobsleds to ORDA to expand fleet available for development drivers. Guidelines for use of these sleds need to be determined by USBSF. Carlino requested that USBSF provide a 4-year plan for track needs to assist ORDA in allocating funds.

Discussion ensued on how the board/USBSF and the tracks can better support each other. A meeting with ORDA, UOLF and USBSF representatives will take place Saturday, August 10.



12. Youth Program

Hal Pittman led a discussion on a potential youth program for bobsled and skeleton. If USBSF is to establish a youth program, it needs to determine the intent – exposure of the sports or an athlete development pipeline. Additional considerations include safety and the appropriate age for kids to begin involvement, whether or not a youth program increases the footprint of bobsled and skeleton in the US, and if USBSF can invest simultaneously in development and elite programming.

13. Retired Athletes Committee

Jennifer Donnelly gave a brief update, noting that the USOC's retired athlete initiative is on hold until it receives funding, however USBSF should continue to develop its own program to assist USBSF retired, and retiring, athletes. The committee needs to compile a database of former national team athletes.

14. Marketing/Web Committee

Don Schaaf informed the board of recent committee activity including updating the sponsorship brochure and finalizing the official USBSF athlete logo. They are beginning to design the sled wraps for the 2013-14 season.

Schaaf proposes a shift from focusing on sponsorship to fundraising, i.e. a micro-giving campaign. Duane Bailey and John Donovan will collaborate to establish a database to initiate such a campaign.

15. Board Travel Plans for Sochi

Ted Offit provided the board with a brief summary of travel packages available thru Ludus Tours for attendees at the Sochi Winter Olympics.

16. Committee Alignment to Strategic Plan

Elana Meyers conducted an assessment of board committee composition to determine alignment with USBSF strategic planning objectives and committees. She identified particular strength in some committees' structures, but weaknesses in others such as the number and availability of athletes to serve on committees and who is responsible for reporting to the board on committee activity. Meyers posed several questions to the board for consideration for improving committee alignment to the strategic plan.

17. Review of Board Performance Surveys

BJ Hybl reviewed the results of the board's performance survey and provided comparisons to prior year results. He noted performance gains and areas for improvement.

18. CEO Compensation and Review

Executive session with staff and track representatives excused. The board conducted a review and discussion of compensation for the CEO.



19. Election of USBSF Chairman

John Rosen resubmitted his name for consideration for the Chairman position. No other directors were nominated and the requirement for election was dispensed. Rosen will retain the chairmanship for the remaining two years of his term as a director. He advises the board to begin considering who will serve as next chairman and suggests a training/transition period.

20. Schedule of Board Meetings for 2013-2014

The schedule for board meetings is set as follows:

December 16 (pm)-17 (am) in Washington, DC
March 15 in Park City, UT
June 27-29 in Colorado Springs, CO

21. Review of Meeting Including Action Items

Board members provided feedback on positive and negative aspects of the meeting. Action items from the meeting were reviewed for all participants and include;

Steele	consider/investigate commission-based sales rep in Europe inquire about USOC Challenge Grant program for 2014
Schaaf	design certificate of appreciation for exiting committee members refresh Foundation package distribute logos to board design sleds for season
Offit	prepare proposal to board for diversity initiative bylaws amendment
Hybl	(with Nelson) send thank you letters to exiting committee members
Piechoski	work with Jennifer to establish metrics for bonus program
Rosen	align committee membership/strategic planning assignments
Donnelly	work with Pete to establish metrics for bonus program
Walden	draft bylaws amendment for diversity initiative, send to Offit
Donovan	compile board member bios for new board orientation package work with Duane on establishing database for giving campaign
Bird	include in newsletters promotion of track events, passenger rides, etc. on Facebook or website, reach out to retired athletes from national team



Pittman follow up with John Rosen about youth program

Nelson send out renewal email for supporting memberships

Bailey work with John Donovan on establishing database for giving campaign

22. Adjournment

The meeting was adjourned at 5:42 pm EDT.

1. Call to Order – Day 2

The chairman called the meeting to order at 8:30 am EDT. The following members of the board were present: John Rosen, John Donovan, Pete Piechoski, Curt Tomasevicz, Elana Meyers, Jennifer Donnelly, Ted Offit, BJ Hybl, Don Schaaf, and Matt Roy. Hal Pittman was also present in his capacity as a director elect. Hal's appointment to the board is subject to approval of the amendment of the bylaws by the athlete membership of the USBSF. Nine coaches and staff were also present, as well as 15 athlete and 4 constituent members.

2. Bylaws Amendments

Ted Offit reviewed the current USBSF board structure and proposed amended board structure, which includes the addition of 1 athlete director, elimination of the national sports organization director, and addition of 2 at-large and 2 independent directors for a total maximum of 15 directors.

A motion is duly made and seconded to increase the size of the board to a minimum of 11 and maximum of 15 directors to be comprised as follows: 3 athlete, 1 technical, 1 club, at least 3 at-large, and at least 3 independent. It is unanimously approved.

Aron McGuire, Hal Pittman, and Duane Bailey were officially appointed to the board.

3. Adjournment

The meeting was adjourned at 8:40 am EDT.

This document constitutes a true and correct copy of the minutes of the meeting of the Board of Directors of the United States Bobsled and Skeleton Federation.

Lisa Carlock

Lisa Carlock
Corporate Secretary

October 11, 2013
Date

