



**USA National Karate-do Federation Board of Directors Meeting
December 28, 2019 Teleconference**

Call to order – 3:05 pm MST

Attendance:

John DiPasquale
Sasha Gerritson
Rahul Bawa
Mathew Ralph
Doug Jepperson
Tokey Hill
Brian Mertel

Missing:

Roger Jarett
Brian Ramrup

Also Attending:

Phil Hampel
Elizabeth Sottile

1. Brief overview of 2019 USOPC audit

Mr Hampel reviewed the Audit process with the board along with some preliminary feedback. Expect to have the draft report for management response by the end of January.

- a. 5 days of review with the USOPC auditors December 16-20
- b. This will be considered a 1st audit as the last audit was before the transition.
- c. Areas of the Audit
 - i. Conflict of Interests
 1. Need to have conflict of interest training to ensure proper disclosures
 2. Update the forms we use to make disclosure easier

3. Establish policy and procedures for review
 - ii. Due Process
 1. Add tracking of steps in process
 2. Investigate adding to the NaxEx system we have for Ethics complaints
 3. Modify the way we handle Shikkaku complaints where the ability to participate extends to greater than the event.
 - iii. Governance
 1. Add formal approvals of financial data in the meeting minutes
 - iv. Athlete Safety
 1. Member clubs will need to be compliant with SafeSport
 2. Drafting a policy for feedback and review
 3. Meeting with other NGBs to see how others have solved the challenges of programs where not all club participants are members.
 - v. Internal Controls
 1. Need to improve segregation of duties
 2. Discussed looking into Altruic as a CFO advisory service to improve controls and process – USOPC NGB Services has a negotiated rate for NGBS. Also, there is the possibility of getting grant money to offset costs. Have meetings scheduled after the holiday break with USA Synchro who has been using Altruic for nearly a year.
 3. Financials are in a good state – minimal increase in expenses with revenue growth.
 - vi. USOPC Grant review
 1. Minor reporting issue that will require us to do a retroactive reallocation to cleanup final report
 2. Grants were used properly
- d. Discussion around the conflict of Interest policy and how disclosure is different from when someone should recuse themselves from a vote. Training will be helpful to help with this. Mr Hampel to work with NGB Services to see when we can implement this training.

2. USOPC Grants update

- a. Received a Special Purpose Grant to help offset costs for the 2020 Olympics – this can go to housing for medical staff, training partners, etc and costs associated with the Games
- b. Discussed with NGB Services a grant to help cover costs of a new membership system and CFO Advisory Services.

3. Approval of the 2018 Audited Financials and the 990

Board received the financials for review on 12/18/2019 and they are posted on the website.

Motion to approve the 2018 Audited Financials and 990 as prepared by Rohn and Associate by Rahul Bawa, Second – Sasha Gerritson

Approved – 7

Dissenting – 0

4. Approval of the 2020 Funding Model

Mr Hampel reviewed the 2020 funding model. Changes from 2019:

1. Medal incentive fund will initially provide a \$2500 incentive to athletes who qualify for the Games. The remainder will be distributed the same as 2019
2. perDiem was documented in the policy – no change in the perDiem amounts from 2019
3. Review dates were adjusted to align with the Games. Funding will be reviewed Jan, April, August, September, October, November and December
4. Athletes who commit to attend a Premier league event and fail to attend will need to reimburse the registration fee.

Discussion around the changes – Sasha Gerritson wanted to be sure the athletes were informed of the need to repay the fees for missed events. This information will be in the Athlete Agreement.

Motion to approve the 2020 Funding Model by Rahul Bawa, Second – Doug Jepperson

Approved – 7

Dissenting – 0

5. Approval of the definition of regular contact with minors

Discussed changes to the wording to include competition. Also need to add to the policies a provision to waive the SafeSport Training for athletes with cognitive disabilities.

The revised definition:

USA Karate defines regular contact with minors to be individuals that are involved in the training of minor athletes or in a position of authority over minor athletes. This also includes individuals who regularly train or compete as a participant/student in classes or events that include adults and minors.

Motion to change and accept the new definition of regular contact – Rahul Bawa, Second – Sasha Gerritson

Approved – 7

Dissenting – 0

Create a waiver for members who have cognitive disabilities to be exempt from completing the SafeSport Training

Motion to approve – Sasha Gerritson, Second – Rahul Bawa

Approved – 7

Dissenting – 0

Brian Mertel left the meeting

6. Approval of the change to requirements for Club Membership

Discussed the requirements for training as it relates to member clubs. The draft policy did not address how the use of students as helpers on a temporary basis would be addressed. Need to do some additional research on how best to implement this process. Mr Hampel to meet with some other NGBs on how they are addressing this.

- a. Put on hold – will come back to this at the next board meeting

7. Approval of the Background Check Policy

Board received a copy for review on 12/26/2019 once approved it will be posted on the website along with a revised Participant Safety Handbook that references the policy.

Motion to approve the new Background Check Policy – John DiPasquale,
Second – Rahul Bawa
Approved – 6
Dissenting – 0

8. Selection of the Conflict of Interest Form to be used

Discussed the Conflict of Interest Form. Based on feedback from the audit the current form is not sufficient to help identify potential conflicts. The USOPC has a new template and American Canoe has created an easy to use form with the same information.

Motion to accept American Canoe Association Template to be modified as the USA Karate Conflict of Interest Form – Sasha Gerritson, Second – Rahul Bawa
Approved – 6
Dissenting – 0

9. Joane Orbon switching countries

Discussion on Joane Orbon transitioning to the Philippines Karate Federation. Mr Hampel explained that Joane was not eligible to compete in the Team Trials because she was suspended by USADA for an Anti-Doping violation detected at last year's team trials event and did not compete at the 1st stage of the team trial which is the National Championships. Joane had notified the federation in September that she was retiring before her suspension completed and was advised that doing so would put her suspension on hold. She withdrew her request to retire. She had requested an exception to be able to compete at the 2020 trial event. Our selection procedures do not have a provision for making that type of exception.

Joane has not requested a change in country with the US, she has made the change with the WKF. She notified USADA that she was retiring from the sport and they advised her to contact the USA Karate and the WKF. She has not advised the federation and based on Social Media posts has not retired from competition. Currently, she owes reimbursements of direct athlete support travel and stipends she received before we were notified of the anti-doping violation. She has been invoiced approximately \$2500 for the reimbursement we made for the Paris Open Travel. And the USOPC is requesting \$4000 in stipends to be repaid. She has also not returned the \$3000 NormaTek recovery suit that she was loaned by USA Karate.

Under the IOC rules since Joane has competed for the US in the last 3 years the US, Philippines and WKF would need to agree to allow that transition prior to the 3 years expiring.

Board discussed the situation and since neither athlete rep was present at this time the item was tabled for discussion with the athlete reps at the next board meeting.

Motion to talk about this at the next meeting – Mr. D, Second – Sasha Gerritson

Approved – 6
Dissenting – 0

10. Sanctioned event requirements problem statement to consider for Feb Board Meeting

Mr Hampel wanted the Board to start considering ideas on how we handle SafeSport and the Sanctioned Events. He explained how we are working with the US Center for SafeSport on how we define Sanctioned Events. USA Karate has no control or Jurisdiction over the events today. What exists is a marketing agreement where the club owner has access to insurance and publicity for the event on the website and facebook page. For the regional tournaments and seminars this is the only connection. The events are typically supported and run by individuals who are not USA Karate members.

National Qualifiers are run the same way but they do make an individual eligible to compete at the Nationals without paying the missed qualifier fee. Those events may require USA Karate to take a more active role in their event and we will need to determine an approach to be compliant with the SafeSport Code.

Mr Hampel is hoping to have the definitions with the US Center for SafeSport worked out by the end of January and we will be able to discuss a solution at the next board meeting.

11. Adjournment

Motion to Adjourn 5:40 pm MST – Sasha Gerritson, Second – Rahul Bawa

Approved – 6

Dissenting – 0