

**USA Water Ski & Wake Sports
Executive Committee Call
Meeting Minutes
May 19, 2021**

Archambeau called the meeting to order at 1:00 PM ET.

ROLL CALL:

In Attendance: Bob Archambeau (President); Doug Robbins (Chairman of the Board); Dale Stevens (Vice President); Joel Johannningmeier (Treasurer/Secretary); Nate Boudreaux (Executive Director, nonvoting); Kate Knafla (AWSA VP, nonvoting); Doug Ribley (NSSA President, nonvoting); Jim Grew (Past President, nonvoting)

Not present: Tim Cullen (Immediate Past President, non-voting); Alex Lauretano (AAC Rep)

Archambeau opened the meeting and turned it over to Boudreaux for an update. Before the update, Grew suggested that the group consider moving the EC calls back a week to give members more time to review financials since they are not typically closed until mid-month. Boudreaux agreed and will change the reoccurring meeting to the last Wednesday of each month.

- **Review/Questions on staff reports and January-April financials** – Boudreaux asked if there were any questions regarding either of these reports. Johannningmeier asked about the UBS tweak regarding the reconciliation of cash that was made to the balance sheet and P&L. He also asked about code 5010 Membership Insurance as there was a difference in year-over-year costs. Boudreaux explained the difference in how EPIC is charging us for participant accident insurance in 2021 (less because it is based on audited quarterly membership numbers) vs. 2020 (based on fixed membership numbers).
 - Waugh & Goodwin (auditors in Colorado Springs, Colo.) finishing up 2020 audited financials and tax returns.
 - Boudreaux worked with Altruic on Employee Retention Credit (ERC) for 2020 Q1/Q2 which resulted in a \$29,502.33 ERC tax credit for payroll taxes moving forward. Currently being reviewed by IRS. Upon approval credits will be applied to payroll taxes in 2021-22 (approximately \$3,908 per pay period for 10 payrolls until the credit is exhausted).
- **Integrass membership, learning management and event management system updates** Continuing to progress on each system. Timelines have been adjusted but hope to launch the membership system by end of June/early July. Stevens asked if it would make sense to not launch during the heavy use season considering the risk vs. reward. Boudreaux agreed and will monitor the situation with Integrass. Integrass has a financial incentive to launch sooner because they make money off each membership transaction.
- **Safe Sport communication plan** – Boudreaux discussed the upcoming Safe Sport communication plan which includes two short videos of him talking to members (intro video and video with frequently asked questions) that will be emailed to members,

highlighted in monthly e-newsletters and posted on social media. Timing of the first video will be in the next two weeks followed by the FAQ video a few weeks later.

- **USOPC Certification Review** – Boudreaux and Robbins, along with Andrew Adkison (AAC/USOPC rep) had a call with the USOPC to review the certification report. Boudreaux explained that the organization is currently being considered “approved for certification with conditions”. Once the conditions/deficiencies are addressed, the organization would move to “approved in good standing”. Archambeau asked what was meant by “conditions”. Boudreaux explained that they involved mostly procedural items which were addressed in the changes to the bylaws, P&P and Safe Sport Handbook at the last board meeting. The biggest change was regarding the USA-WSWS background check policy that needed to be updated to include judges moving forward.

- **Other business**
 - Johanningmeier asked how many members had been Safe Sport trained since the first email went out and if we know which Sports Disciplines they came from. Boudreaux referenced the monthly Operational Scorecard which now tracks unique Safe Sport trained individuals (1,406 thru April 30) and total courses completed (2,304). Data regarding Sports Disciplines specifics is not available currently but should be once the data from Safe Sport is integrated into the new membership system which can sort trained individuals by Sports Discipline.

 - Robbins asked about updates to our 100th Anniversary plans for 2022. Boudreaux explained that HQ has had two internal planning meetings and Jennifer Walker has a meeting with Polk County Sports Marketing (PCSM) next week to discuss additional plans. PCSM has indicated that they would help with promotion by creating and purchasing 100th anniversary signage (banners) and promotional items (koozies, cups, etc.) that USA-WSWS would send to various LOCs hosting state, regional and national events in 2022. A full 100th anniversary plan will be shared later in the year.

 - U.S. Center for Safe Sport will be conducting an event audit at this year’s NSSA D1 Nationals in Janesville, Wisc. The auditors will do an initial site visit at the same venue in June with the actual audit at the Nationals in August.

THE NEXT EC MEETING IS SCHEDULED FOR WED, JUNE 23, 2021 AT 1 PM ET.

ADJOURNMENT

Archambeau adjourned the meeting at 2:10 PM ET.