

MINUTES
UNITED STATES CENTER FOR SAFESPORT
September 8-9, 2017

Opening of Meeting

1. The meeting of the Board of Directors of the United States Center for SafeSport (USCSS) was opened on Friday, September 8, 2017, at 12:26 p.m. EST. Notice of the meeting was duly given pursuant to USSS Bylaws. The meeting was held in Washington, D.C.

Board Members Present

2. The following Board members were present on Friday, September 8, 2017: Frank Marshall, Chair, Regis Becker, Jessica Herrera-Flanigan, Reuben Jones, Julie Novak, Megan Ryther, and Connie Smotek.
3. Also in attendance for the meeting were USSS employees Malia Arrington (Chief Operating Officer), David Barnett (Senior Manager, Accounting and Human Resources), Kasey Miller (Administrative Specialist), and Shellie Pfohl (Chief Executive Officer). Daniel Hill (President, Hill Impact) and Kate Brannen (Hill Impact) attended part of the meeting. Guest speakers Ivan Blumberg (Chief Executive Officer, Athletes for Hope), Benita Fitzgerald Mosley (Chief Executive officer, Laureus USA), Emanuel Macedo de Medeiros (Coordinator, Sport Integrity Global Alliance), Diogo Guia (Sport Integrity Global Alliance), Rose Sullivan (Kountoupes Denham Carr & Reid), and Peter Hyun (Counsel, Senate Committee on the Judiciary) gave presentations on Friday, September 8. Scott Flansburg (Audit Senior Manager, EKS&H) and Ann Hinkins (Audit Partner, EKS&H) joined by phone on September 8.

Quorum

4. Attending Board members constituted a quorum of the Board under USSS Bylaws.

Approval of June 2017 Minutes

5. A **motion** was made and seconded to approve the Board minutes for the June 2-3, 2017 meeting. The motion passed unanimously.

Guest Speakers

6. Ivan Blumberg joined the meeting.
7. Mr. Blumberg presented the background and model for engaging athletes through Athletes for Hope, and discussed ways they might be able to help SafeSport. Their model consists of education, connecting athletes to causes, and identifying ways that athletes can engage with the causes they care about. Mr. Blumberg voiced his hope to connect athletes with USSS in the future.

8. Mr. Blumberg left the meeting after his presentation.
9. Benita Fitzgerald Mosley joined the meeting
10. Ms. Fitzgerald Mosley spoke of her background and provided information about the Laureus USA Foundation. She spoke about the Sport for Good Code of Conduct, the SafeSport Child Safeguarding training and refresher course, and national background check referrals.
11. Ms. Fitzgerald Mosley left the meeting after her presentation.
12. Emanuel Macedo de Medeiros and Diogo Guia joined the meeting.
13. Mr. Macedo de Medeiros and Mr. Guia spoke about the core areas of focus of the Sport Integrity Global Alliance (SIGA), which include financial integrity, good governance, and sports betting integrity. Mr. Macedo de Medeiros and Mr. Guia also spoke of universal standards for the development and protection of young people.
14. Mr. Macedo de Medeiros and Mr. Guia left the meeting after their presentation.

Financial Update

15. Reuben Jones presented an overview of the assets and liabilities of USCSS. He spoke about the “hiring lag effect” in expenses related to salaries and wages. Regis Becker and Mr. Jones alerted the staff and Board members present of the necessity to focus on fundraising efforts to compensate for future staffing and salary plans.
16. A **motion** was made and seconded to approve the finance report. The motion passed unanimously.

Audit Presentation

17. Scott Flansburg and Anne Hinkins joined the meeting via conference call.
18. Mr. Flansburg and Ms. Hinkins went over their findings from their audit of USCSS 2016 finances and accounting.
19. A **motion** was made and seconded to accept the preliminary audit report with noted modifications. The motion passed unanimously.

Legislation Update

20. Rose Sullivan, Daniel Hill and Kate Brannen joined the meeting.

21. Ms. Sullivan discussed S. 534.

22. Ms. Sullivan and Ms. Kountoupes left after Ms. Sullivan's presentation. Mr. Hill and Ms. Brannen stayed for the remainder of the September 8 portion of the meeting.

Nominating and Governance Committee Report

23. Jessica Herrera-Flanigan discussed individuals whose initial terms are expiring.

24. Ms. Herrera-Flanigan discussed Board development, which turned to a larger discussion of strategic planning and the overall organizational strategy. The Board discussed the previously identified need for a facilitator to think through the mission statement, map out where USCSS should be in one to five years, where there are gaps in action, a strategy to address those gaps, and what resources USCSS needs to accomplish strategic priorities. Lauren Croucher Consulting has been selected.

25. A **motion** was made and seconded to approve moving forward with Lauren Croucher Consulting.

26. Ms. Herrera-Flanigan discussed the need to identify Board member assets in preparation for the Board retreat at the December Board of Directors meeting. Board members completed a worksheet to initially identify their own assets.

Public Relations, Branding, and Marketing

27. Mr. Hill discussed the challenges of communicating the mission and work of USCSS.

Legislation Update (continued)

28. Peter Hyun from Senator Diane Feinstein's office joined the meeting.

29. Mr. Hyun discussed his personal support of the work being done by USCSS. He discussed his personal experience of learning about USCSS and expressed his desire to learn more, as well as welcoming anyone to contact him with questions.

30. Mr. Hyun left the meeting after his presentation.

Adjournment

31. The Board adjourned its meeting at 4:20 p.m. EST. The Board stated it would reconvene at 9:00 a.m. EST on Saturday, September 9, 2017.

Reconvening of Meeting

32. The Board reconvened at 9:00 a.m. EST on Saturday, September 9, 2017.

Board Members Present (September 9, 2017)

33. The following Board members were present on Saturday, September 9, 2017: Frank Marshall, Chair, Regis Becker, Reuben Jones, Julie Novak, Megan Ryther, and Connie Smotek.
34. Also in attendance for all of the meeting on September 9, 2017 were Malia Arrington, David Barnett, Kasey Miller, and Shellie Pfohl.

General Discussion

35. The Board members and USCSS staff gave feedback on the meetings and guest speakers from the previous day.
36. Shellie Pfohl clarified the working relationship between USCSS and Laureus USA, and that the two organizations are currently collaborating on a statement of work.
37. Ms. Pfohl discussed the need for USCSS to be prepared to receive and inform athletes who are referred to USCSS by Athletes for Hope.
38. Ms. Novak, Ms. Pfohl, and Ms. Arrington suggested getting feedback from organizations such as Raliance on PSA/advertisement ideas from Hill Impact. Ms. Novak suggested it would be beneficial for USCSS to join the National Coalition to Prevent Child Abuse.

Chief Executive Officer Report

39. Shellie Pfohl provided an update on USCSS staffing, facilities, planning, Board relations, Financial Management, and Programs.
40. Ms. Pfohl and Mr. Barnett informed the Board members that an employee handbook and a travel expense policy are near completion.
41. Ms. Pfohl and Mr. Barnett discussed the growing need of additional office space for USCSS staff.

42. A **motion** was moved and seconded to approve the negotiation and ultimate agreement with Empire Park landlord for additional space in the suite adjoining the current USCSS suite. The motion passed unanimously.
43. Ms. Pfohl discussed the challenges and progress towards an annual fund campaign.
44. Ms. Pfohl noted the importance of the metrics being gathered by SafeSport as being valuable and some of the first of its kind. Mr. Becker suggested USCSS and Hill Impact utilize these metrics to “tell the story” of USCSS in the marketing materials being developed.
45. Ms. Novak relayed the importance of USCSS working on brand protection (and ensuring consistency across all NGBs), as internet searches for SafeSport turn up “muddy” results.

Committee Meetings

46. The Board separated into the three USCSS Standing Committees, which had been previously constituted. Members of the Standing Committees are as follows:
 - (a) Compensation – Regis Becker, Megan Ryther, and Fran Sepler. Ms. Sepler was not present for the meeting
 - (b) Finance – Reuben Jones, Frank Marshall, Julie Novak, and Connie Smotek.
 - (c) Nominating and Governance – Jessica Herrera-Flanigan and Fran Sepler. Ms. Herrera-Flanigan addressed Nominating & Governance on Friday, September 9.
47. Each committee convened to discuss topics on its agenda. After meeting, the committees reported to the Board.
48. The Finance Committee presented a potential candidate to add to the Audit Committee. The Committee stated that the candidate will be brought for approval at the December 2017 meeting.
49. The Finance Committee stated that accounting policies and procedures will be brought for approval by the Board at the December 2017 meeting.
50. The members of the Finance Committee stated their desire to discuss the auditor’s capacity to handle the event in which USCSS might receive government monies.
51. The Compensation Committee discussed the previously-distributed draft of the USCSS compensation philosophy. The Committee members suggested incentive compensation for staff may be useful, with incentive based on individual and organizational goals.

Board Liaison

52. The Board discussed having a Board liaison between USCSS and the USOC. The Board discussed the potential for compromised independence from the USOC, and agreed to speak with USADA about the advantages and disadvantages of having a Board Liaison.

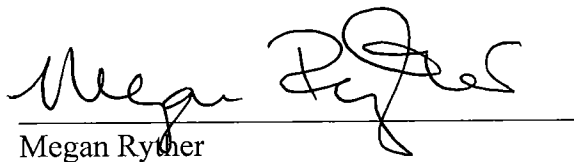
2018 Meeting Dates

53. The Board discussed the date set for the next meeting scheduled in Los Angeles, California on December 8-9, 2017. The Board determined two days would be necessary as a Board retreat would be included on the agenda.
54. Board members will check their schedules and look at various dates for meetings in 2018. The Board proposed the first 2018 meeting would be held March 9-10, 2018 in Denver, Colorado.
55. The Board voiced its preference to have four meetings per year in 2018 and expressed interest in having at least one meeting conducted via phone. The Board proposed hosting the June meeting “virtually” or over the phone. The Board suggested New York, New York for the September meeting and Denver, Colorado for the December meeting.

Adjournment

56. A **motion** was made and seconded to adjourn the meeting. The motion passed unanimously.
57. The meeting was adjourned at 12:34 p.m. EST.

These minutes constitute a true and correct recitation of the September 8-9, 2017, meeting of the Board of Directors of the United States Center for SafeSport.



Megan Ryther
Secretary

Approved by the USCSS Board on December 8, 2017.