

## Executive Committee WebEx Meeting – Monday, April 6, 2020 - 8:00 p.m. CST

Meeting was called to order at 8:05 p.m. CST.

**Attendees:** John Fearnow - Board President, Michael Jacques - Board Chairman; Annelle Anderson, Heidi Permatteo, Annette Stapleton, Kylee Hughes, Eric Steele - Executive Director; Tina Brendle, recording secretary.

**Guests:** Stephen Carter, Tom Hughes, Misty Greer

- John Fearnow reported that there is currently no change with the Iowa CVB regarding the Covid19 and our Nationals. Heidi Permatteo asked if there is a contingency plan in place if we need to get out of the Iowa contract. The Cedar Rapids CVB indicated that we could possibly just change the date if needed. Annette Stapleton asked if there was an ideal number of participants per sport for us to hold the event? John Fearnow said that we do not have a monetary contract with Cedar Rapids. The contract reads that we could show up with 10 ppl and hold the event. Obviously, we want as much participation as possible. Annelle Anderson asked if we happened to have any discussion about holding ODN there. The Cedar Rapids CVB would be thrilled with anything we do. Eric Steele added that there is a location that has a 1-mile track w/ ¼ mile half track available. Had planned to drive over there with an athlete to test it out however the bigger issue is whether the USOPC would give us the permission to switch our event location/qualifying process. World Skate also still could cancel Worlds given the Coronavirus and if that's the case, there would be no reason to hold ODN.
- Eric Steele reported on the Cares Act and the Paycheck Protection Plan (PPP). The PPP offers federal guaranteed loans to businesses with fewer than 500 employees to cover payroll and other essential costs. If we use the funds to retain (or rehire) employees, the loan is forgiven under the program. We submitted two applications to Union Bank & Trust (UBT) because of conflicting information about the PPP. One submission was for \$89,976.04 and includes our Independent Contractors the other submission was for \$79,821.09 and does not include our Independent Contractors. This way UBT has everything in hand if they can't accept the application including the independent contractors, as they already have the application with just our employees. Our current Payroll system provided a great report. Currently we're just waiting for approval. Additionally, we've also secured the line of credit and have received two checks from Cedar Rapids.
- Eric Steele also discussed how the office has been functioning in the age of Covid-19. We shut down the museum and building to all outside visitors a few weeks ago. We then went to the staff working ½ day at home and a ½ day in the office with half the staff working in the morning in the office in the morning and the other half working in the afternoon so there was never more than 3 staff in the building at any time. Last week, the staff started working from home full time, except for Rod Oliverius and Eric. Starting tomorrow, everyone will be working from home full-time. Eric will still go into the office once a day to handle the mail and any faxes we receive. All the staff can check their voice mail remotely. And the staff has access through the Teams App in Microsoft 365 for daily quick interaction.

- John Fearnow reported that we have a few bylaws changes we need to make. The dates for our semi-annual and annual meeting do not coincide with our fiscal year anymore. Michael Jacques added that having a March meeting was too early according to the bylaws. Article 4, Sec 1. states that the Semi-Annual meeting shall be held within 150 days of the close of the fiscal year. MJ feels that it would be safe if we went to 180 days so we're not out of compliance. The other change needed is related to the Treasurer; in Section 6 of the bylaws it states the Treasurer shall: (a) have charge and custody of and be responsible for all funds and securities of USARS; (b) receive and give receipts for all monies due and payable to USARS and deposit all monies in the name of USARS in such banks, trust companies or other depositories as shall be designated by the Board of Directors; and (c) in general, perform all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the President or by the Board of Directors. Currently, this is not what our Treasurer is doing. A couple of the other ideas we had was whether we should have 2 yr. term limits for officers. Currently, it's 1 yr. term. This needs to be discussed by the Executive Committee. Eric Steele added that another bylaw change that needs to be made is to eliminate the Sports Medicine, Fundraising and Insurance committees and replace those committees with appointed volunteer advisors.
- Eric Steele discussed the new Athlete Safety Guide he sent to the committee and encouraged everyone take this downtime to read the document. The guide was sent to the US Center for SafeSport for review and it has been approved. We still need to announce the guide to the public and do a marketing campaign around it. The Center is also looking at how we audit and develop reporting incidences. The Center realizes that what we do is administered locally and after discussion felt the best thing for us to do is implement a post sanction report, which would be required to be submitted to the office within a specific timeframe after a sanctioned event. The report would require a list of all participants, staff and any 3<sup>rd</sup> party vendors, event results, and the ability for the Meet Director to report if there were noticeable offenses, with specific emphasis on the Minor Athlete Abuse Prevention Policies. The list of participants and staff would then be randomly audited to ensure completion of SafeSport and Criminal Background checks. The final aspect is how we handle a host club or meet director that refuses to submit the sanction report. Eric suggested that the first offense would be a written warning, the second offense we would limit the number of attendees for their next sanctioned event and the third offense would be denial of any future sanctions until the host club/meet director are compliant.

New wording to Charter Agreement: In addition, the club agrees to complete all event sanction forms to include both the Pre-Event Sanction Application and Post-Event Sanction Reporting Form. And that upon approval to conduct a sanction, along with any practices or competitions or education (Star Skate) or camps/clinics associated with the club, that the club agrees to follow all policies related to Athlete Safety to include: USARS Policies, the US Center for SafeSport Policies (SafeSport Code & Minor Athlete Abuse Prevention Policies MAAPP) and the United States Olympic & Paralympic Committee Policies

- Eric Steele discussed the need for us to make a bylaw change regarding the USOPC compliance changes we made in November regarding athlete participation at the Board and Committee

level. This new wording will be completed and ready to place into a motion for a required bylaw change that meets the USOPC requirements.

- Eric Steele gave an update on the Sport80 implementation progress. At this point they have what they need to start to build our platform and are currently in coding mode. We did identify one thing we need to address with them which is the ability for our clubs to charter as early as August 1 so that when the members register, they can properly select their club during the registration process.

Stephen Carter, Tom Hughes, Misty Greer, Eric Steele & Tina Brendle left the call at 8:58 p.m. CST

Michael Jacques later reported that the meeting was adjourned at 9:10 p.m. CST.