

Communications & Technology Meeting Minutes

March 7, 2022

- I. Attendance
 - A. Present: Miguel, Patricia, Roberta, Jazzmyn, Christina, Joe
 - B. Absent: Charlie Sgrillo
- II. Vote for approval of previous meeting minutes
 - A. Unanimously approved
 - B. Patricia to send ASAP
- III. Committee Ethics forms
 - A. 6 members have submitted forms
 - B. One member is waiting on additional approvals for submission
- IV. Discussion of requests from Speed Committee
 - A. Use of Microsoft Teams for all USARS committees & committee members
 1. Our committee isn't really in a position to control this sort of access
 2. Maybe there is some way to pass this request forward?
 3. Not sure what sort of cost would be associated with this for the organization
 - B. New cameras for speed that can be used for timing qualifications
 1. Sounds like this request is already in progress
 2. Equipment requests probably need to come from the respective sport committees as they have a better understanding of what is needed
 3. This committee doesn't have any budget info and could not approve these sorts of requests
 4. USARS already owns a few cameras for artistic
 - a) Can these be of any use?
 - b) Do there need to be considerations to coordinate the use of USARS general equipment for the different sports?
 - C. Live scoring/scoreboard with times, etc.
 1. Rollart for Figure - has live scoring built into the software
 2. What type of scoring platform is Speed currently using?
 - a) Is there a platform available from World Skate like Rollart is available from World Skate for figure?
 - b) How is the current system run?
 3. Probably the people who have been able to get video capabilities for figure can advise on this if they have more information about what speed is currently using
 4. Patricia to coordinate with Brent and see what sort of additional information can be gained about this
 - D. Screen/projector setup for nationals
 1. Purchase of any new equipment would not be approved by this committee
 2. If there was shared equipment, coordination between the different sports would need to be coordinated for use at national championships

- V. Discussion of goals/ideas from committee members as per discussion from previous meeting
 - A. Create a system that can coordinate better use USARS owned technology nationally
 - 1. i.e., tracking where the equipment is and how to make it available for competitions
 - 2. Database of the equipment
 - 3. System for how to get equipment reserved
 - 4. Database of who is responsible for USARS equipment
 - 5. Establishing some sort of national equipment manager?
 - 6. Discussion of costs associated with using the equipment in this way
 - a) Shipping
 - b) Insurance
 - c) Is this cost-prohibitive for certain competitions?
 - B. Social Media strategy
 - 1. Facebook - Should be used to generate Engagement
 - a) Issues - logins for admins of Facebook page has not been available
 - b) Patricia to ask Cara for additional information about FB status if possible
 - 2. Instagram - Should be used to generate Excitement and promote up to date info
 - a) Instagram has many subaccounts with various user logins
 - b) We need to get an overview of accounts/users/etc.
 - 3. YouTube - should be used to provide content to viewers
 - a) Live Streams of events, etc. to grow an audience
 - b) Need more variety of videos
 - c) Content - does USARS need to create it or gather it from members and just promote it or both?
 - d) Need more videos
 - (1) More information about "Who's who" in USARS
 - (2) More engagement/information for membership
 - (3) Need more content to post
 - (4) Feature Team USA athletes more - promote USARS skaters
 - e) Can there be a designated "media" person at competitions in charge of filming, getting interviews, content, etc?
 - f) Can there be/is there a standard video waiver form as part of registration with USARS? What sort of permissions already exist for using videos & what type of consent still needs to be considered?
 - 4. Website - Should be used as central location for information
 - a) Results, etc. from competitions
 - b) Information for upcoming competitions

- c) Links out to other social medias
- d) Who has access to this & can add things/make edits to the website?

C. Technology & Data Security

1. Need to understand which accounts our committee should have access to and/or who has access to which accounts and need to compile this information
2. Is it possible to set up central account info & add MFA?
3. Data security - password information needs to be managed with some sort of password manager so that different users can have access to the appropriate login information
 - a) Patricia to ask Brent what can the committee can have access to and/or who can have access to manage these things
4. What is the long-term strategy for these accounts? Who is designated as managers for these accounts?
 - a) Office staff?
 - b) This committee?
 - c) Higher board members only?
5. Long term strategy for how to change users on accounts
 - a) Who manages this?
 - b) With staff/committee members changing continuously, properly managing users of accounts is important

VI. Goals before next meeting

- A. Patricia to contact Brent and get more information on
 1. Where to send meeting minutes
 2. Where to get more information about the Speed Committee requests regarding current scoring software and display concerns
 3. Where information about social media accounts is kept and who has information about this
 4. How to make requests regarding things like account management, etc.
- B. Patricia to contact Cara and see if there is any relevant information regarding
 1. Facebook login issues and/or list of social media account managers

VII. Goals for next meeting

- A. Review information gathered & make decisions and next steps based on this information

VIII. Meeting adjourned