

## **Board of Directors Meeting Minutes May 4<sup>th</sup>, 2017**

### **Next Planned Meeting: June 1<sup>st</sup>, 2017**

#### **Present:**

Eric Ingram – President  
Kevin Crombie – 1<sup>st</sup> Vice-President  
Emily Shryock – Outgoing 2<sup>nd</sup> Vice-President  
Daniel Curtis – Incoming 2<sup>nd</sup> Vice-President  
Michael Klonowski – Secretary  
Debrah Whitehurst – Treasurer  
Phyllis Palma – Head of Classification  
Andy Miller – Head of Referees

#### **Absent:**

Beth Curry – Representative Lakeshore Foundation  
Dave Mengyan – Commissioner

#### **Review:**

- Review and acceptance of prior meeting's minutes

#### **Commissioner's Report:**

- Deferred at this time

#### **President's Report:**

- Results of Diversity Survey received from Beth Curry – Will pass on information to VP2 – will publish in FCP
- Committees – update committee memberships and leadership – will create
- Will work with former VP2 for creating/developing new teams – ex. Here is how you run a practice, here is how you run a tournament/travel to tournaments – will also work with former VP2 on diversity and inclusion movement
- Wheelchair/Equipment Committee, HoF Committee, Competition Committee, Web Committee, Team USA Committee, Fundraising Committee, Rules Committee – Need roles filled
- Please review job descriptions of two new roles from last year's AGM
- Reiteration of best practices with email

#### **1<sup>st</sup> Vice-President's Report:**

- Deferred at this time

#### **2<sup>nd</sup> Vice-President's Report:**

- Will coordinate thanking Ability360 for hosting
- VP2 will also coordinate with Ability360/Gus about reaching out to sponsors and thanking

- Need to schedule de-brief with Ability360 - Will try next week
- Will check on metrics from Ability360 – measuring traffic – apply to drawing in sponsors
- Emily will seek out content for increasing visibility of FB and maintaining numbers for sponsor draws
- Emily has been handing off point person role with each sponsor
- Working on getting sponsors onboard more quickly, this year for post-season
- Fundraising structure system has been beneficial – however, need to clarify how we share sponsorship funds, internally – Needs to be sent out with bid package for each post-season host
- Need to clarify how sponsorship funds are shared between USQRA and hosts
- We should expand our base beyond medical supplies, et. al. – will benefit all sponsors
- Promo video – still refining
- **\*\*\*ACTION ITEM\*\*\*** Will create electronic form of payment – whole board will work on item

#### **Secretary's Report:**

- AGM results have been sent out
- **\*\*\*ACTION ITEM\*\*\*** AGM Minutes are being completed and will be sent out
- **\*\*\*ACTION ITEM\*\*\*** Will start collecting updated contact information
- FCP – roll out article submission process – post on website
- C/B update – Will form committee with VP1 and President

#### **Treasurer's Report:**

- Waiting on a few payments for sponsors and ebay auction funds are being transferred – then post-season checks can be cut – hopefully, will be done in next 2 weeks

#### **Classifiers' Report:**

- Focus on wrap up of last season
- Getting as much information as possible – team information – team contacts and thoroughness of rosters – Require accurate names on rosters – Given names – submit DOBs, phone numbers, gender – will collaborate with Secretary
- Wants access to registration tool for improved information access
- Can we get pictures on registration tool?

#### **Referees' Report:**

- Appreciates conversation between USQRRRA and USQRA board – improved communication is noted
- Marianne Duda we re-elected to secretary, new Vice-Chair – Josh Kearns – primarily responsible for record keeping for refs

- If teams are interested in hosting ref clinic, would be open – not happening at U of A, but, perhaps DC team in the future

**Lakeshore Representative Report – Beth Curry:**

- Scheduling conflict with this month's meeting – sent report
- May Camp for USAWR is going on and Tri-Nations Competition will be May 10-13