

**USATT ETHICS & GRIEVANCE COMMITTEE**

**MINUTES OF  
NOVEMBER 10, 2020 MEETING**

**MEETING BY VIDEOCONFERENCE**

**AGENDA ITEM IV. IN EXECUTIVE SESSION  
TO DISCUSS A PENDING GRIEVANCE**

**(As per Committee's Procedures for the Conduct of Committee Business)**

**Committee Members in attendance:** Frank Roth, Chair, Ross Brown, Michael Clardy, Steve Hopkins, and James Segrest.

**Absent:** None.

**Call to order:** Mr. Roth, Committee Chair, called the meeting to order at 2:00 p.m. U.S. EDT.

**I. Agenda review:** Mr. Roth reviewed the items (II. through IV. below) appearing on the agenda he distributed by email to the Committee members in advance and inquired whether any members wished to add any topics. No additions were requested.

**II. Approval of Minutes:** The draft minutes of the Committee's October 15, 2020 meeting, distributed in advance, were submitted for approval. There being no changes to the minutes, upon motion and second the October 15, 2020 meeting minutes were approved by unanimous vote. Mr. Roth reported and apologized that he had not yet completed the minutes of the Committee's September 8, 2020 meeting and September 16, 2020 meeting. He requested that review and approval of these meeting minutes be tabled and that he will distribute the minutes for review and approval at the Committee's next meeting. By motion, the Committee agreed to table approval of the minutes of the September 8<sup>th</sup> and September 16<sup>th</sup> meeting minutes.

**III. Procedures for Conduct of Committee Business (USATT Bylaws Sec. 9.8):** As discussed at the Committee's August 11<sup>th</sup> and September 8<sup>th</sup> meetings, Mr. Roth noted that USATT Bylaws Article 9.8, pertaining to all USATT Committees, states that "*Each Committee shall establish procedures for conducting its business and affairs*" and that these "*shall be published and made available on USATT's website.*" Mr. Roth drafted proposed Committee procedures, which were discussed at the Committee's September 8<sup>th</sup> meeting and additions suggested, which were included by Mr. Roth in a subsequent draft distributed to the Committee members by email. The revised draft Committee Procedures were discussed and Mr. Brown suggested that additional language be added to section 2.c. of the draft Procedures to clarify the materials and communications within the Committee and among Committee members that would be, and not be, included in the Committee's meeting minutes posted on the USATT website in accordance with the USATT Bylaws. All agreed on the need for the suggested clarification and Mr. Roth

stated he would draft suitable language and distribute the draft Committee Procedures for final review and approval at the Committee's next meeting.

**IV. Review and Discussion of Grievance: [NAME OF GRIEVANCE PARTIES REDACTED] (CONFIDENTIAL AND IN EXECUTIVE SESSION):**

*[This portion of the Minutes redacted from posted Committee Meeting Minutes in accordance with Committee procedures.]*

**V. Updates on Pending Committee Business:** The following items on the Committee's agenda were tabled (see note under Adjournment):

- a. Complaint and Grievance Process: Improvements**
- b. Online Grievance Form**
- c. Supplemental Hearing Procedural Rules – Revisions**
- d. “Codes Project”**

**VI. Adjournment:** Since the time allotted for the meeting had expired at the conclusion of the discussion of the [redacted] grievance, the consensus of the Committee members was to table follow up discussion of the pending Committee business items (listed above) for the next Committee meeting. Upon motion and second, the Committee voted to adjourn the meeting at 3:01 p.m. EDT.

**VII. Next meeting:** Tuesday, December 8, 2020, 11:00 a.m. EDT (or sooner as deemed by the Committee to be necessary or desirable).

Respectfully submitted,

Frank A. Roth, Chair