

# U.S. Figure Skating Board of Directors

## Meeting Agenda – **FINAL**

Wednesday, April 27, 2022 – 9 a.m. – 4:30 p.m. MT  
Colorado Springs, CO

1. **Opening of the Board of Directors Meeting** **9am-9:05am**
  - a. Welcome & Call to Order
  - b. Roll Call/Establishment of Quorum
  - c. Approval and adoption of Agenda
  - d. Conflict of Interest Disclosure
  - e. Acceptance of April 4, 2022 Board of Directors Meetings Minutes and ROAs and April 13, 2022, ROA conducted via e-ballot.
  
2. **President's Report** **9:05am-9:35am**
  - a. General
  - b. Working Group Update
  - c. Foundation Meeting Update and RFA
  
3. **Treasurer's Report** **9:35am-9:50am**
  - a. Review of Q3 Statement of Activities ending March 31, 2022
  - b. Budget Presentation – Budget Review Preview (8:30am-9:30am, Friday, April 29)
  
4. **2022 Governing Council Update** **9:50am-10:35am**
  - a. General
  - b. RFA/Isolations/New Business updates
  - c. Review of Seminar and meetings schedules, Agendas/Procedures
  
5. **Sectional Caucuses/Vice Presidents Reports** **10:35am -10:50am**
  - a. Midwestern
  - b. Eastern
  - c. Pacific Coast
  
- <break – 10 minutes>
  
6. **IT & Technology Update** **11am – 11:45am**
  - a. IT & Technology project update
  - b. Financial reporting
  
7. **ISU Representative (Bob)** **11:45-12:15pm**
  - a. General (update on final international events of season)
  - b. Athlete Releases
  - c. ISU response to Russia/Belarus
  - d. 2022 ISU Congress

<lunch break – 45 minutes>

- 10. PSA/U.S. Ice Rinks Reports** **1pm-1:30pm**
- a. PSA
  - b. U.S. Ice Rink Association
- 11. DEI Update** **1:30pm-2:15pm**
- a. Inclusion Playbook and Data Collection Project Update
  - b. USOPC compliance
  - c. Governing Council DEI Workshop Preview *(3:30-5pm Thursday, April 28)*
- 12. Group Coordinator/AAC Reports** **2:15pm-2:45pm**
- a. Athlete Service
  - b. Athlete Advisory
  - c. Coaches
  - d. Membership Development
  - e. Admin/Legal
  - f. Technical & Officials
    - 1. National Appointments
    - 2. Event Sanctions
- <break – 15 minutes>*
- 13. Executive Session** **3pm-3:45pm**
- 14. Executive Director’s Report** **3:45pm-4:15pm**
- a. General (Staff, Sponsorship Sales, etc.)
  - b. Succession Planning
  - c. 2023 Governing Council
  - d. SkateSafe Chair Compliance Policy Clarification
- 15. New Business** **4:15pm**
- 16. Closing Announcements and Adjournment**
- 17. Next meetings of the Board of Directors**
- a. New BOD Orientation (May 10-11); all BOD joins for second half on 5/11
  - b. In-person meeting (May 21-22); San Jose, California

**U.S. Figure Skating Board of Directors  
In Person  
Colorado Springs, Colorado  
Wednesday, April 27, 2022**

**Present**

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

Also present for their individual reports were non-voting members Alex Chang (Professional Skaters Association, PSA Report) and Jeff Theiler (U.S. Ice Rink Association, U.S. Ice Rinks Reports)

**Guests**

U.S. Figure Skating staff members John Anderson, Charles Chow, Juliet Newcomer, Mario Rede and Kelly Vogtner

**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 as amended.
- D. Cammett asked the members to disclose any conflicts based on tonight's agenda. No conflicts were disclosed.
- E. The April 4 minutes were approved as presented.
- F. The April 4 and April 13 reports of action were approved as presented.

**II. President's Update**

- A. Cammett reported on getting ready for Governing Council and the transition to the next president.
- B. Cammett provided an update on working groups and informed the board that she will be working with Auxier to transition those projects.

<9:12 p.m. ET - Vogtner joined the meeting in person.>

- C. Cammett reviewed the U.S. Figure Skating Foundation meeting that took place on April 14. Cammett then reviewed amendments to the U.S. Figure Skating Foundation Articles of Incorporation and Bylaws that were approved by the Foundation and made the following motion:

**<Request for Action>** to approve the amendments to the Articles of Incorporation and Bylaws of the United States Figure Skating Foundation presented on Dec. 3, 2021, and April 14, 2022. (12 yes, 0 no, 0 abstain, 3 absent)

**III. Treasurer's Report**

- A. Goldstein reviewed the Q3 Statement of Activities ending March 31, 2022.
- B. Goldstein reminded the board that, in December 2021, the audit of U.S. Figure Skating's financial statements was presented to the Board of Directors for approval and, without objection, the audit was reflected as adopted. Goldstein then notified the board that, for the record, the action of the board would properly be to accept the audit. Therefore, Goldstein made the following motion:

**<Request for Action>** to accept the Audit Report as presented by Stockman Kast Ryan & Co. for the 2021 FY Financials through June 30, 2021. (12 yes, 0 no, 0 abstain, 3 absent)

- C. Goldstein reviewed an error that was in the Form 990 and notified the board that a corrected version is in the process of being posted.
- D. Goldstein thanked the board for working with him as treasurer over the past four years and recognized staff for their work, giving specific attention to Justin Dillon, Christalina Pencheva-Beshear, and Rede.

<9:36 a.m. MT – Longo joined the meeting via video conference.>

#### **IV. Governing Council Update**

- A. The board reviewed the items that were isolated by the April 21 deadline along with one item of new business that was submitted before the board meeting.

<9:53 a.m. MT – Zhang joined the meeting via video conference.>

<10:01 a.m. MT – Nemier joined the meeting in person.>

- B. The board reviewed the seminar schedule and discussed the agenda for critical issues. Cammett also provided information about the script meeting.

<Break>

<11 a.m. MT – Vogtner and Nemier left the meeting, and Chow joined the meeting in person.>

#### **V. IT/Technology Update**

- A. Chow provided an IT/technology update, reviewing accomplishments, software releases and financial reporting since the Feb. 26 meeting, including EMS. Chow, Baker and Anderson answered questions from the board throughout the presentation.

<11:24 a.m. MT – McManus joined the meeting via video conference, and Nemier rejoined the meeting via video conference during Chow's presentation.>

- B. Rede then provided information on time tracking and payroll automation, as well as travel and expense management.

<12:03 p.m. MT – Vogtner rejoined the meeting in person.>

<12:13 p.m. MT – Chow and Rede left the meeting.>

#### **VI. Sectional Caucuses/Vice Presidents' Reports**

Note: The vice presidents provided a written report in advance of the meeting. This report can be found at the end of these minutes.

- A. Cutler, Engel and Nemier reviewed the topics that came up during their April book calls.

<Break>

<1:05 p.m. MT – Vogtner left the meeting, and Chang joined the meeting via video conference.>

#### **VII. PSA/U.S. Ice Rink Reports**

- A. Chang notified the board that he is finishing up his term as president of the PSA and then addressed items from his written report that was submitted for Governing Council Specific topics he addressed including the sale of the PSA building and the membership refresh, and how those relate to the PSA's 2022 Strategic Plan and strategic pillars.

<1:19 p.m. MT – Chang left the meeting, and Theiler joined the meeting via video conference.>

- B. Theiler provided information on the recent operations of the U.S. Ice Rink Association and the upcoming North American Rink Conference & Expo (NARCE). Theiler also thanked the U.S. Figure Skating board representatives on the U.S. Ice Rink Association Board of Directors as well as the members of the U.S. Figure Skating Board of Directors.

<1:23 p.m. MT – Theiler left the meeting, and Vogtner rejoined the meeting in person.>

#### **VIII. ISU Representative**

- A. Horen reviewed the ISU World Junior Figure Skating Championships.
- B. Horen reviewed the most recent Decisions of the ISU Council (published in ISU Communication No. 2469) which addressed the War in Ukraine/Protective Measures. Baker provided additional information on the related Urgent Matters Proposal.
- C. Horen also notified the board that the ISU published the list of Candidates for ISU Office 2022 this morning.
- D. Horen notified the board that the proposals for the 2022 ISU Congress with the recommendations of the ISU Council will be published on April 30.

## IX. DEI Update

- A. Cutler provided an update on USOPC DEI compliance. Cutler also notified the board that the diversity scorecard data was submitted April 1.
- B. Cutler provided updates on the projects that are in progress with Inclusion Playbook and Strategic Diversity Initiatives, and the goals and expectations for those projects.
- C. Cutler reviewed the agenda for the DEI Workshop that is scheduled for tomorrow from 3:30-5 p.m. MT and also addressed projects that are being considered for the future. Baker provided additional information on the work being done for DEI, and the board discussed opportunities for progress.

## X. Group Coordinators' Reports

Note: The Technical and Officials Group coordinator provided a written report in advance of the meeting. That report can be found at the end of these minutes.

- A. Athlete Services
  1. Goldman notified the board that there will be people in the various sectional meetings who can answer questions about the isolated items.
  2. Goldman also notified the board that all but two of the Athlete Services Group committee chairs will be turning over for the 2022-23 season.
- B. Athletes Advisory Committee (AAC)
  1. Flatt notified the board that she is waiting for the results of the remaining athlete elections.
  2. Flatt also reported that she and Vogtner will be wrapping up some projects this summer.
- C. Coaches
  1. Paige reported that she will be presenting part of the strategic plan tomorrow.
  2. Sand reviewed questions that he's getting on the qualifying system and how it's going to work.
- D. Membership Development
  1. Preston announced that Learn to Skate USA has surpassed 158,000 members, and the association has approximately 209,000 total members.
  2. Preston notified the board that there are plans to meet with Cathryn Schwab, the incoming chair of the Membership Committee, to talk about the pathways into membership and member retention, and the board discussed opportunities to increase retention.
  3. Preston notified the board that it has been decided to implement the Learn to Skate USA dues increase on Jan. 1, 2023, and look at ways to add value. Baker provided information on the strategy to add value.
- E. Administrative/Legal

Helms didn't have any updates for this meeting but thanked her fellow board members for her time on the board and commended them for their dedication to the association.
- F. Technical and Officials
  1. Bromley provided an update on the passing of Bill Taylor. Bromley also notified the board that the association has obtained Taylor's source code and reviewed the plans for the code going forward.
  2. Bromley reviewed two sanctions for the board's approval and then made the following motions:

**<Request for Action>** to approve a sanction for the 2022 U.S. Collegiate Figure Skating Championships to be held in Richfield, Minnesota, in conjunction with Skate St. Paul, July 18-24, 2022, with exact dates still to be determined. The event will be hosted by the St. Paul FSC. (15 yes, 0 no, 0 abstain, 0 absent)

**<Request for Action>** to approve a sanction for the 2023 U.S. Synchronized Skating Championships to be held in Peoria, Illinois, March 1-4, 2023. The event will be hosted by U.S. Figure Skating at the Peoria Civic Center. (15 yes, 0 no, 0 abstain, 0 absent)

<Break>

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

<2:45 p.m. MT – Auxier, Horen, Newcomer and Vogtner left the meeting.>

## **XI. Executive Session**

<**Request for Action**> to approve national appointments and resignations (15 yes, 0 no, 0 abstain, 0 absent). See report of action for details.

Discussion regarding music rights claim from the Olympics.

<3:45 p.m. MT – Auxier, Horen and Vogtner rejoined the meeting in person.>

Additional legal discussions.

<4:13 p.m. MT – Baker, Anderson and Vogtner left the meeting.>

Compensation Committee report discussed by board with 2021-22 recommendations for executive director position.

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

<4:40 p.m. MT – Baker, Anderson and Newcomer rejoined the meeting in person.>

## **XII. Executive Director's Report**

- A. Baker reported that there has been a successful return to the office and notified the board that Annie White, the new senior director of marketing and sales, has started her position and will be traveling with Baker for some meetings next week. Baker also notified the board that Ingrid Benson and Michael Terry will be leaving their positions at U.S. Figure Skating for other opportunities. Baker also provided information on new positions that are posted or being considered.
- B. Baker provided an update the 2021-22 broadcasts and advertising.
- C. Baker notified the board that the USOPC recently let go of two high-profile employees – Chief of Sport Performance & NGB Services Rick Adams and Chief of Business Operations Kevin Penn.
- D. Baker reviewed some work he has been doing with legal counsel Tom James.
- E. Baker reported that he has been working with all the department leads across the organization regarding succession planning and identifying key positions. A plan will be presented to the board at the June 18 meeting.
- F. Baker reminded the board that the 2023 Governing Council Meeting will be at the Tropicana in Las Vegas and provided some information about the hotel.
- G. Anderson notified the board that he received a few questions after the April 4 meeting regarding whether the new requirements for chairs of U.S. Figure Skating clubs to complete background checks and the SafeSport Training are going in the rulebook or the SkateSafe Handbook. The item was approved as a policy and will be posted in the SkateSafe Handbook accordingly.
- H. Baker provided an update on the status of the medals for the 2022 Olympic team event.

## **XIII. New Business – None**

## **XIV. Closing Announcements and Adjournment**

The next regularly scheduled business meetings of the board will be via video conference on Tuesday, May 24, 2022, at 8 p.m. ET. There will also be a new board orientation via video conference May 10-11, 2022.

Meeting concluded at 5 p.m. MT

Submitted,



Kimberley Moore, Secretary

## **VP Report April 20, 2022**

The Vice Presidents held their respective Governing Council “Book Call” on the following dates:

Pacific Coast: Tuesday, April 12th

Midwestern: Wednesday, April 13th

Eastern: Thursday, April 14<sup>th</sup>

Each sectional call had questions regarding the Singles proposals, but the questions were answered and no other apparent issues on this topic were raised on this topic. Each section had a variety of other questions, but none were repeated – the topics included Exhibit B the proposed competition restructure and a discussion for next year on how to make it easier for judges to advance. The Midwestern call had a coach with concerns about the changes with the competition restructure.

The Vice Presidents are preparing for their sectional meetings at Governing Council and are working with staff on needed items. We have had observers ask to attend the sectional meetings and unless there would be an issue, they will be allowed to be present.

This is the final report of the 3 Vice Presidents.

Respectfully,

Kris Arneson-Cutler, 1<sup>st</sup> Vice President, Midwestern

Janis Engel, 2<sup>nd</sup> Vice President, Pacific Coast

Heather Nemier, 3<sup>rd</sup> Vice President, Eastern

**U.S. Figure Skating  
BOD Meeting – April 27, 2022  
Technical and Officials Group Coordinator Report – Todd Bromley**

**Competitions Committee**

The Competitions Committee participated on the three VP's book calls to answer any questions regarding the 2022-2023 Qualifying Competition Structure.

In addition, a webinar was held for all coaches and athletes on Monday, April 18, 2022, to review plan for the 2022-2023 Qualifying Competition Structure. The webinar had a total of 518 viewers. So far the responses have been mostly positive in favor of making the change.

The 2022 U.S. Adult Figure Skating Championships were held April 6 – 9, 2022, in Newark, DE.

**Domestic Selections Committee (DSC)**

The DSC is finalizing the selections for the 2023 US Championships to be held in San Jose, CA. The DSC will be meeting at Governing Council to close up any remaining items before transferring everything to the new committee. The 2021-2022 DSC will have a virtual meeting in early May to present the final selections for the 2023 U.S. Figure Skating Championships and key positions for the 2024 U.S. Figure Skating Championships.

DSC is currently waiting for the announcement on the location and dates for 2023 U.S. Synchronized Skating Championships. Once the information is confirmed, availability forms will be sent out to qualified officials. This responsibility will fall to the 2010-2022 DSC.

Due to the increasing entries of dance events at Adult Nationals, it is recommended that an additional dance referee be assigned to help relieve some of the workload on the one Chief Dance Referee.

Lastly, staffing events continues to be a struggle with qualified available officials. DSC had to make several last minute changes and additions to the 2022 U.S. Adult Nationals (particularly for dance). This may be related to the ongoing pandemic or may be the new norm- only one can tell. In any case, with the changes in place for the qualifying structure, it may be time to take a good look at adjusting/streamlining our competition officials' qualifications to eliminate the regional level as that will no longer exist.

**Domestic Officials Recruitment and Management (DORM)**

**Accounting Subcommittee:** Two National appointments submitted to the BOD for consideration.

**Referees Subcommittee:** Two National appointments submitted to the BOD for consideration.

**Judges Management Subcommittee** – Two National appointments submitted to the BOD for consideration.

**Officials Development and Assessment Subcommittee** - No additional updates since last report.

**Officials Recruitment Subcommittee** – No additional updates since last report.

**Technical Panel Subcommittee** – The Technical Panel Subcommittee partnered with OTC in hosting the 2022 Technical Panel School March 31 – April 3, 2022, in Chicago, IL. The seminar had a total of 114 participants. The breakout of participants is as follows:

- 53 for certification
- 35 for advancement
- 12 for activity
- 6 for recertification
- 8 for observation only



A total of 60 officials were promoted across all disciplines:

- NQ appointments – 25
- Qualifying appointments – 4
- Regional appointments – 4
- Sectional appointments – 13
- National appointments – 14 appointments submitted to the BOD for consideration

### **Officials Training Committee (OTC)**

**Accountants and Technical Accountants Training Subcommittee** – No additional updates since last report.

**Announcers and Music Officials Training Subcommittee** – No additional updates since last report.

**Judges Training Subcommittee** – OTC has published the following new e-learning course that is available to all members:

The following courses are currently in the production pipeline:

- How to judge pairs / Program Components
- How to judge Compete USA and 6.0 events / How to assign GOE's

**Referees Training Subcommittee** - No additional updates since last report.

**Technical Panel Training Subcommittee** – The 2022 National Technical Panel Seminar has held March 31 – April 3, 2022, in Chicago, IL. The faculty is a mixture of DORM and OTC officials.

The in-person Judges Annual Seminar is scheduled for May 19 – 22, 2022, in Denver, CO.

### **Tests Committee**

The Tests Committee Leadership meeting was held February 22, 2022. The following items were discussed:

- Virtual testing updates
- Status updates – Tests Committee can help to promote the Skater Accommodation Memorandums

The first test chairs roundtable was held February 28, 2022. There was good attendance and discussion. The next test chairs roundtable is scheduled for May 10, 2022.

The Test Committee adjusted some of the language for RFA items based on feedback from initial ballots. The Test Committee continues to have discussions with the Dance Technical and Development Committee to determine minimum scores for Solo Free Dance IJS test credit.

Continued discussions occur with HQ's on test session functionality. There will be more information to follow on any future enhancements.

The Minimum scores for Singles IJS test credit was updated March 10, 2022. The testing of digitally writable test forms is near completion. In addition a list of mentors for test chairs has been posted to assist onboarding of new test chairs.