

Executive Committee WebEx Meeting – September 8, 2020 – 8:00 P.M. CST

Attendees: Board President - John Fearnow, Board Chairman – Michael Jacques, Annette Stapleton, Heidi Permatteo, Kylie Hughes, Executive Director - Eric Steele, Tina Brendle. **Guest:** Fernando Regueiro, Brian Stelzer - Independent Board of Directors Candidate.

Meeting called to order at 8:01 PM CST.

- **August 2020 Minutes:** John Fearnow asked for a motion to accept the minutes from the August Executive Committee meeting.
 - **Michael Jacques motioned to accept the minutes from the August 2020 Executive Committee meeting.**
 - **Annette Stapleton seconded**
 - **Motion approved unanimously**

- **NGB Certification process with USOPC** – Eric Steele reported on the new USOPC NGB Certification process.
 - It is extensive, with significant requirements to be compliant/certified.
 - The USOPC will meet with us beginning on the 21st of September via WebEx or Zoom format for an entire week.
 - Any shortfalls will have to be revisited and implemented by January 1, 2021. Much of this revision will need to occur with BOD votes at the fall meeting, especially around bylaws and policy.

- **USARS Gift & Entertainment Policy** – Eric Steele reported that we need to approve a USARS Gift & Entertainment Policy
 - USOPC has provided the template
 - Required to use their Language
 - Will address it at the Fall BOD meeting.

- **BOD Onboarding** – Eric Steele discussed the new requirement to have a formalized BOD Onboarding process and presented the proposed plan.
 - Ensures new board members have completed SafeSport and Background Screenings
 - Introduction to BOD Officers and Duties
 - Addresses USOPC Board Training
 - Required reading such as USARS Bylaws, AG Agreement, Nebraska Not-for Profit Act
 - Provides guidance to the new board member so they have a better understanding of the who, what, when and where.

Michael Jacques motioned to accept the BOD Onboarding Check List as present

Motion seconded by Annette Stapleton

Motion Approved Unanimously

- **Membership** – Eric Steele reported on the current 2020-21 membership.
 - Currently have 399 members registered.
 - Pacing right about where the membership was this same time last year coming out of the Labor Day weekend.
 - To date the new system has received overall positive reviews from members utilizing it.

- Still need to manually update SafeSport and Criminal Background Screenings this year, but after this season, everything should be updated via Sport80.
- **Independent BOD candidate** – Eric Steele introduced Brian Stelzer, as an independent Board of Directors candidate. Eric explained that the USOPC now requires us to have an independent BOD member in place that would not have direct ties to our sports.

Michael Jacques motioned to forward Brian Stelzer, Independent BOD candidate to the Nominating Committee as being vetted by the Executive Committee valid candidate for approval by the BOD to a 1 yr. term.

Motion seconded – Heidi Permatteo

Motion Approved Unanimously

- **Employee manual update discussion** – John Fearnow briefly discussed the need to review and update the employee manual, specifically around the area of employee benefits offered.
- **Museum Rental discussion** – John Fearnow reported on the ongoing discussion with Kim Wall, President of the museum, regarding the need for the museum to contribute financially for the space they're occupying within the USARS Office.
 - The museum takes up approximately 2500 sq. ft. of space.
 - Comparable space in Lincoln is renting for space is \$2465/month.
 - USARS provides the museum with approximately \$2000/mo. minimum in the various services and support. Which in a normal year, has not been difficult to make happen, however with the pandemic and loss of the National Championships for 2020 moving forward with business as usual in providing the support and services has been difficult.
 - Space utilization continues to diminish for USARS needs, while the museum's needs continue to grow.
 - Kim Wall, has agreed to take the USARS request to the museum board meeting scheduled for Oct. 4th.
 - In addition a formal agreement has been sent to the museum regarding use of the USARS payroll system for museum staff.
- **Staff proposal to pay toward medical plan** – Eric Steele discussed the staff's offer to personally contribute financially towards their medical insurance coverage with the hope to share some of the financial burden on organization.

Michael Jacques motioned to accept the offer from the staff towards their health care benefits effective with the next payroll on Sept. 15, 2020.

Seconded by Annelle Anderson

Motion approved unanimously

- **Insurance update** – John Fearnow reported
 - **New Floor Adjustment** – The old floor was insured for \$100k. This was decreased to \$30K and the new floor was insured for \$60k.

- **Foy Insurance** – Ran the organization’s Loss Run Report for the past year and the information was shared with the rest of the committee.

- **Foundation agreement for interest payment and floor lease** – John Fearnow stated that he spoke to Jim Ball, foundation president, regarding the interest payment and new floor lease.
 - We are asking the foundation to allow us to maintain and insure the floor in lieu of making payments on the lease.
 - USARS Agreed to give the new floor plenty of signage and recognition at Nationals

- **Adjust payroll transfer** – Michael Jacques stated that we have a reoccurring transfer of funds set up to transfer \$24k per month from the operating to the payroll account.
 - The payroll is account currently has a \$4200, and the monthly run is estimated to be \$22K.
 - Eric Steele suggested moving the transfer amount to \$21,500 per month from the operating and into the payroll account and indicated the transfer would be completed prior to the next pay run and set to automatic recurrence.

- **Discussion of budget that will be given to finance committee** – John Fearnow stated that he, Michael Jacques, Penny Marchiel and Eric Steele have been working on the budget for the next finance committee meeting.
 - The budget will be reviewed by the Finance Committee on September 14.
 - Objective is for the budget to be approved at that meeting and back to Exec for final approval after the full board has ample time to review.

- **CBS News Crew** - Michael Jacques brought up the fact that we will have a CBS news crew in the office filming a segment about the museum.
 - Eric Steele was given a directive to assure the building was spruced up and ready to go.

- **Rink Hockey proposal to use 2018-2019 membership to vote for Athlete Board Position** - John Fearnow reported that the Rink Hockey committee requested to use the 2018-2019 membership pool of eligible electors to vote for the rink hockey athlete BOD member.
 - Upon discussion, it was felt that if done it would have to apply to all sports and not just Rink Hockey thus setting a trend that might not be sustainable. And as a result, it is best that the elections, even in a difficult year, stick to the existing system within the bylaws.

Kylie Hughes motioned that we do not accept their proposal and it not be based on prior year members.

Seconded by Annette Stapleton

Motion approved unanimously

- **Committee on Committees** – Eric Steele stated that he had received a request from Heidi Permatteo to be removed from the Committee on Committees due to a conflict. Annelle Anderson has agreed to take her place.

Michael Jacques motioned to remove Heidi Permatteo per her request and replace her with Annelle Anderson.

Seconded by Annette Stapleton

Motion approved w/ two abstentions

- **Next meeting scheduled for – Oct. 5th, 2020**

Michael Jacques motioned to adjourn the meeting

Seconded by Annette Stapleton

Meeting Adjourned at 10:07 pm. CST