

U.S. Figure Skating Board of Directors

Meeting Agenda – FINAL

Saturday, June 12, 2021 – 8:00am – 4:30pm CT

Sunday, June 13, 2021– 8:00am – 11:30am CT

Nashville, Tennessee

- 1. Opening of the Director’s Meeting** **8:00am-8:05am**
 - a. Welcome & Call to Order
 - b. Roll Call/Establishment of Quorum
 - c. Approval and adoption of Agenda
 - d. Conflict of Interest Disclosure
 - e. Approval of May 18, 2021, Board of Directors Meeting Minutes and ROA

 - 2. President’s Update** **8:05am-8:15am**
 - a. PSA representative appointment update
 - b. Appointments to U.S. Ice Rink Association

 - 3. Treasurer’s Report** **8:15am-8:25am**

 - 4. Vice Presidents Reports** **8:25am-8:55am**
 - a. Midwestern
 - b. Pacific Coast
 - c. Eastern

 - 5. SafeSport** **8:55am-9:40am**
 - a. Rebrand Project
 - b. Handbook Update

 - 6. Executive Director’s Report** **9:40am-10:00am**
 - a. BOD Communication
 - i. Online Repository
 - ii. 2021-22 Meeting Schedule
 - b. 100th Anniversary
 - c. Sponsorship/Marketing
 - d. 2022 & 2023 GC Location Proposals for Consideration
- (10-minute Break)***
- 7. ISU Update** **10:10am-10:30am**
 - a. General
 - b. Athlete Release Requests
 - c. 2021 ISU Congress (virtual)
 - d. 2021 GP Series
 - i. skater selection (Criteria and Selection Meeting)
 - e. 2024 ISU Congress

 - 8. Diversity, Equity and Inclusion** **10:30pm-12:15pm**
 - a. DEI Task Force Update
 - i. U.S. Figure Skating Gender Policy Update
 - ii. U.S. Figure Skating DEI Policy development
 - b. DEI Board education

(60-minute Lunch Break)

9. Athlete Protest Policy

1:15pm-2:15pm

- a. Team USA Council on Racial and Social Justice
 - i. Steering Committee recommendations
 - ii. Future Steering Committees
- b. U.S. Figure Skating Related Policies
 - i. Working Group
 - ii. Timeline

(5-minute Technology Set-Up Break)

10. BOD Assessment Presentation

2:15pm-3:15pm

- a. BOD assessment Review
- b. Best Practices
- c. Board Charter and how it can be a useful tool
- d. Finding the right independent directors for your organization

11. Governance Working Group

3:15pm-4:30pm

- a. Update
- b. Four focus areas
- c. Athlete Representation
- d. Nominating Committee Discussion
 - i. Independent Directors
 - ii. Skill Matrix and recruiting
 - iii. Communications and BOD expectations
- e. Other Committees
- f. Membership Communication (i.e., monthly sectional meetings)

(Adjourn for the day)

U.S. Figure Skating Board of Directors
In Person
Nashville, Tennessee
Saturday, June 12, 2021, 8 a.m. CT
Sunday, June 13, 2021, 8 a.m. CT

Present

Kristin Arneson Cutler, Samuel Auxier (Past President), Ramsey Baker (Executive Director David Raith's designee), Todd Bromley, Anne Cammett (President), Janis Engel, Rachael Flatt, Lynn Goldman, Troy Goldstein, Jaclyn Helms, Bob Horen (ISU Representative), Jenna Longo (non-voting athlete), Colin McManus, Kimberley Moore (via video conference), Heather Nemier, Heather Paige, Elise Preston, Todd Sand, Felicia Zhang

Absent

David Raith (Executive Director)

Guests

Leatrice Bulls (Diversity, Equity and Inclusion Report) and Dave Patterson (Board of Directors Assessment Presentation, via video conference), and U.S. Figure Skating staff members John Anderson, Shelbi Meyer (SafeSport Report, via video conference), Juliet Newcomer, and Kadari Taylor-Watson (Diversity, Equity and Inclusion Education)

I. Opening of the Board of Directors Meeting

- A. Cammett called the meeting to order.
- B. Moore took roll call, and a quorum was confirmed.
- C. The agenda was adopted.
- D. Cammett asked the members to disclose any conflicts of, and Flatt disclosed that she is on the Team USA Council on Racial and Social Justice.
- E. The May 18 minutes were approved as presented.
- F. The May 18 report of action was approved as presented.

II. President's Update

- A. Cammett notified the board that Paige will be replacing McManus as the U.S. Figure Skating representative to the PSA Board of Directors.
- B. Cammett informed the board that she is still working on the appointments for the representatives to the U.S. Ice Rink Association and discussed the process that will be used for the appointments.

III. Treasurer's Report

- A. Goldstein reviewed the Statement of Activities and key line items through May 31, 2021, and reported that the association is in a good position financially.
- B. Goldstein reported that U.S. Figure Skating is projected to end the 2020-21 season with membership down only 11 percent. In addition, the association has twice as many renewals as had been processed at this time last year and approximately 50 percent more renewals than had been processed at the same time two years ago.
- C. Goldstein reviewed the expected insurance costs for the 2021-22 fiscal year.
- D. Goldstein informed the board that the field audit is planned for Sept. 13-24.
- E. Goldstein notified the board that budget templates should be distributed to committees late next week.

IV. Vice Presidents' Reports

- A. Midwestern
 1. Cutler reviewed feedback she has received about Governing Council.
 2. Cutler reported that there is excitement about the new season and in-person events starting up again.
 3. Cutler reported that the VPs have been meeting frequently over the past few weeks and have scheduled their VP meetings via video conference for June and August. Cutler reported that the June meetings will be held June 22 and 23, and will cover club kick-off and SafeSport, with Susi Wehrli McLaughlin, John Anderson and Shelbi Meyer presenting. There will be no meetings in July, and the August meetings will be held on Aug. 16 and 18.
 4. Cutler announced that the additional Strategic Planning Committee members will be Victoria (Vicki) Hildebrand, Lawrence (Larry) Mondschein, Kevin Winston, Alexander Johnson (athlete) and Heather Paige (coach), and that Mondschein and Winston will serve as co-chairs.

- B. Pacific Coast
 1. Engel announced that her next VP meeting will be held via video conference on Tuesday, June 22.
 2. Engel reported that the Southwest Pacific Region held its first competition, the La Jolla Open, and it went well.
 3. Engel and Bromley discussed challenges with accounting appointments and schools, and goals for moving forward. Bromley also reviewed statistics on appointments over the past two seasons.
- C. Eastern
 1. Nemier reviewed feedback she has received about Governing Council.
 2. Nemier reported on competitions that are taking place in person in the Eastern Section, and stated that skaters and parents have been very appreciative of the opportunities.
 3. Nemier informed the board that her next VP meetings will be via video conference on Tuesday, June 22 and Wednesday, Aug. 18.

V. Executive Director’s Report

Baker presented the Executive Director’s Report on Raith’s behalf:

- A. Baker reviewed how the board members can access board documents through a new online portal on the Members Only site. Baker notified the board that instructions for accessing the information will be sent in writing following the board meeting. The board then discussed additional information that would be helpful to include in the portal.
- B. Baker asked the board members to review the 2021-22 meeting schedule and let him and Cammett know if they have conflicts with any of the dates. Baker also asked members to review the schedule before committing to other activities.
- C. Baker notified the board that staff has received positive feedback on the articles in SKATING magazine that are related to the 100th anniversary, and in-person activities are being planned.
- D. Baker informed the board that he spent two days this week meeting with Aggregate Sports and reviewed some of the sponsors that are being pursued. Baker also reviewed the requirements for a company to serve as a partner of U.S. Figure Skating in terms of DEI initiatives and discussed the Mabel Fairbanks Skatingly Yours Fund. The board then discussed former, current and potential sponsors.
- E. Baker reviewed the proposed dates and locations for the 2022 and 2023 Governing Council meetings:
 1. 2022 Governing Council, April 27-May 1, Antlers Hotel in Colorado Springs, Colorado, with full seminars and meetings.
 2. 2023 Governing Council, May 4-7, Tropicana in Las Vegas, with full seminars and meetings.

The meetings will return to the rotation of Governing Council in Colorado Springs without full seminars in odd years starting in 2025. Goldstein moved to approve the 2022 and 2023 locations for Governing Council:

<Request for Action> to approve the Antlers Wyndham Hotel in Colorado Springs, Colorado, as the site for the 2022 Governing Council, April 27-May 1, 2022, and the Tropicana in Las Vegas as the site for the 2023 Governing Council, May 4-7, 2023. (15 yes, 0 no, 0 abstain, 0 absent)

<9:28 a.m. CT – Shelbi Meyer joined the meeting via video conference.>

VI. SafeSport Report

- A. Anderson and Meyer provided information on the need to rebrand SafeSport. Meyer then reviewed next steps and considerations, and announced the new name. The board then discussed the rebrand.
- B. Anderson and Meyer reviewed the updates to the U.S. Figure Skating SafeSport Handbook. The board then discussed some of the new definitions. Baker notified the board that the deck will be shared with the board following the meeting, and Meyer asked that the board review that and send Anderson and her any questions, comments or concerns as soon as possible.

<10:13 a.m. CT – Meyer left the meeting.>

<10:13-10:30 a.m. CT – Break>

VII. ISU Update

- A. Horen reviewed five requests to release specific athletes. The board agreed that the current athlete release policy will be followed in all cases – four athletes will be released this year, and one athlete is subject to a waiting period and will be released next year if a new request is submitted – and letters will be sent accordingly. Horen then reviewed the status of athletes being released to the U.S.

- B. Horen announced that the draw for the Senior Grand Prix athletes will be done via video conference June 28-29 and reviewed the criteria for the 2021 events.
- C. Horen notified the board that the in-person 2021 ISU Congress was postponed until 2022; however, there are approximately 50 proposals that have been identified as urgent and essential. Those were sent to the federations for review, and the final list of proposals will be sent to the federations on June 15 for a vote, and will go into effect on July 1, if passed. Horen then reviewed some of the proposals.
- D. Horen provided an update on the ISU Global Seminar in Frankfurt.
- E. Horen and Baker notified the board that U.S. Figure Skating has informed the ISU of our interest in hosting the 2024 ISU Congress, and a hotel contract is in process with the appropriate parties.

<11 a.m. CT – Leatrice Bulls and Kadari Taylor-Watson joined the meeting in person.>

VIII. Diversity, Equity and Inclusion (DEI) Report

- A. Helms provided information on the work being done to review the U.S. Figure Skating Gender Policy and notified the board that the next meeting for this project is scheduled for June 16.
- B. DEI Task Force Co-Chair Bulls reported on other work being done by the task force, including creating a non-discrimination policy beyond what is in the rulebook, work being done on representation and visibility, and a new section on the website for DEI information.
- C. Bulls introduced the new director of diversity, equity and inclusion, Kadari Taylor-Watson. Taylor-Watson then led the board in a DEI training exercise titled Humanizing DEI.

<1 p.m. CT – Bulls and Kadari Taylor-Watson left the meeting.>

<1-2 p.m. CT – Break>

IX. Athlete Protest Policy

- A. Flatt reminded the board that she is one of the athlete members on the Team USA Council on Racial and Social Justice and provided some background on why this council was founded. Flatt reiterated the initial recommendations for allowing athletes to protest and demonstrate peacefully for human rights and racial and social justice causes, and identified some portions of the U.S. Figure Skating Code of Conduct that loosely address this. Flatt then reviewed the most recent recommendations, which include supporting athletes who want to voice current issues from an organizational level, and creating resources and programming to ensure the safety of and to empower athletes as humans first. Flatt then reviewed next steps on the USOPC side and recommended that U.S. Figure Skating establish a working group to work within or parallel to the DEI Task Force.
- B. Cammett notified the board that she will put together a working group separate from the DEI Task Force but with some overlap in members, and reviewed some of the next steps, including a tentative timeline.

<2:48 p.m. CT – Dave Patterson from the USOPC joined the meeting via video conference.>

X. Board of Directors Assessment Presentation

- A. Cammett provided a background on the board assessment and introduced Dave Patterson from the USOPC. Patterson reviewed the board assessment results in detail. Patterson identified three big issues to work on: (1) rhetoric, (2) behavior, and (3) structure. Patterson also recommended creating a board charter.
- B. The board discussed ways to start working toward the new board structure and functionality this season.

<3:30 p.m. CT – Dave Patterson left the meeting.>

<3:30-3:40 p.m. CT – Break>

XI. Governance Working Group

- A. Nemier announced that she, Flatt, Engel, Cutler and Karen Terry Perreault will remain on the working group. Nemier asked that the board let her know if they have recommendations for any other members.
- B. Nemier reported that the working group has divided the work into four key focus areas: (1) athlete representation and athlete elections; (2) the Nominating Committee; (3) the powers of Governing Council, the board and bylaws; (4) leadership development, succession planning and the committees.
- C. Flatt reported that there are also four focus areas for athlete representation and athlete elections: (1) honing in on the definition of actively engaged athletes; (2) proportional representation at Governing Council; (3) athlete elections for the Athletes Advisory Committee, designated committees and the Board of Directors; and (4) significant education program for athletes and the AAC members. Flatt notified the board that the AAC is also starting an extensive athlete onboarding process this season.

- D. Nemier reviewed the proposed process for selecting the independent directors on the Board of Directors. The board then discussed Nemier's role as the board member on the Nominating Committee and what is needed from the independent directors, as well as other things that are needed from the Nominating Committee.
- E. Nemier identified areas within the board that need to be addressed including the powers of the Governing Council, the role of the committees, and processes for Governing Council.
- F. For the area of leadership development, succession planning and the committees, Nemier identified the following tasks that need to be completed: (1) review job descriptions and update them to reflect bylaw changes; (2) explore a feasible succession planning process; (3) develop a leadership development pipeline and plan; and (4) work on education program for committee chairs regarding member engagement and leadership development.

<4:30 p.m. CT – meeting adjourned for Saturday>

<8 a.m. CT – meeting reconvened on Sunday>

XII. Group Coordinator and Athletes Advisory Committee Reports

A. Athlete Services

- 1. Goldman reported that the Memorial Fund Committee is reviewing the committee's processes and rules.
- 2. Goldman reviewed a request for action to change the implementation date for Items 103 and 104 in the 2020-21 Combined Report of Action and then made the following motion:

<Request for Action> to change the implementation date of Items 103 and 104 in the 2020-21 Combined Report of Action from Nov. 1, 2021, to Dec. 1, 2021, with the proviso that the final U.S. Figure Skating Championship Series events are currently scheduled to conclude on Nov. 20, 2021. Should any series events be delayed for any reason, the implementation date for this change will be delayed to the second Wednesday (a week and a half) following the final event. (15 yes, 0 no, 0 abstain)

B. Athletes Advisory Committee (AAC)

- 1. Flatt notified the board of changes to the Athletes Advisory Committee roster and International Committee roster.
- 2. Flatt reported that the first AAC leadership meeting will be held on Thursday, June 17.
- 3. Flatt provided information on other AAC projects and encouraged board members to direct athletes to information on the Members Only site.
- 4. Flatt reviewed a USOPC town hall that was held recently and notified the board that foci coming out of this meeting include DEI from the perspective of accessibility, athlete participation on an international level, seeing athletes as humans not just statistics/mental health, and collegiate sports programs as colleges continue to cut sports.

C. Coaches

- 1. Paige reported on the biweekly meetings with PSA.
- 2. Paige provided an update on the upcoming camps and notified the board that the upcoming High Performance Development Team Camp is at full capacity, and other camps have good registration numbers.
- 3. Paige notified the board that the PSA plans to offer cultural appropriation webinars quarterly.
- 4. Baker notified the board that the PSA has dropped their grievance reporting mechanism and will now refer grievances to U.S. Figure Skating, the U.S. Center for SafeSport or the ISI. Anderson provided additional information, and the board discussed the possible consequences of this decision.

D. Technical and Officials

- 1. Bromley reviewed the athlete bye and advancement criteria for the 2022 Toyota U.S. Figure Skating Championships. Goldstein moved to increase the maximum number of pair spots to 16 but withdrew his motion after discussion. Bromley then made the following motion:

<Request for Action> to approve the athlete bye and advancement criteria for the 2022 Toyota U.S. Figure Skating Championships. (14 yes, 1 no, 0 abstain, 0 absent)

- 2. Bromley reminded the board members about the details of the current U.S. Figure Skating mask policy, which will remain in place through June 30. Bromley reviewed updates to the mask policy recommended by the Sports Sciences and Medicine Committee to go into effect beginning July 1 and the plan to communicate the changes.

3. Bromley provided an update on the U.S. Figure Skating IJS microsystem.
 4. Bromley provided information about the 2021 U.S. Adult Figure Skating Championships and 2021 U.S. Collegiate Figure Skating Championships, and also provided an update on selections for domestic qualifying events.
 5. Bromley reviewed the other work being done by the Technical and Officials Group committees.
- E. Membership
1. Preston provided information on the skating programs taking place this summer.
 2. Preston confirmed that membership numbers are looking promising, with numbers currently higher than at the same time two years ago (pre-COVID-19).
 3. Preston provided information on initiatives being considered to increase membership further going forward, and stressed the importance of getting more LOCs to use EMS and identifying the pain points so those can be addressed.
- F. Administrative/Legal
1. Helms provided information on SafeSport reports submitted during the month of May.

XIII. New Business

- A. Horen provided information regarding an ISU proposal to change the word “ladies” to “women” throughout the ISU rules and regulations. Bromley will follow up regarding a similar change domestically.
- B. Cutler asked a question about our insurance carrier.

<9:34 a.m. CT – Anderson, Baker and Newcomer left the meeting>

<9:34-9:40 a.m. CT – Break>

XIV. Executive Session

XV. Closing Announcements and Adjournment

The next business meeting of the board will be via video conference on Monday, Aug. 9, 2021, at 8 p.m. ET.

Meeting concluded at 11:35 a.m. CT.

Submitted,



Kimberley Moore, Secretary