

Minutes

Board of Directors Meeting
December 16-17, 2013
Washington, DC
2:30 PM EDT, 8:00 AM EDT

A meeting of the Board of Directors (the "Board") of the United States Bobsled and Skeleton Federation ("USBSF") occurred on December 16 and 17, 2013. The Chair called the meeting to order at approximately 2:36 pm EDT on Dec. 16. The following members of the Board were present at the meeting's commencement: John Rosen, John Donovan, Curt Tomasevicz, Ted Offit, BJ Hybl, Hal Pittman and Don Schaaf. The above members constitute a quorum of the Board under Bylaws Section 6.17.

Also participating in the meeting were USBSF staff members Darrin Steele, who arrived at 3:15, 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 2:36 pm EDT.

2. Consent Agenda

The chairman presented the consent agenda for approval which included recertification of 6 existing USBSF policies, ratification of audit and 990 approval for 2012-13, and acceptance of Conflict of Interest statements for 4 board members. A motion was duly made and seconded to approve the consent agenda. It was unanimously approved.

3. Paralympic Update

John Rosen, as chairman of the FIBT Paraspport Committee, updated the board on recent committee work. A formal proposal, including a 4-year plan, has been presented to the FIBT in an effort to get bobsled and skeleton included in the 2022 Paralympic Games. The committee has been successful in garnering athlete support but is having a harder time securing support from national federations. It has developed a handbook to distribute to national federations in order to assist them with starting a Paralympic program. The FIBT has scheduled two development schools this year (Iglis and Calgary).

4. AAC Update

Curt Tomasevicz provided information on FIBT and USOC AAC activity. Recent dissemination of information from those AAC's surround rules 40 and 50 which stipulate that athletes and venues can only advertise IOC sponsors and the Olympic platform cannot be used to make any political or personal statements.



Tomasevicz also briefed the board on the USBSF AAC, noting they have a vacant position to fill on the board and that the council is aware there is the potential for Olympic team naming issues to surface.

5. Bylaws Amendment

Ted Offit addressed a non-discrimination clause addition to the USBSF Bylaws in order to further the USOC's Diversity and Inclusion Plan efforts. The following amendments were proposed (new text in red):

Section 4.1.g

Be governed by a Board, whose members are selected without discrimination on the basis of race, color, religion, national origin, sex, **gender identification or sexual orientation**, with reasonable representation on the Board of both males and females;

Section 4.1.h

Provide an equal opportunity to amateur athletes, coaches, trainers, managers, administrators, and officials to participate in bobsled and skeleton competitions without discrimination on the basis of race, color, religion, national origin, sex, **gender identification or sexual orientation**.

A motion was duly made and seconded to approve the amendments. It was unanimously approved.

6. Management Report

a. Athlete/Coaching Update

Darrin Steele provided the board with a summary of athlete results to date and noted that the Igls World Cup will be the final race to determine quota spots for the Olympics.

b. Technology Update

The team has a full fleet of BMW 2man sleds on tour and USBSF hired 2 sled technicians to keep the equipment on the ready. USBSF had to make quick modifications to the sleds after the FIBT deemed them non-compliant during the Calgary World Cup and mandated rectification prior to the Park City World Cup. USBSF filed a petition with the Court of Arbitration for more time to make the necessary modifications but ultimately ran out of time to pursue it.

c. Foundation Update

Bobby Rahal will attend the BMW fundraising event.

7. Board Chair – Training and Transition

John Rosen led a discussion on the need to identify and train/transition in a new chairman. The board discussed requirements and key aspects of the position as well as beneficial strengths of a new candidate. Rosen will assess the level of interest of current board members who are eligible to be chairman. This also led to discussion of ideal new candidates to fill pending vacant board positions.



8. Trust Update

John Donovan informed the board that the Trustees met in Lake Placid on Sat, Dec 14 and approved a new formula for determining annual allocations to USBSF. The Trust's governing documents have been amended with the State of NY and allocations will now be in the amount of 5% of year-end value. Donovan will be working with the Trust on guidelines for investing.

9. Financial Update

Lisa Carlock reviewed the current cash flow and income statement with the board, noting to maintain revenue streams next fiscal year the USBSF needs to renew its current sponsors.

10. Adjournment

The meeting was adjourned at 5:23 pm EDT.

1. Call to Order – Day 2

The chairman called the meeting to order at 8:14 am EDT. The following members of the board were present: John Rosen, John Donovan, Curt Tomasevicz, Elana Meyers, Ted Offit, BJ Hybl, Don Schaaf, and Hal Pittman. The above members constitute a quorum of the Board under Bylaws Section 6.17.

Also participating in the meeting were USBSF staff members Darrin Steele and Lisa Carlock.

2. Board Contributions

John Rosen addressed board contributions for 2013-14.

3. Youth Program/AAU Update

Hal Pittman updated the board on the proposed partnership of USBSF and AAU for combine and Feats of Strength and inquired about a proposal to the Foundation for funding a push sled prototype.

The board also discussed the FIBT small nations program and how to put structure around it. It was suggested that FIBT financial support be requested and attention given to the possible availability of UN grant funding for developing sport programs in small nations.

4. Marketing/Web Committee

Don Schaaf reviewed the agenda for the evening's fundraising event. The board discussed the likelihood of success of a similar event in a non-Olympic year. Schaaf and Ted Offit confirmed that donations surrounding this event are largely tied to donor relationships with the event organizers. USBSF needs to determine how to capitalize/monetize on the success



of the Olympics though it's recognized that it is hard to compete with individual athlete opportunities for self-promotion post-Games.

5. Board Meeting Scheduling

The remaining board meetings for the 2013-14 fiscal year are scheduled as follows:

- March 21-22 in Park City – arrival on Mar 21 with meeting beginning at 1:00pm and continuing thru the morning of Mar 22, potential flights out on the evening of Mar 22
- June 27-29 Annual Assembly in Colorado Springs – arrive on June 26, board meeting all day on June 27, annual membership meeting and gala on June 28, strategic planning meeting on June 29
- Consider future board meeting to be held in South Carolina, by BMW invitation

6. Nominating & Governance Committee

BJ Hybl presented several candidates for consideration for 1 currently available independent position. A motion was duly made and seconded to name Elizabeth Jones to the board with her term to commence immediately. It was unanimously approved. An additional motion was duly made and seconded to invite 3 other candidates to attend board meetings as Advisory Class directors whereby they would participate in the process but hold no voting privileges. It was unanimously approved. There will be 4 board openings as of July 1, 2015

7. Focus Areas from 2012 Board Self-Evaluation

John Rosen led the board in a review of self-evaluation assessments from 2012, noting several recent areas of focus for improvement.

- Further alignment of committees with strategic plan is needed.
- All committees need to document meetings and provide reports prior to board meetings.
- Marketing operationally needs a broader base with the right people participating.
- Nominating and Governance committee needs to continue solicitation for a general member.
- Officials Development committee needs to involve athlete rep.
- Fundraising committee needs to explore ways to raise money that are incremental. Consider committee handling supporting membership.
- CEO compensation/performance committee needs to define metrics.
- Retired athletes committee needs to be assigned a new chair. Ted Offit to begin involvement also.
- Need board motion to disband Clubs committee.
- Strategic Planning committee to include Elana Meyers, Ted Offit and Jennifer Donnelly.

8. 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;

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| BJ | Put ethics/judicial committees on stand-by for Jan 19 team naming
Inform Advisory Class directors of their appointments |
| Ted | Send actual language for amendment to bylaws |



- John R Update profile of roles and responsibilities of chairman to distribute to group
Send rules 40 & 50 to Don
Work with Matt to convert club position to at-large
One-on-one with potential new chairman(s) for board
Structure March meeting to ask for pre-reports from all committees
Compose letter to Trust to thank them for diligence in managing/maintaining Trust accounts
- John D Guidelines for Trust to following in investing
Send letter to Don for event follow-up
- John D/Duane Presentation of proposed micro giving campaign
- John R/Lisa Determine what graphical financial representations would be helpful to board
- Hal Proposal for small nations program to FIBT, Elana to work with Hal
Convene task force for charting the way for youth development (include Colin Hilton, Rebecca Dayton, Mickie Rzepka, Katie Koczynski)
- Lisa Provide Hal with contact info for individuals to serve on task force
- AAC Aron McGuire and Brock Kreitzburg to be replaced on committees
Replace Athlete at-large director, in place by Mar 21 meeting
- Darrin Work with Hal to create task force for youth development
- Curt Ask Bethany Hart if she's interested in serving as retired athletes committee chair
- Don Event follow up thank you's, extend fundraising campaign online
Figure out how to capitalize on Sochi victories, talk to athlete agents

9. Adjournment

The meeting was adjourned at 1:37 pm 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
Corporate Secretary

January 31, 2014
Date

