

# U.S. Figure Skating Board of Directors

## Meeting Agenda – **FINAL**

Monday, Oct. 11, 2021; 8:00 p.m. ET

Via ZOOM Video Conference

1. Welcome / Roll Call
2. Approval of Agenda/Conflict of Interest Disclosure
3. Approval of September 13, 2021, Board of Directors Meeting Minutes, and ROAs
4. President's Update
5. Treasurer's Report
  - a. Monthly Financial Update
  - b. Audit Update
  - c. Budget Process Kick-off
6. Vice President's Report (*questions on written report or additional updates*)
  - a. Pacific
  - b. Eastern
  - c. Midwestern
7. Executive Session
8. Executive Director Report
  - a. NGB Best Practices/ACES Conference/NGBC Meetings
  - b. USOPC/Olympic Update
  - c. Destination Beijing/Olympic Friends & Family
  - d. Centennial Fund/Giving Tuesday (club support)
9. Strategic Planning Committee Work Session Update
10. Governance Working Group Update
11. Diversity, Equity and Inclusion Task Force Update
12. Group Coordinators (*updates, questions of written reports and RFAs*), Coaches and AAC Reports
  - a. AAC
  - b. Coaches
  - c. Athlete Services
  - d. Technical & Officials
  - e. Membership
    - i. Adults Skating Committee RFAs
  - f. Admin/Legal
13. ISU Update
  - a. General
  - b. ISU Council Actions
14. New Business
15. Next meetings of the Board of Directors via ZOOM Video Conference: in-person (Chicago) on **Saturday, Nov. 6, 2021** – 8 a.m. to 4 p.m. CT and **Monday, Dec. 6, 2021** - 8 p.m. ET/5 p.m. PT

**U.S. Figure Skating Board of Directors  
via Video Conference  
Monday, October 11, 2021, 8 p.m. ET**

**Present**

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

**Absent**

Troy Goldstein

**Guests**

U.S. Figure Skating staff members John Anderson and Juliet Newcomer

**I. Opening of the Board of Directors Meeting**

- A. Cammett called the meeting to order and welcomed everyone.
- B. Moore took roll call, and a quorum was confirmed.
- C. The agenda was adopted.
- D. Cammett asked the members to disclose any conflicts based on tonight's agenda. No conflicts were disclosed.
- E. The September 13 minutes were approved as presented.
- F. The September 13 reports of action were approved as presented.

**II. President's Update**

- A. Cammett notified the board that, in an effort to make the meetings less report driven, she has asked the vice presidents and group coordinators to start submitting written reports in advance.
- B. Cammett expressed her excitement that the first Championship Series event took place in Blaine, Minnesota last week, and the seventh event of the ISU Junior Grand Prix of Figure Skating Series also took place last week.

**III. Treasurer's Report**

Goldstein is traveling to Asian Open; Cammett presented the Treasurer's Report on his behalf:

- A. Cammett reviewed the financials and membership numbers for the 2022 fiscal year through the end of August 2021.
- B. Cammett reviewed the plan for the 2023 fiscal year budget process and notified the board that the zero-based, bottom-up approach will be utilized again.
- C. Cammett notified the board that the field work has been completed for the U.S. Figure Skating audit, but the top partner at Stockman Kast Ryan + Company still needs to review the findings, and the Foundation audit still needs to be completed.

**IV. Vice Presidents' Reports**

The vice presidents provided a written report in advance of the meeting. This report can be found at the end of these minutes. The vice presidents did not have any updates to their written report.

Flatt made a motion to go into executive session, and the motion was approved without objection.

<8:13 p.m. ET – Newcomer was moved to the waiting room>

**V. Executive Session**

Flatt made a motion to come out of executive session, and the motion was approved without objection.

<8:45 p.m. ET – Sand joined the meeting, and Newcomer rejoined the meeting>

**VI. Executive Director's Report**

- A. Baker reviewed the NGB Best Practices meetings and the separate ACES Conference that he attended recently. Baker also notified the board that he (in person) and Anne (via video conference) will be attending NGB Council meetings this week.

- B. Baker reviewed the USOPC's new vaccination and employment policies.
- C. Baker also reviewed the USOPC's plan for friends and family of the 2022 Olympic Winter Games team members and provided information about U.S. Figure Skating's plans for Destination Beijing and the Family Tree program.
- D. Baker provided information on what can be expected for the Centennial Fund and Giving Tuesday.
- E. Baker provided an update on the position of senior director, sales and marketing, and announced that U.S. Figure Skating has sold out of all of its advertising and sponsorship inventory for the fourth quarter of the fiscal year and has reached the highest sponsorship revenue total since ending the contract with ABC.

**VII. Strategic Planning Committee Work Session Update**

Cutler, Nemier, Cammett, Goldman, Flatt, Preston, Zhang and Paige reviewed the strategic planning meeting that took place via video conference September 25-26.

**VIII. Governance Working Group**

Nemier provided an update on the work of the athlete representation and athlete election focus group, the Governing Council focus group and the succession planning focus group.

**IX. Diversity, Equity and Inclusion (DEI) Task Force**

- A. Cutler provided information on how the task force is working with and supporting DEI Director Kadari Taylor-Watson, especially with preparing the DEI operating plan that must be submitted to the USOPC by early November.
- B. Cutler notified the board that she and Co-Chair Leatrice Bulls recently spoke with Dance Development and Technical Committee Chair Elyse Matsumoto about the language for dance rules. A subgroup of the task force has been convened to review the language and make recommendations. Matsumoto will then take those recommendations back to the Dance Development and Technical Committee members to be reviewed and balloted through the standard ballot process.
- C. Cutler reported that she shared information with the Championship Series referees about how gender was addressed during the registration process in case questions arise during any of the series events.

**X. Group Coordinators' Reports**

Note: The Athlete Services, Membership Development, and Technical and Officials Group coordinators provided written reports in advance of the meeting. Those reports can be found at the end of these minutes.

- A. Athletes Advisory Committee (AAC)
  - 1. Flatt stated that she had nothing new to report.
- B. Coaches
  - 1. Paige stated that she and Sand didn't have anything new to report.
- C. Athlete Services
  - 1. Goldman stated that she had nothing new to report.
- D. Technical and Officials
  - 1. Bromley expressed excitement that the first Championship Series event took place in Blaine, Minnesota, last week, and notified the board that the feedback has all been positive.
  - 2. Bromley announced that 300 synchronized teams registered for the synchronized qualifying season, with 138 registering for qualifying-level events, and 162 registering for nonqualifying-level events. Bromley also reported that the registrations for the Midwestern Synchronized Sectional Championships were the highest since 2015, and the registrations for the Pacific Coast Synchronized Sectional Championships were two more than in 2020. Bromley also provided information on the national synchronized skating series.
  - 3. Bromley notified the board that he met recently with Ethics Committee Chair Matthew O'Toole to review the process for addressing complaints against officials.
- E. Membership Development
  - 1. Preston provided information on work being done to address concerns between the Adult Skating Committee, and the Programs and New Program Development Committee regarding the adult showcase events that are held at both National Showcase and the U.S. Adult Figure Skating Championships.
  - 2. Preston reviewed the eight requests for action from the Adult Skating Committee and answered questions. Preston then made the following motion:

**<Request for Action>** to approve the eight items proposed by the Adult Skating Committee as presented. (14 yes, 0 no, 0 abstain, 1 absent)

See the report of action from this October 11, 2021, meeting for a detailed report of the proposals and the actions taken.

F. Administrative/Legal

1. Helms reviewed the SafeSport Summit that she attended recently.
2. Helms provided an update on SkateSafe, ethics and grievance reports since the last meeting.

Nemier made a motion to go into executive session, and the motion was approved without objection.

<9:47 p.m. ET – Newcomer was moved to the waiting room>

<Executive Session>

Nemier made a motion to come out of executive session, and the motion was approved without objection.

<10:18 p.m. ET – Newcomer rejoined the meeting>

**XI. ISU Update**

1. Horen reviewed the criteria to qualify for the 2021 Junior Grand Prix of Figure Skating Final. Based on these criteria, the U.S. has qualified two women, one man and two ice dance teams.
2. Horen announced that Kathaleen Cutone and Stefanie Mathewson both passed their ISU Judges Examination for singles and pairs.
3. Horen reviewed the results of the most recent Challenger Series events and provided an update on the decision to withdraw Team USA from the Asian Open.
4. Horen reminded the board that Skate America will take place next weekend.
5. Horen notified the board that the 2022 ISU Four Continents Figure Skating Championships will be held in Tallinn, Estonia, in the same venue as and during the week following the European Championships.
6. Horen also notified the board that the U.S. had judges drawn for the women's, pairs and ice dance events, and women's and ice dance portions of the team event for the 2022 Olympic Winter Games, but the results of the draw of judges for the 2022 World Figure Skating Championships has not yet been announced.

**XII. New Business**

Baker reminded each of the board members to review their individual bios in the draft *Board Prospectus for Individual Directors* that was sent in advance of the meeting and notify him and Kelly Vogtner if anything needs to be changed.

**XIII. Closing Announcements and Adjournment**

The next regularly scheduled business meeting of the board will be in person on Saturday, November 6, 2021, from 8 a.m. to 4 p.m. CT.

Meeting concluded at 10:26 p.m. ET

Submitted,



Kimberley Moore, Secretary

**Vice Presidents Report to the Board of Directors**  
**October 8, 2021**

Following the Board meeting on September 13, 2021, each Vice President hosted a Sectional call during the week of September 18 to provide a Board update as well as key information for club leaders. The agenda topics/speakers included Todd Bromley with an update on the Championship Series, Shelbi Meyer with the SkateSafe rebranding, Karissa Woienski with an overview of the National Solo Dance competition and Erika Lehman providing an update on the Centennial Celebration and reviewed the online and social media tools available to clubs and members wanting to join the celebration.

In October, Sectional calls will be hosted by the respective Vice President on the 19<sup>th</sup> and 20<sup>th</sup>. These meetings will include a Board update, presentations from the High School and Collegiate programs and a discussion of EMS progress, with time for questions.

Due to the timing of holidays and series competitions, the final Sectional calls in 2021 will be held November 30-December 2.

The Vice Presidents continue to meet regularly to identify key issues based upon questions from and discussions with members and club leaders.

Submitted by:

Kris Arneson Cutler, Midwestern Vice President

Janis Engel, Pacific Coast Vice President

Heather Nemier, Eastern Vice President

**U.S. Figure Skating Board of Directors  
October 11, 2021 Meeting  
Athletes Services Coordinator Report  
Lynn Goldman**

**Coaches Committee (Phillip DiGuglielmo, Chair)**

This committee provided three coaching education seminars with the help of PSA over the last month or so: two spin webinars and an IJS Refresher Course. Phillip represented the committee along with Heidi Thibert at the National High Performance Development Camp in Nashville. They team lead the coaches, facilitated discussions, and collected feedback on what coaches of that level would like to have included in future educational opportunities. They also hosted a successful “rendezvous” with coaches and the attending officials.

**Dance Development and Technical Committee (Elyse Matsumoto, Chair)**

The Dance Development and Technical Committee Balloted 5 items this September including re classification of Solo Free and Adult Dance Test prerequisites. All will be presented to the Board of Directors for approval at the November in-person meeting

**Singles Development and Technical Committee (Stefanie Mathewson, Chair)**

Singles just met this week and discussed looking closely at spins from pre-preliminary to novice and analyzing the types of spins athletes are required to do and also considering structures for intermediate and novice men in particular to improve their spins.

The committee discussed program timing and rather than deviate from ISU precedent in the qualifying pipelines, suggest that Excel and tests remove the minimum time penalty for athletes in those pipelines (joint ballot with Tests Committee).

We are still waiting on Skate Manager roll out and printing flexibility to add information for athletes and coaches to the protocols for the step sequences and combo spins.

Future consideration of step sequences in juvenile and below will occur at our December meeting.

**Synchronized Development and Technical Committee (Lauren O’Toole, Chair)**

The committee balloted three items along with the Sys Skating Competitions Subcommittee. All will be presented to the Board of Directors for approval at the November in-person meeting and, if approved, will take effect Nov. 15, 2021, for the synchro upcoming season.

The committee also continued the DREAM Program, with 12 athletes from junior and senior Team USA organizations serving as ambassadors. Several elite synchro coaches also attended the Singles High Performance Developmental Team Camp. Finally, the committee hosted our second Virtual Coaches College with approximately 100 coaches in attendance.

**U.S. Figure Skating Board of Directors**  
**October 11, 2021, Meeting**  
**Membership Development Group Coordinator Report**  
**Elise Preston**

**Membership Committee**

Committee is working closely with HQ to launch the new Alumni Connect program in coming weeks. Initial focus is on connecting with past members and cultivating a refreshed relationship with U.S. Figure Skating. Committee is also focused on leveraging the upcoming Winter Olympic Games to deepen engagement with current members and ignite excitement in our sport across the country through grass-roots outreach in collaboration with our clubs.

**Programs and New Program Innovation Committee**

Following successful National and Final events, the subcommittees of Solo Dance, Showcase and Program Innovation are gearing up for the new season revamping handbooks and preparing to announce changes and next season plans. High School and Collegiate sub-committees will join VP sectional calls this month to help raise awareness and expand engagement with these programs.

**Adult Skating Committee**

The Adult Skating Committee is presenting eight of their nine recently balloted items to the board this month. These items are all part of what the Adult Skating Committee refers to as the Partnered Dance Restructuring Project. Items have been under discussion within the committee for some time and were followed up by an athlete survey with favorable results before the items were balloted. In brief, they are looking to streamline the partnered pattern dance events to closer align with the solo dance events, where two dances, not three, are performed. This will save significant time at Adult Championships and will also serve as a cost-saving measure for the athletes.

Additionally, they are looking to give higher level dance teams the opportunity to solely compete pattern dance without a free dance. This will create opportunities for high-level dancers who want to compete as a team but don't live geographically near each other. Within these items, they are also refreshing the pattern dance rotation to help keep things fresh by changing up the dance selections year to year.

In their preparations for the items 1-7, it was realized that Adult Preliminary Dance doesn't exist in the rulebook. This event is offered in nonqualifying competitions and is listed in the Compete USA manual, so they felt it logical to add it to the rulebook (see item 8).

**U.S. Figure Skating Board of Directors  
October 11, 2021 Meeting  
Technical and Officials Group Coordinator Report (Todd Bromley)**

**Competitions Committee (Kathleen Krieger, Chair):**

The Competitions Committee remained focus in preparing for the 2022 U.S. Figure Skating Championship Series presented by Toyota. The event schedule is as follows:

- Blaine, MN – October 4, 2021
- Henderson, NV – October 12, 2021
- Allen, TX – October 13, 2021
- Leesburg, VA – October 27, 2021
- Fort Wayne, IN – November 2, 2021
- Norwood, MA – November 9, 2021
- Alpharetta, GA – November 16, 2021

A total of 1,425 entries and 2,047 starts across all eight competitions. Initial comments have been very positive. There is a plan to survey participants (athletes, coaches, officials and parents) after the events to receive feedback on what went well and areas of opportunities.

Health and safety issues remain a top priority as the season progresses. Initial conversations have been held with Dr. Kristen Abbott, Chair Sports Science and Medicine, regarding any changes in the health and safety protocol for the 2022 U.S. Figure Skating Championships. Currently there is only a mask mandate in place. Topics under discussion include requiring proof of vaccination(s) or proof of negative covid test. More information to come.

The Competitions Committee has also started looking at the competition qualifying structure for the 2022 season. We have several options that are currently being reviewed. More information will be shared at the November 2021, BOD Meeting.

**Domestic Selections Committee (Wendy Enzmann, Chair):**

The Domestic Selections Committee has been hard at work in finalizing the roster of officials for the 2022 U.S. Figure Skating Championship Series presented by Toyota. Due to conflicts and withdrawals, several officials had to be replaced or moved to alternate events. Particularly, the dance events were extremely difficult to staff due to the Junior Grand Prix and Challenger Series invites coming in for our international dance officials.

On 10/06/2021 availability forms went out in an e-blast for the 2022 U.S. Adult Figure Skating Championships to be held April 6-9, 2022, in Newark, Delaware. Deadline to return the availability form is Monday, October 18, 2021.

**Domestic Officials Recruitment and Management Committee (Leslie Gianelli, Chair):**

- Event Management Subcommittee (Aristeo Brito, NVC):

Two national referee appointments have been received and are currently in the review process. Work is still in progress on getting all referee exams updated with current rules and entered into ClassMarker.

All announcing scripts were updated. This included additional announcements regarding the protocol of mask wearing at all U.S. Figure Skating sanctioned events. One regional music appointment was approved.

- Judges Management Subcommittee (Lynn Bell, NVC):

Virtual test trial judging is currently still being reviewed. A working group has been formed with members from the Judges Management Subcommittee and Tests Committee. The group is working on the logistical pieces in order to make the process work successfully.

TN 247 is being reviewed as to when the aging process of test and competition trial papers will begin.

A social media violation was issued to a judge for participating in an Instagram podcast. Content presented by the judge during the podcast was inaccurate and reflected badly against U.S. Figure Skating. The judge

was provided detailed information regarding her comments and how those were in violation of U.S. Figure Skating's Social Media Policy for Officials and Code of Conduct.

Approved trial judging requests for the 2022 Championship Series and U.S. Figure Skating Championships. Trial judging will occur at each of the series and selected other competitions. Trial judge participation is low at some events. For the 2022 U.S. Figure Skating Championships three dance trial judges and eight singles/pairs trial judges were approved.

Partnered with OTC in securing JETS for the Championship Series and 2022 U.S. Figure Skating Championships.

For August 2021, the Judges Management Subcommittee processed and approved 14 judging appointments (2 NQ, 4 bronze, 4 silver and 4 gold singles appointments). No dance or synchronized skating appointments were processed. September number TBD.

- **Officials Development and Assessment Subcommittee (Vicki Hildebrand, NVC):**

The committee has been working on assessment evaluations for judges to be piloted at three of the Championship Series (Alpharetta, Henderson and Fort Wayne). That provides one dance, one pair and three single events to gather judging information. Judging Captains have been identified and will run the assessment process. Swiss Timing finally supplied U.S. Figure Skating with the gray bar reporting capability. Swiss Timing built the absolute minimum capability into the accounting software. All reports will have to be generated after the selected events have concluded. Information obtained from the gray bar reporting will be reviewed by the Judging Captains. Next steps TBD based on the outcome of the pilot tests.

- **Officials Recruitment Subcommittee (Sherri Redmond, NVC):**

On August 14, 2021, virtual announcer and music training seminars were held. These seminars were broad in scope and provided information on how to get started if one is interested in music or announcing. Seminars are posted on the Music / Announcing page of the Members Only site (<https://www.usfigureskating.org/members-only/officials/officials-info/music-announcing>), under Training and Education. In addition to the videos there is a slide deck. The videos are also posted on YouTube, which means that anyone with the links can view the videos, but they will not come up in a basic search.

Announcer video: <https://youtu.be/A52e13iMbi0>

Music coordinator video: <https://youtu.be/801UdlOxE1U>

- **Technical Panel Subcommittee (Scott Brown, NVC):**

On August 27, 2021, a formal complaint was filed against a technical panel official. Pursuant to DOR 10.02, a subcommittee was appointed by Leslie Gianelli, Domestic Officials Recruitment and Management Chair. Gretchen Bonnie was appointed to oversee this special committee. The special committee reviewed the complaint and held a Zoom conference call on September 29, 2021. After a lengthy discussion based on the complaint; as well as, the response submitted by the technical specialist, the committee unanimously voted to revoke the nonqualifying technical specialist's appointment effective October 4, 2021. The date in which the technical specialist was notified of the decision.

The Technical Panel Subcommittee partnered with the Officials Training Committee in generating the annual TPER and educational videos for each discipline.

**Officials Training Committee (Lori Osborn, Chair):**

Accounting Central is nearly complete with most manuals having been updated. Exams have been rewritten and were ready for 10/01/2021, release.

Planning in process to roll out new accounting software (Figure Skating Manager (FSM)) from Swiss Timing. A virtual school is TBD.

See information under Recruitment regarding Announcing and Music seminars.

Three of the 2022 Championship Series (Blaine, Leesburg and Norwood) will be hosting a pre-competition 2-day Technical Accounting School.

E-learning remains a top priority. Currently there are six e-learning modules available. Six additional e-learning modules are currently in the creation and development.

All promotional exams in ClassMarker are being reviewed and refreshed as needed.

Collaborated with the Judges Management Subcommittee and Technical Panel Subcommittee in creating annual Rules Review for judges and TPER for technical panel officials.

Planning underway for an in-person National Technical Panel School in March. Dates are March 31-April 3, 2022, in Chicago, IL. Planning in progress for a Virtual Judges School. More information to follow.

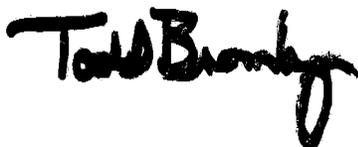
**Tests Committee (Reed Hastings, Chair):**

New virtual testing guidelines were uploaded to U.S. Figure Skating's website. Continued work was done in converting test forms into an editable format for virtual testing. Continued to process requests for test credit from foreign skaters.

A glitch was identified within EMS. An athlete in 2019 submitted an IJS protocol for test credit. It was processed and the athlete competed in junior women at regionals in 2019. When trying to sign up for the 2022 Championship Series, EMS flagged the skater as not having passed the prerequisite test to compete in junior ladies again this season. The athlete had to be manually entered into events since EMS would not allow it. Through this process, other discrepancies were identified that were caused by the end user. Several examples were found were the IJS protocol test credit form and payment were not given to the home club test chair to process. This resulted in athletes receiving an error when registering for the 2022 Championship Series. All issues were rectified in a timely manner and had no negative impact.

The Test Committee is currently looking at standard and virtual tests versus IJS protocol tests. In the standard and virtual tests, multiple falls within the program will result in a retry. With the IJS protocol method of testing, an athlete could still pass a test with multiple falls as long as they meet the minimum score and all elements receive a value. An RFA will be forthcoming to address this discrepancy.

Respectfully Submitted,

A handwritten signature in black ink that reads "Todd Bromley". The signature is written in a cursive, slightly slanted style.

Todd Bromley  
Technical and Officials Group Coordinator