

MINUTES
UNITED STATES CENTER FOR SAFESPORT
September 14-15, 2018

Opening of Meeting

1. The meeting of the Board of Directors of the United States Center for SafeSport (USCSS) was opened on Friday, September 14, 2018 at 8:30 a.m. MDT. Notice of the meeting was duly given pursuant to USSS Bylaws. The meeting was held in Denver, Colorado.

Board Members Present

2. The following Board members were present on Friday, September 14, 2018: Frank Marshall, Chair, Megan Ryther, Secretary, Julie Novak, Regis Becker, Angelo Giardino, Pat Harned, and Connie Smotek was present by phone.
3. Also in attendance for the commencement of the meeting was USSS employee Shellie Pfohl (Chief Executive Officer). USSS employees present for portions of the meeting were Malia Arrington (Chief Operating Officer), Allyson Anthony (Administrative Specialist), David Barnett (Director of Finance, Human Resources, and Office Infrastructure), Scott Lewis (Chief of Response and Resolution), Michael Henry (Director of Investigations and Decisions), and Kathleen Smith (Director of Intake and Program Services). Dan Hill (President, Hill Impact) was also present for portions of the meeting.

Quorum

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

Executive Session

5. The Board entered Executive Session.
6. After meeting in Executive Session, the Board reconvened in regular session.

Consent Agenda

7. David Barnett, Malia Arrington, Scott Lewis, and Allyson Anthony joined the meeting at 9:50 a.m. MDT.
8. The consent agenda included the June board meeting minutes and bylaw amendments and restatements per the June meeting.
9. A **motion** was made and seconded to approve the consent agenda as presented. The motion passed unanimously.

Chief Executive Officer Report

10. Shellie Pfohl updated the Board on progress towards USCSS 2018 growth and revenue goals.
11. Ms. Pfohl discussed 2019 budget planning.
12. David Barnett gave a human resources update including staffing, performance management, and policies.
13. Mr. Barnett presented financial updates and priorities as they relate to grant accounting and pending amendments to accounting policies and procedures.
14. Ms. Pfohl reported government relations information to the Board.
15. Ms. Pfohl discussed fundraising efforts and five year revenue goals.
16. Ms. Pfohl apprised the Board of online SafeSport training statistics as well as in-person training partnerships and research opportunities.
17. Ms. Pfohl directed the Board to updated Education and Outreach policies and Minor Athlete Abuse Prevention Strategies.
18. Ms. Pfohl explained pending Youth Athlete Resource Pilots and updated the Board on the recently formed Youth Advisory Board.

Response Process – SafeSport Code Updates

19. Michael Henry and Kathleen Smith joined the meeting at 11:30 a.m. MDT.
20. Scott Lewis, Kathleen Smith, and Michael Henry all reintroduced themselves to the Board.
21. Mr. Lewis and Malia Arrington provided response and resolution updates to the Board.
22. Ms. Arrington expressed a correlation between educational training cycles and increases in reporting.

Communications Update

23. Dan Hill updated the Board on USCSS media inquiries.
24. The Board entered into a brief discussion regarding independent research and data analysis.

Adjournment

25. The meeting adjourned at 2:45 p.m. MDT.

Reconvening of Meeting

26. The Board reconvened at 9:00 a.m. MDT.

Board Members Present

27. The following Board members were present on Saturday, September 15, 2018: Frank Marshall, Chair, Megan Ryther, Secretary, Julie Novak, Regis Becker, Pat Harned, and Angelo Giardino. Present by phone were Reuben Jones, Treasurer, and Jessica Herrera-Flanigan for portions of the meeting.
28. Also in attendance for the meeting were USCSS employees Shellie Pfohl, David Barnett, and Allyson Anthony. Jon Fish, Chairman of the Audit Committee, also attended for a portion of the meeting.

Finance Committee Report

29. Reuben Jones presented the Statement of Financial Position and Statement of Activities to the Board.
30. Mr. Jones referenced the action without a meeting, approving a budget increase for office build-out and construction.
31. A **motion** was made and seconded to accept the Finance Committee report. The motion passed unanimously.

Nominating and Governance Committee Report

32. Jessica Herrera-Flanigan referenced the amendments and restatements of the bylaws to reflect committee member elections, term lengths, and limits.
33. After some discussion, the Board agreed to make some minor revisions and readdress at the December meeting.
34. Ms. Herrera-Flanigan reminded the Board of re-elections taking place at the annual December meeting.
35. A **motion** was made and seconded to accept the Nominating and Governance Committee report. The motion passed unanimously.

Audit Committee Report

36. Jon Fish joined the meeting by teleconference.
37. Mr. Fish presented the 2017 Form 990 and discussed timelines and audit procedures for the 2018 audit.
38. Mr. Fish discussed the results of the information technology security audit and plans for future software audits.
39. A **motion** was made and seconded to accept the Audit Committee report.

Compensation Committee Report

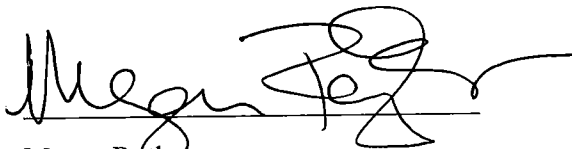
40. Regis Becker presented the results of the salary analysis.
41. David Barnett and Allyson Anthony provided a demonstration of BambooHR highlighting the performance management features and goal tracking system.
42. Mr. Becker reviewed the CEO Performance Evaluation Process.
43. A **motion** was made and seconded to approve the Compensation Committee report. The motion passed unanimously.

Youth Advisory Board Update

44. Alice Sweeney, a local high school student and member of the USCSS Youth Advisory Board, discussed the creation and progress of the Youth Advisory Board.
45. Ms. Sweeney discussed the planning of the Youth Symposium event, scheduled to take place in October 2018.

Adjournment

46. The meeting adjourned at 11:45 a.m. MDT on Saturday, September 15, 2018.

A handwritten signature in black ink, appearing to read 'Megan Ryther', with a long horizontal flourish extending to the right.

Megan Ryther
Secretary

Approved by the USCSS Board on December 13, 2018.