

USA Archery December Board of Directors Meeting Minutes

December 3-4, 2022

Colorado Springs, Colorado + Zoom Call

- I. Welcome
 - A. Chair Belinda Foxworth called the meeting to order at 8:11am MT on December 3, 2022.
 1. The following members were present in person: Eric Bennett, Kris Strebeck, John Stover, Jeff Greer, Jennifer Rottenberg, Mike Clumber, Bruce Cull, and Belinda Foxworth. The following members were present via Zoom: Rob Kaufhold, Jacob Wukie, Brady Ellison, Bobby Sharma, Paige Pearce and Lexi Keller
 2. Jeff Porter was not present
 3. The following USA archery staff members were present: Rod Menzer and Mary Emmons
 4. Ethics Committee Chair Andy Neville was present
- II. Conflict of Interest Discussion/Disclosures
 - A. Foxworth began the meeting by requesting that Board members review the agenda to identify any potential conflicts of interest and reminding members that Andy Neville is available for assistance in determining potential conflicts. Kaufhold stated USAT Selection Procedures may be a potential conflict of interest for him and other directors. Foxworth reminded the Board that if during the meeting any director believes that they or any other director may have a conflict of interest with respect to any Board discussion or decision, then that director should speak up so the conflicts can be proactively addressed.
 - B. E-mail Votes - For Purpose of Minutes Documentation only
 1. 10/20/22 E-Vote- To approve 10/3/22 Zoom call Board of Directors Meeting Minutes. Approval: 15 yes
- III. YTD Board Payments Disclosure
 - A. Menzer reviewed YTD Board Payments
 - B. John Stover indicated his name was missing from the list of payments- USA Staff will review and update payments for EOY.
- IV. Spring 2023 Board of Directors Meeting
 - A. March 31-April 2nd was proposed for the Spring BOD meeting.

V. Branding Launch

- A. USA archery launched a new branding logo on December 1st. Overall the feedback has been positive. Menzer indicated USA is awaiting the IT provider to provide the new web address for www.usaarchery.org and to update staff emails to usaarchery.org. A redirect from the current URL/email addresses will be put in place. The total cost of the rebrand was approximately \$35,000 and took 18 months to complete.

VI. USA Archery Dashboard

Menzer reviewed the USA Archery Dashboard highlighting the following:

- A. Membership: There was a 9% gain in membership and USAA is at the highest membership ever, including youth membership. Interest and participation in events are helping to drive growth. USAA will continue to increase membership retention efforts and survey members who do not renew for future marketing insights.
- B. Instructors and Coaches: Instructors and Coach numbers are down slightly. USAA is planning survey work to gain feedback from those who have not renewed. Feedback has been positive around having online courses. USAA staff will look to increase Practical Course offerings nationwide. The term national training system will be removed from course names.
- C. Events: Almost every USAA outdoor event in 2022 broke records for attendance.
- D. Social Media: USAA has been approved to accept ad revenue on YouTube and additional efforts will be made to monetize social media. Sharma inquired about doing market research to gain an understanding of member retention and growth as related to social media and believes the investment is worth the knowledge that will be gained.

VII. Case Management Dashboard

- A. Emmons presented a 2022 Case Management Dashboard to highlight U.S. Center for SafeSport cases, Background Screen Appeals, Administrative Grievances, and Right to Compete complaints received in 2022 and their status. Emmons also provided an overview of the types of complaints which can be filed and noted the U.S. Center for SafeSport has exclusive jurisdiction in some instances.
- B. The following recommendations were provided to increase transparency around complaint processes:
 - 1. Educate the members around the importance of reporting.

2. Develop an FAQ for members and/or hold virtual town halls with Q&A related to athlete safety procedures and complaint processes.

Staff will review options to further educate members.

VIII. 2022 Accomplishments

Menzer highlighted 2023 staff accomplishments towards strategic plans.

IX. Marvel Entertainment

Emmons explained USAA applied and received notification of grant award to cover the expenses for a paid digital partnership with Marvel Entertainment under the concept “Archery is for Everyone”. Through Marvel’s digital channels, there will be a call to action to sign up for nationwide “Try Archery” events via unique event locator on the USAA website. When individuals attend an event, they will receive a custom Marvel/USAA poster and promotional materials to sign up for a free trial 6 month membership with USAA. Clubs, retailers, government agencies, other archery organizations and other MSO’s will be invited to host “Try Archery” events to grow the sport nationwide.

X. AAC/Para AAC and BOD Athlete Election Results

There is a new Compound Athlete Board member replacing Paige Pearce January 1, 2023: Makenna Proctor (Term: 2023-2026).

XI. Paralympic Head Coach Update

This position was posted internally and externally for 30 days. There were 8 applicants. Five applicants were interviewed (25% of applicants were female). Para AAC co-chairs Lia Coryell and Eric Bennett participated on the selection committee with Emmons and Menzer. The selected applicant (Jonathan Clemins) will be a contractor and begin January 1, 2023.

XII. FY 2022 EOY Budget Forecast (Preliminary)

Ed Mulherin, CEO and Founder of eCratchit presented the FY22 EOY forecast. Mulherin explained investment income was moved below the line because it is non-operating income and should not impact how the organization is being run. For the EOY Forecast, Mulherin stated USAA has managed to budget \$280k better than projected. Mulherin highlighted variances from the 2022 budget.

XIII. FY 2023 Budget

Mulherin stated that overall, inflation will have a large effect on the 2023 budget, especially regarding projected personnel, insurance and travel expenses.

Membership is projected to continue to grow. eCratchit has identified that USAA is eligible for the Employee Retention Tax Credit which is projected to result in an additional \$180k (COVID Relief). In addition, there is a projected increase of merchandise sales related to the USAA rebrand, which will come with additional expenses related to cost of goods sold.

- A. Mulherin highlighted key areas of income and expense variances for 2023 to include:
 - 1. Grants
 - 2. Payroll (New hires, merit and COLA)
 - 3. Health Insurance
- B. Mulherin also presented an update on USAA target reserves in comparison to the Financial Policy requirements and USAA budget as presented. Cullumber added that in his opinion, current staff has too much on their plate and supports additions in budget for increased personnel support.
- C. Kaufhold motioned to approve the 2023 budget. Cullumber seconded, and the motion was approved with all in favor except for one. Greer abstained from voting and stated he needed more time to review the budget.

XIV. U.S. Performance Center Update

- A. Menzer presented information about the U.S. Performance Center (USPC) at the University of North Carolina Charlotte. The Center has invited USAA to operate a second training site at this location, which would be funded by USPC. Menzer presented an overview of the training facility based on the most recent site visit which will include temporary accessible outdoor training fields, indoor facilities, dining hall services, sport performance services and the Charlotte Area Transit System. Menzer highlighted athletes are expected to be eligible for in-state tuition should they decide to attend the UNC-Charlotte while in program.
- B. Menzer reminded the Board that the goal would be for USPC to develop a permanent training facility dedicated to USAA and USA Shooting that would include a 70m indoor range and outdoor field for USAA tournaments. This facility would be approximately 25 minutes from University of North Carolina Charlotte campus.
- C. Initially, the program will accommodate six athletes to include a combination of recurve and Para. This training program would be stipend based and athletes will be responsible for their own lodging and transportation. Other athletes may also choose to live near the training site and attend practices and receive coaching, but not receive a stipend.

- D. Menzer indicated the plan would be to move Chris Webster to North Carolina and hire new high performance staff in both NC and CA. The selection process for athletes will be similar to what is in place for resident athletes in Chula Vista. The plan would be to have athletes and staff on site by late spring/early summer 2023.
- E. Cullumber inquired if the board votes to move forward, should it be contingent on the BOD being able to view the contract. Foxworth indicated that before USAA signs that contract the Board would be briefed on its terms and would have an opportunity to approve going forward with it, but that staff, with the assistance of outside counsel, would negotiate the terms of the actual contract. Kaufhold motioned to give Menzer and USAA the permission to move forward with this initiative. Wukie seconded, and the motion passed with all in favor.

XV. Committee Summary/Reports

Menzer presented the designated committee summary reports from the following:

- Audit Committee Report
- Ethics Committee Report
- Board of Justice Committee Report
- Nominations & Governance Committee Report

In addition, committee vacancies were reviewed:

1. The Audit Committee is in need of an Athlete Representative because Paige is departing the Board of Directors. Jacob Wukie volunteered to serve.
2. Judicial Committee: Marty Swanson was recommended to serve a second term.
3. Ethics Committee: Matthew Requa was recommended to serve a second term.
4. Nominating and Governance Committee (NGC): Sean Vincent's first term is finished, so this committee is in need of an Athlete Representative. Pearce committed to helping the BOD find an eligible athlete to serve.

Strebeck motioned for all recommended individuals to be confirmed. Cullumber seconded, and the motion passed with all in favor.

- B. Looking ahead to 2023, multiple positions on the Board of Directors will be open. Cullumber asked that the board recommend criteria for independent directors to the NGC for consideration in member recruitment and selection. The importance of the onboarding process for new members

was discussed and will be updated and finalized for implementation in 2023.

The meeting was called into Executive Session at 11:30am MT to discuss Governance

The meeting adjourned for lunch at 12:48am MT.

Meeting resumed at 1:38pm MT

XVI. Bylaws/Policies/Procedures

A. Bylaws

1. Emmons provided a summary of proposed bylaw changes which were largely made to comply with USOPC requirements. Key changes discussed included updating an error in the Family Membership language which required CEO approval, clarifying Promotional Members are not allowed to vote, clarifying the 10 Year Athlete definition in regard to elections, affiliate organization definition, onboarding and annual training for Board of Directors (outlined in Board Member Guidelines), 3 years of meeting minutes and financials that must be published on website, clarifying that the Chair of the BOD should have an independent perspective, designated committees must complete COI disclosure form and ethics committee review process, resignation/vacancy process, and responsibilities of the CEO.
2. Stover and Greer inquired with Foxworth the proper way to relay any concerns board members may have with staff. More specifically, Stover requested to confirm if a BOD member has a concern on a day-to-day operation that jeopardizes the well-being of the organization, that they have a responsibility to take that concern to Foxworth. Foxworth confirmed it was correct to contact her as the chair and that these policies are in place to avoid abuse of position.
3. Cull discussed his position on the board. Foxworth indicated more discussion is needed around this topic in relation to USOPC requirements and future partnership opportunities.
4. Cullumber motioned to accept the changes to the bylaws with changes discussed. Rottenberg seconded and the motion was passed with all in favor.

B. Code of Conduct Policy

Emmons explained a reference to the Whistleblower Policy was added to align with USOPC language. Cullumber motioned to approve changes as written, Greer seconded, and the motion passed with all in favor.

C. Conflict of Interest Policy

Emmons explained Selection Committees were added to this policy. Additional changes were made to the policy to provide examples of conflict which must be disclosed as related to memberships and discounts. Likewise, additional administrative responsibilities were added for the staff and Ethics committee to denote conflicts are acknowledged and managed.

Rottenberg motioned to approve the changes as written, Greer seconded, and the motion passed with all in favor.

D. Disciplinary Proceedings and Grievance Policy

1. Emmons explained this policy was updated to comply with USOPC requirements. A new Grievance Reporting Form will be attached to this policy. An anti-retaliation statement was added, retaliation was defined, and it was further explained how to file a SafeSport complaint in coordination with USAA's new Response and Resolution Policy as required by the U.S. Center for SafeSport (USCSS). Stover inquired where it is outlined what to do if retaliation occurs and Emmons stated this is a violation of the Policy and either a SafeSport complaint and/or Administrative Grievance can be filed. Additional language was added for mediation procedures, requesting a hearing for a SafeSport violation, and clarifying that the USCSS or the BOJ are the only bodies that can issue disciplinary sanctions to USAA members.
2. Emmons clarified that when a case is declined by the Center for SafeSport, it comes to USAA to decide if there is cause to pursue the allegations. USAA errs on the side of extreme caution when making this determination.
3. Stover raised a discussion around getting the filing fee back if a grievance is won. Foxworth indicated the fee is in place to ensure there is substance to what is being filed and deter frivolous allegations. It was clarified the BOJ has the authority to waive the filing fee.
4. Additionally, language was added around arbitration to comply with USOPC language as well as a correction around the timing of a

hearing and the availability of both parties. Foxworth suggested it is important to communicate to members the changes in these policies and the reasons for them. Greer motioned to accept the changes as written, Wukie seconded, and the motion passed with all in favor.

E. Response and Resolution Policy

Emmons explained this is a new policy that the USCSS directed all NGBs to establish by January 1, 2023. It has undergone one round of review by the USCSS. The intent of this policy is to state what our policy will be to respond and resolve USCSS complaints. The current process for the BOJ is not affected by this policy. This policy also includes how to implement temporary measures, clarifies that clubs and state associations may not investigate any complaints, only USAA and the Center for SafeSport may do so.

Cullumber motioned to approve this policy, Greer seconded, and the motion passed with all in favor.

F. Whistleblower Policy

1. Emmons stated that USAA reviewed the current USOPC policy and USAA's Whistleblower policy was updated to incorporate the USOPC's language. The anonymous reporting section was re-written to remove language that could be seen as discouraging anonymous reporting, and a new definition of retaliation and direct email to the BOD Chair are now included.
2. Foxworth asked if any key sections were different than previous version. Emmons stated it is not different substantively, the main updates were made to match USOPC language as well as the key updates listed is 1 above.
3. Rottenberg inquired about language that leads readers to think this policy is only directed at employees. Emmons will make edits to denote when this language is applicable this throughout the policy.
4. Stover requested the following language be removed: "Thank you for helping us to ensure that". Emmons confirmed this change will be made.

Stover motioned to accept the changes with items 3 and 4 being addressed, Rottenberg seconded, and the motion passed with all in favor.

G. Gifts and Entertainment Policy

Emmons explained updates included language for government employee compliance to comply with USOPC. Staff clarified this policy is for government employees in the United States and does not have international scope or impact USAA's ability to provide thank you gifts to international organizing committees.

Cullumber motioned to accept the changes as written, Strebeck seconded, and the motion passed with all in favor.

H. Short Term Training Policy

Emmons presented updates to this policy to include highlighting eligibility criteria to apply for funded training at the CVEATC and contact information for CVEATC and EACE for athletes who seek to register for self-funded training opportunities. Ellison requested any separate opportunities provided for medalist via the Easton Foundations be added for transparency, which staff agreed to add.

Greer motioned to accept the policy as written with Brady's suggestion, Stover seconded, and the motion passed with all in favor.

I. Dress Code Policy

Emmons presented updates to the Dress Code policy. Updates included collegiate team uniforms during team rounds and stronger language specifying all hate symbols and hate speech on clothing, personal effects and each person is strictly prohibited, whether worn on the person or not. Additionally, updates were made to clarify who is responsible for the enforcement of the dress code policy. A robust discussion was had. While the board discussed referencing the ADL's repository of hate symbols, there was concern it was not all inclusive and may be confusing in terms of certain symbols or jersey numbers and was ultimately excluded from the policy.

Greer motioned to adopt the policy and Cullumber seconded. The motion passed, however Ellison opposed. Keller was absent for the vote.

J. Competition Juries Policy

Emmons presented a new competition juries policy which outlines how to file an appeal at USAA sanctioned events. The policy is based on WA rules. Emmons noted competition juries must disclose conflicts.

Cullumber recommended the COJ assemble juries ahead of time in case they are needed and when applicable, pay these individuals to be present for the duration of the event in case an appeal is filed. It was also recommended information on filing appeals be included in the USAA's Level 3 Online Coach Course.

Cullumber motioned to adopt the policy and Strebeck seconded. The policy was approved with all in favor.

Meeting adjourned for dinner at 5:30 p.m.

Executive session started at 6:30pm MT and ended at 9:33pm MT. Topics discussed were CEO Review and Board Governance.

XVII. Sunday Welcome

Foxworth called the meeting to order at 8:08am MT for an Executive Session to summarize and follow up from Saturday's Executive Session. All attendees from Saturday were present.

Executive Session ended at 8:40am MT and meeting resumed at 8:43am MT.

XVIII. Policies Continued

A. Athlete Stipends and Support Programs

1. Emmons stated this policy outlines financial stipends and support programs available for senior Olympic recurve and compound athletes in 2023, as well as required events. Emmons explained key changes included payout structure for 3/4th place for senior female/male recurve archers in an effort to improve retention for the 4th place athlete, athletes may earn Operation Gold funding at the 2023 World Championships and that athlete stipends provided by USAA for Senior compound archers will take place at time of international events, rather than being made monthly to ensure athletes attending the events are the ones to receive direct support. Emmons also highlighted required and funded international events and related prep camps for 2023. Menzer explained there were recent changes to World Cup schedule/names that will be confirmed and updated as necessary.

2. Emmons explained all funding for recurve events comes from USOPC until that funding is maxed out at which time USAA funds the remainder, compound funding comes from USAA. USOPC did not provide enough funding to cover all prep camps, so that comes from USAA main budget. The necessity/helpfulness of prep camps to athletes, teams and team coaches, as well as whether athletes are already too overloaded was discussed at length, weighing the pros and cons of prep camps.
3. Emmons stated that World Cup 2 is the same date as Collegiate Target Nationals in 2023, affecting multiple USAT archers. USAA gathered feedback from the USAA AAC and Collegiate Advisory Council with no support to move the date of Collegiate Target Nationals due to other conflicts. Athletes have obligations from university to attend Collegiate Target Nationals for those under scholarship at certain institutions. Kaufhold stated three world cups required back to back flights from USAT events (Arizona Cup, Gator Cup, SoCal). Menzer stated those three USAT events will adjust schedule for Seniors to finish Saturday.

Cullumber motioned to approve changes as written, Greer seconded and the motion passed with all in favor. The following athlete directors abstained from voting: Eric Bennett, Brady Ellison, Lexi Keller, Paige Pearce and Jacob Wukie.

Following the vote, Stover requested to add the dollar amount available for able body athlete stipends to the policy, Strebeck seconded, and the motion passed with all in favor, and the same members abstaining as outlined above.

B. Para Athlete Stipends and Support Programs

1. Emmons stated the amount available is \$50k, which will be split between the four athletes who achieved the 2023 elite standard score. The stipends are paid quarterly from the USOPC. Bennett stated funding for Para is less than that for able body. Cullumber inquired if that difference can be communicated to USOPC. Emmons stated USAA had previously requested additional funding for para athletes from the USOPC, but the funding has not been increased. Foxworth stated there are multiple areas of concern for para athletes that should be a focus of the Board and the Board

should make recommendations in these areas. Bennett agreed to lead a task force to investigate these areas of concern.

2. Emmons stated elite standard scores for 2024 are an average of the 90th percentile for international scores over the last five years. and denoted the 2023 Para World Championships will provide an Operation Gold payment structure para athletes may earn. Emmons highlighted the lower International Event MQS allows developmental athletes to qualify for funding to international events. Elite athletes will have access to a \$1k travel reimbursement. In addition, there are user nights available at the CVEATC. USAA is working to get clarification from the USOPC about sports medicine support.
3. Emmons highlighted funded international events and related prep camps. Bennett stated there is a WRE in Chicago in 2023. Menzer indicated support for adding the Chicago WRE as a funded event for Para athletes. Emmons stated the estimated expense would be \$65K and not included in approved 2023 budget. Stover motioned to accept these changes as written, with the addition to add Chicago WRE as a funded Para event, Greer seconded and the motion passed with all in favor. Eric Bennett abstained.

The meeting adjourned for a 10 minute break at 10:00am MT. The meeting resumed at 10:10am MT.

C. Personal Coach Policy

1. Menzer explained Greer developed a task force to make recommended changes to this policy. Greer stated there were 14 members on the task force, which included judges, instructors, coaches and athletes. Key policy points included requiring a current USAA Level 3, or higher coach certification, and requiring coaches to agree to terms and conditions at time of coach credential purchase. It was proposed coaches must always stay behind the waiting line and are only allowed to sit in the back row of field of play seating when not in use by athletes.
2. The BOD discussed many aspects of the policy as it would affect a diverse set of athletes from high performance to developmental and numerous concerns and differing opinions were expressed.

Lacking consensus, Rottenberg motioned for this discussion to be tabled and brought back to the task force for further discussion, Cullumber seconded, and the motion passed with all in favor.

D. Transgender and Non-Binary Inclusion Policy

Rottenberg motioned for the discussion around the Transgender and Non-Binary Inclusion Policy to be tabled for a later date once the World Archery policy is made available, Cullumber seconded, and the motion passed with all in favor.

XIX. Selection Procedures

A. USAT Selection Procedures

1. Emmons provided an overview of key changes included making it clear which athletes will be removed from NRS to include foreign athletes and athletes vying for more than one rank who participate in Target Nationals and JOAD Target Nationals championship events. Ellison agreed clarifying who will be pulled out of rankings, to include athletes competing for other international teams, per WA rules would help create more transparency in the process.
2. USAT team announcements will be made following the conclusion of all USAT Series events and international events which contribute to international bonus points, but no later than December 31st annually. Emmons recommended the Para USAT procedures be updated to allow athletes that do not meet the Para MQS be permitted to make the Para USAT by one of the following: medaling at Para World Championship or delegation event, or finishing in the top 10 of para world rankings. Emmons also explained Barebow USAT team appointment will be determined by placement at two mandatory USAT events, plus two additional USAT events in 2023.
3. Cullumber indicated Para V.I. is not currently included and recommended V.I. become part of Para USAT. Emmons stated USOPC does not offer any funding support for V.I., however, there could be criteria for making the national team.

Foxworth acknowledged a potential conflict of interest for athlete directors on the BOD. Kauffhold stated a potential COI as well. Neville gave his opinion that while there may be a perception of a potential COI, all criteria listed above is performance based, which does not present a conflict of interest. Stover motioned to accept the

policy as written, with the addition of V.I to Para USAT and additional clarifications around foreign athletes earning rank, Kaufhold seconded, and the motion passed with all in favor.

B. NRS

1. Emmons explained updates to National Event Placement Points with regard to single arrow average for recurve men/women and compound men: Single Arrow Average (SAA) Placement During Elimination Round Matches through the 1/4 Round (excludes medal matches), with main reasons being as events go on, conditions can change which can negatively impact SAA. Language is now clearly stated for Elimination Round Placement: Archers eliminated in the 1/4 round (5th through 8th place) will have their Elimination Round Placement determined by World Archery rule 14.6.2.
2. Ellison recommended wording be clarified to provide for International Success Bonus Points to be removed 1 year to the date of the completion of the event to account for if event date changes or events that are not offered the following year. Staff will review and update language.

Cullumber motioned to accept changes as written with the edit to #2 above being acknowledged. Kaufhold seconded and the motion passed with all in favor. The same potential conflict of interest as outlined in Section XIX above was acknowledged with same decision being made because the content is performance based and it was noted this same decision would apply for the remainder of the selection procedure votes.

C. Para NRS

Emmons explained the Para AAC requested that internal bonus points be removed from this policy and this was the only key update. Stover motioned to accept changes as written, Strebeck seconded and the motion passed with all in favor.

D. World Cup and Other International Events

Emmons explained updates were made to the order of ranked athlete selection for events for recurve archers. Additional edits were made for compound archers with goals to get best possible teams. Additional clarifications were made to the timing of team selection and rules were

added for how teams and mixed teams would be selected at “other international events”. Rottenberg motioned to accept the change as written, Strebeck seconded and the motion passed with all in favor.

E. World 3D Championships

Emmons explained clarifications were added that provide that if three or fewer archers are registered, archers do not need to attend the trials event, and if more than three archers are registered, they do need to attend. Cullumber inquired if USAA judges work the World 3D Trial. Menzer stated WA rules are used and USAA will confirm USAA judges are present. Cullumber motioned to approve changes as written, Greer seconded and the motion passed with all in favor.

XX. Foxworth indicated directors would be able to provide open feedback for the remaining time left of the meeting.

- A. Greer inquired if it was necessary to look at the discount being provided by Lancaster Archery Supply. It was clarified that that some BOD members receive a discount through their non-board roles, such as USAA club leader and it was stated this must be disclosed on BOD Director COI forms.
- B. Strebeck inquired if a percentage of funds from the revenue share for Collegiate Regional events or Collegiate Target Nationals can be used to fund athletes attending World University Games. Menzer indicated this can be discussed with the Collegiate Advisory Council for further feedback and evaluation.
- C. Cullumber inquired if colleges are attending JOAD Target Nationals and setting up booths for recruiting. Strebeck confirmed this is happening, as well as having colleges offer scholarships to top-finishing athletes.

XXI. Foxworth adjourned the meeting at 11:53am MT and thanked Paige for her work on the BOD.