



USA Badminton Board of Directors Meeting

Noon-6pm EDT August 1 and 2, 2020

Zoom Meeting

Only Board Members and USAB Staff will be unmuted during the call.

(10-minute breaks will be taken roughly every 90 min)

Board members present: Ken Wong (Chair), Fred Teng, Nancy Hogshead-Makar, Nibu Paul, Dan Mehr (Secretary), Rena Wang, Kyle Emerick, Amy Burnett, Beth Sopka, Patty Pflaging, Ben Lee

Board members absent: None

Staff present: Linda French (Interim CEO), Alistair Casey (Chief of Staff), Jamie Subandhi, Katherine Tor, Thai Pham, Steve Kearney

1. Chair & Interim CEO Reports **Saturday 8/1 Noon (EDT)**

a. **12:10 EDT:** Chairman's Report- Ken

- i. Welcome.
- ii. Conflict review- Ken/Linda determined there were no conflicts of note that would require a board member to recuse themselves.
- iii. Board introduction of Nancy.
- iv. Board vacancies- Have some board vacancies, one response to posting for vacancies on the website. Patty suggests using an email blast to generate interest. Linda notes that any candidates that are interested could be put forward to the Recruiter.
- v. Finance Chair Election
 1. Kyle nominates Nibu as Finance Chair, Amy seconds unanimous approval.
 2. Ken nominates Fred to be on the Audit/Finance committee, Kyle seconds unanimous approval.

b. **12:30 PM EDT:** Bylaw Changes

- i. Bylaw change to confirm the size of the audit committee- Dan
 1. Propose that it be no less than 3 and no more than 5.
 2. Section 9.2, Line a: Dan motions the above change, Patty second, unanimous approval
- ii. Bylaw changes for board votes without a scheduled meeting- Dan
 1. **1:05 PM EDT:** Section 7.17, after discussion, tabled until next board meeting
- iii. Bylaw changes to allow provisions for non-in-person meetings- Dan

1. Section 7.12, tabled, Linda will provide language from other NGBs to align in cases of a pandemic emergencies that make it impossible to have an in-person meeting.
- iv. Bylaw change for regional content from IRC- Beth
 1. **1:25 PM EDT:** Section 6. Tabled for next board meeting, consider to refer to stand-alone document or SOP (Standard Operating Procedures)

5 Minute Break

2. Interim CEO & Staff Update- Linda 1:10pm (EDT)

- a. Linda notes that Tom Carmichael passed away, a US champion, prior USBA Executive Director, he will be missed.
- b. COVID-19 is taking a large toll on the ability to play and manage badminton in the US.
- c. COVID-19 effect on elite Athletes - Jamie Subandhi.
 - i. International Calendar
 1. BWF events have been canceled for September (Taipei, Yonex, Korea, China).
 2. 51 BWF tournaments canceled, 70 tournaments remaining in the calendar.
 3. Athletes continue to register for tournaments despite travel bans/ quarantine measures for each country.
 - ii. International Entry SOP **1:30pm (EDT)**
 1. The player must be a current USAB member, in good standing with USAB, who:
 - a. Has an active BWF ID and is a U.S. Citizen.
 - b. Has an active BWF ID and is not a U.S. Citizen but has documentation of BWF approval of jurisdiction transfer to compete under the USA.
 2. If a player does not have a BWF ID, he or she can request one.
 3. A player will be able to submit tournament entry requests through JotForm and is sent to internationalentry.usab@gmail.com.
 4. Processing Fee: Currently, USAB does not charge athletes and administration fee for requesting to be entered in an international tournament.
 5. USAB On-Time Entry: the Tuesday before the BWF Tournament Entry Deadline at 11:59 PM.
 6. USAB Late Entry Penalty: USAB will still service entry requests until 11:59 AM PST two business days prior to the BWF entry deadline with a Late Entry Request penalty of \$200.
 7. Confirmation of entry is sent to the athlete and/or athlete manager and/or athlete coach as requested by the athlete.
 8. Athlete Services Available: coordination of accommodation requests, transportation requests, accreditation requests, travel and medical insurance, visa support letter requests, and government travel approval requests.
 9. USAB keeps all entry requests confidential.
 - iii. Collegiate Badminton Pilot Program 2021 **2:00 PM EDT**
 1. Requirements to Participate
 - a. Collegiate Club Teams must register as USAB Collegiate Club Members.
 - b. Each player on the team must be a USAB member in good standing.

- c. Conferences are open to all regions.
- d. Regions 1-3 will be holding their own Eastern League Spring Championships that were postponed from Spring 2020.
- e. Seeking out possible venues Region 4-6.
- f. The current count for collegiate clubs:
 - i. Regions 1-3: Eastern League – 40 collegiate badminton clubs in 3 conferences: Northeast - 18 clubs in 2 Divisions; Midwest - 17 clubs in 3 Divisions; Southern - 5 clubs in 1 Division;
 - ii. Region 4: 10 Collegiate badminton clubs (3 may just be recreational);
 - iii. Region 5: 27 Collegiate badminton clubs (8 Female Only);
 - iv. Region 6: 15 Collegiate badminton clubs (6 Female Only).
- d. Junior Schedule update with recommendations from JAG - Linda / Alistair
 - i. Will be no 2020 Jr Nationals.
 - ii. Will freeze ranking to week 11 of 2020, until new ranking tournaments occur.
 - iii. Will send the team to World Junior Championships (January 11-24 2021) in Auckland, New Zealand, based on Week 11 rankings, if the event is not canceled by BWF.
 - iv. ORCs are suspended until Jan 2021; all other tournaments are suspended until November 1, 2020.
 - v. Adult tournament PanAm Cup, qualifying for Sudirman Cup, is rescheduled for right after Canadian International Challenge in February.
 - vi. Will have a statement by September on Jr Tournament availability for the remainder of 2020 (OLC, JDS, none, etc.).
- e. Para Update – Steve
 - i. Para Team consists of:
 - 1. 17 athletes from 5 different classifications.
 - 2. 2 medical classifiers.
 - ii. Last Tokyo Paralympic Game qualifier: Spain Tournament rescheduled to January - March 2021 (no specific date).
 - iii. Paralympic Hopeful Miles received USOPC and Pan Am Confederation funding grants, continues to train in Omaha with Moss Lattison.
 - iv. New Pan Am grants for female para-athletes are due in December.
 - v. Plan to submit 2022/2023 grants for hosting international para-badminton tournaments.
- f. Membership Update – Katherine **2:30 PM EDT**
 - i. Membership, both individual and club, continues, managing SafeSport compliance is ongoing, clubs are evaluated weekly and removed from the USAB list if there are compliance issues. Katherine works with clubs to achieve compliance.
 - ii. SafeSport to finalize MAAPP (Minor Athlete Abuse Prevention Policy) by September, USAB then to implement at a later date to be determined by SafeSport.
- g. SafeSport Audit Update - Katherine
 - i. 2020 SafeSport in-person audit scheduled for Jr Nationals was canceled due to COVID-19, 2021 Audit will be scheduled once the COVID-19 situation is resolved.

- ii. SafeSport test-audit at JIT was also canceled due to COVID-19.
- h. **USOPC Settlement Update – Linda 3:20 PM EDT**
 - i. USOPC is giving a grant to USAB for a search firm for board member replacement
 - 1. 2 board members need to be selected.
 - 2. Starting in Jan 2021, background checks will be valid for 2 years.

LUNCH BREAK 3:20 PM - 3:50 PM EDT

- 3. USOPC 2nd follow-up Audit Update to the October 2018 audit in which USAB scored 46 –Linda.
- 4. USOPC follow-up audit remotely was done in May to resolve the remaining open issues from the October 2018 and February 2019 audits.
- 5. Compliance documentation has been developed internally to document anyone that is non-compliant and a procedure for the office to resolve noncompliance issues.
- 6. Recommendation for improvement regarding conflict of interest forms.
 - a. Our attorney has prepared an updated COI form, which was distributed to the Board to be discussed and finalized at the next meeting.
- i. Updated Conflict of Interest form- Linda (see above).
- j. Conflict of interest execution plan for the Board- Ken/Dan.
 - i. Will review procedures offline and approve before 2021.
 - ii. Dan, to post the latest conflict of interest form for board discussion, need to approve it and have all board members sign it for all meetings in 2021. It will be signed at the first Board Meeting in 2021.
- k. Background check validity period (see above).

10 Minute Break

- 3. **SafeSport /Legislative updates- Nancy 3:00pm (EDT)**
 - a. Senator Blumenthal's report drove new legislation (S2330) concerning USOPC that is being revised and voted on to protect athletes and;
 - i. 700+ athletes, coaches, supporters have signed on as supporters of the legislation.
 - ii. Gives USOPC, NGBs, and SafeSport the legal duty to protect athletes.
 - iii. Creates a comptroller general to be an independent oversight for athlete safety.
 - iv. USOPC and NGBs will be required to give metrics for athlete abuse.
 - v. SafeSport will not provide information from cases it receives to NGBs until Police are involved with a credible investigation.
 - vi. Severance payments to be held until ethics and judicial reviews of anyone terminated from USOPC.
- 4. **Advisory group procedures - Linda/Alistair 3:45 PM (EDT)**
 - a. Term limits and selection procedures for all AGs.
 - i. Office will implement 2-year terms and 4 term limits on all AG members. Current members will stay for 2-year terms.
 - ii. Office will determine AG size limits.

- iii. All AG's will maintain 20% athlete representation (directly appointed by AAC).
- iv. We will require COI forms to be filled out by all members and managed by office liaison during meetings.
- v. We will have AGs be 5 person groups except for JAG, which will have 1 per region, plus 2 athlete reps.
- vi. Beth/Nibu/Linda and Alistair will review and develop responsibilities for each AG.
- b. Procedures for vetting and conflict of interest documentation for members of advisory groups.
- c. Current AGs and Board / Staff Liaisons.
 - i. CAG - The USAB Coaching Advisory Group- The Coaching Advisory Group [CAG] is a group of expert individuals who primarily assists the USAB Staff & Interim CEO in matters pertaining to coaching development.
 - 1. Current Members
 - a. Andy Chong - Coach, Chair.
 - b. Bo Rong– Coach.
 - c. May Mangkalakiri – Coach.
 - d. Abhishek Ahlawat – Athlete.
 - e. Nibu Paul - USAB Coaching Director (also Board Liaison).
 - 2. Linda French is the staff liaison to the CAG.
 - 3. USAB is going with the BWF coaching certification, which requires a 2-day online session and then a 2-day in-person workshop.
 - ii. TOAG (Technical Officials Advisory Group)
 - 1. Members.
 - a. David Carton (chair).
 - b. Charlotte Ackerman.
 - c. Ian Counter.
 - d. Elaine Kong.
 - e. Chris Lawrence.
 - f. Cody Leach.
 - g. Raymond Ng.
 - h. Paisan Rangsikitpho.
 - 2. Beth Sopka is the board liaison to TOAG.
 - 3. Linda French is the staff liaison to TOAG.
 - iii. HPAG (High Performance Advisory Group)
 - 1. Members.
 - a. Coaching Director, Board of Directors. Nibu Paul.
 - b. Technical Officials Director, Board of Directors, Beth Sopka.
 - c. Director, Para-Badminton, Steve Kearney.
 - d. Para-Badminton Athlete Representative, Amy Burnett.
 - e. USAB AAC Representative, Rena Wang.
 - 2. Staff liaison TBD.
 - iv. TAG (Tournament Advisory Group).
 - 1. Chris Lawrence, Chair.

- 2. Need additional members as well as board and staff liaisons confirmed.
- v. JAG (Junior Advisory Group).
 - 1. Responsibilities.
 - a. Assisting with site development for the Junior International Trials (JIT) and the other Junior Tournament sites at the regional level.
 - b. Providing input and work with the High Performance Advisory Group (HPAG) with regards to junior development.
 - c. Providing support for the national junior ranking system.
 - d. Identifying regional tournament venues, coordinate junior ranking tournament dates, and support as well as guide the respective tournaments directors regarding junior tournament hosting requirements to ensure that the respective junior ranking tournaments in their regions were run smoothly.
 - e. Providing input for the development of the USAB Junior Ranking Tournament Structure.
 - f. Supporting coaching development (including the management of the Coach Pass at tournaments).
 - g. Working with the Coaching Advisory Group (CAG) to support the promotion of the development of badminton, coaching certification, and especially SafeSport.
 - h. Members.
 - i. Region 1 (Northeast): Michelle Cruz Term: January 31, 2019 - January 30, 2021.
 - ii. Region 2 (Midwest): Tina Lulla Term: January 31, 2019 - January 30, 2021.
 - iii. Region 3 (Southern): Cin Abidin Term: January 31, 2020 - January 30, 2022.
 - iv. Region 4 (Northwest): Mesinee (May) Mangkalakiri Term: January 31, 2019 - January 30, 2021.
 - v. Region 5 (Southwest): Peter Yang Term: January 31, 2019 - January 30, 2021.
 - vi. Region 6 (Pacific): Pavan Vedere Term: January 31, 2020 - January 30, 2022.
- d. AAC & Advisory Group Reports **4:15pm (EDT)**
 - i. AAC (Athlete Advisory Council)- Amy/Kyle/Rena.
 - 1. USOPC elections and USAB AAC election updates- Kyle.
 - a. We will have an election for USOPC AAC Representative in August.
 - b. USAB AAC election will happen after.
 - 2. AAC bylaw revisions update- Rena/Amy.

- a. Three changes were proposed with the language outlined in a separate document.
 - i. Want to add 1 AAC athlete to go from 6 to 7 in section 11.1 to have an odd number for voting purposes.
 - ii. Change eligibility for USAB AAC to include key domestic events.
 - iii. Changes to USAB AAC elections.
 - b. Patty motions to approve the three changes, subject to confirmation that the changes do not violate USOPC bylaws by 8/9. Dan seconds.
 - c. All changes are shown in a google doc and will be sent to Dan for formal inclusion to bylaws.
 - d. Unanimous approval.
- ii. U19 Junior Regional Ambassadors.
 - 1. AAC wants engagement with U19 active juniors, one from each region, to provide their insight and input.
 - 2. Ken and the Board suggest the AAC develop a R&R (Rules and Regulations) for this function and selection criteria.
 - 3. Amy will work on a selection process; AAC will vet it with the IRC and JAG and confirm the final process with the office.
- a. IFD (International Federation Delegate) – Rena.
 - i. Submitted grant proposal to BWF.
 - ii. June 18th attended the AGM virtually, all 13 items passed.
 - 1. Para Athlete chair has been added to the BWF Council.
 - 2. Limited the president terms to 4, but not other council members.
 - 3. Increased gender representation by region, 3 spots reserved for PanAm now, must add at least one woman representative.

10 Minute Break

- b. COAG (Court Officials Advisory Group)- Beth **5:00 PM (EDT)**
 - i. Will rename to COAG to TOAG (Technical Officials Advisory Group) to align with BWF.
 - ii. Selection criteria for assignments.
 - 1. “USAB Umpiring Levels” is the document used to cover umpire advancement and umpire assignments.
 - 2. Need a better way to manage, document, and communicate guidelines and any other decision making in the TO space, including selection for event assignments, need transparent procedures for selection.
 - iii. A moratorium was placed by Interim CEO on all TOAG spending on March 17, 2020.
 - 1. BWF assessment at Thomas and Uber Cup is the only remaining activity that is still scheduled.
 - 2. Will add discussion of USAB’s umpire assignments and development to the next board meeting.
- c. CAG (Coaching Advisory Group)- Covered in the Interim CEO report.

- d. JAG (Junior Advisory Group)- Alistair.
 - e. Four positions will have terms expiring in January 2021.
 - ii. Need to clarify election process and advisory roles on the website.
 - iii. If possible, acknowledge historical processes that may have cultivated a breakdown in communication in the community.

5. Old Business 5:45 PM (EDT)

- a. Bylaws publishing procedure- Dan.
 - i. Secretary will finalize draft minutes within two weeks of the meeting. The board will then have one week to review and make proposed changes in the google document. After that one week period, the secretary will open the voting by email. Per Bylaws, all BODs must submit a vote for the motion to carry. We expect all BODs to submit their vote within one week of being asked to vote.
- b. Currently, up to date in posting board minutes.
- c. Updates to bylaws will be tracked on a bylaw log for any changes moving forward.

Adjourn for the day

August 2, 2020.

Board members present: Ken Wong (Chair), Fred Teng, Nancy Hogshead-Makar, Nibu Paul, Dan Mehr (Secretary), Rena Wang, Kyle Emerick, Amy Burnett, Beth Sopka, Patty Pflaging, Ben Lee.

Board members absent: None.

Staff present: Linda French (Interim CEO), Alistair Casey (Chief of Staff), Jamie Subandhi, Katherine Tor, Thai Pham, Steve Kearney.

6. New business Sunday 8/2 Noon (EDT)

- a. BOD onboarding process- Ken
 - i. For new BODs, Linda sends out the bylaws, contracts, staff R&R, committees, AGs, chairs, USOPC documentation.990s, budgets.
 - 1. Beth suggests a glossary of acronyms, key unique terms, and organizational structure.
 - ii. A buddy system between existing and new board members will be encouraged going forward.
 - iii. Getting written procedure and process easily accessible on the website will help BODs.
- b. Standard operating procedures- (Linda/Alistair)
 - i. Office is developing written procedures when needed. Linda has ensured there is cross-training between staff members.

7. IRC updates- Dan/Beth 12:30pm (EDT)

- a. Request to create Technical Official's policy manual (Canada example in pre-reading).
 - i. Possible content for technical officials website.
 - ii. Provide educational materials for membership to distinguish between different types of technical officials.
 - iii. Defining roles and responsibilities for tournament directors and technical officials.
 - iv. Understanding how to organize technical officials for a tournament.
- b. Request to create a Junior/Parent Handbook.
 - i. Overall USAB program for development.
 - ii. All levels of interest.

- iii. Competition structure /ranking.
- iv. Expectations / responsibilities for players, parents, coaches, clubs, tournament organizers, tournament officials.
- v. Requirements – for juniors, parents, officials, coaches (USAB membership; SafeSport.
- vi. Governance – USAB/ Regions / JAG / JRP.
- vii. Para specific requirements, experiences, and expectations.
- c. Need Tournament Director and Organizer handbook / training to support regions and Referees, (TOAG to prepare).
 - i. Tournament Directors are not held to the same standards as technical/ court officials.
 - ii. Lack of understanding of SafeSport and USAB requirements and policies.
 - iii. Referees have had to absorb more tournament director responsibilities.
 - iv. A resource to better delineate the roles and responsibilities between referees, tournament organizers, and tournament directors are necessary.
 - v. Beth will work with TOAG to get a clear definition of tournament directors R&R, develop a manual, send office the referee reports/ evaluations (without umpire performance evaluations) to allow them to accumulate information regarding venue conditions and assist them in updating / using the office checklists for tournament sanction.
 - vi. A task force formed of Dan, Beth, Steve, and Kyle to develop an outline for content.
- d. Clarify and document process for public bidding to obtain International event or Para event sanctions (On BWF website, USAB send RFP out proactively, also on USAB website).
 - i. Linda has been posting on the website and plans to send emails to the membership about bidding opportunities.
 - ii. Sanction documents will be provided by email if interested.
- e. World Juniors 2023 Question from Region 5 IRC Representative
 - i. Previous administration won to host World Jrs. in Hawaii in 2023, however.
 - 1. Technical officials are not supportive, given the financial investment.
 - 2. Currently, there are only 4 USAB members in Hawaii.
 - 3. No contract between USAB and BWF was signed by the former administration.
 - 4. The plan requires a local organizing community to raise an immense amount of corporate sponsorship that will be difficult.
 - ii. Interim CEO is still interested in holding the tournament in order to expand badminton in the US and the development of juniors.
 - iii. Interim CEO will talk to the BWF to discuss and follow up with Region 5 Representative.
- f. Election procedures and term limits of IRC to be posted on the website.
 - i. Term limits updated for all AGs on the website will be updated.
 - ii. Need timeline and procedure for election to be published on the website prior to an election.

10 Minute Break

8. Interim CEO Search -Ken 1:10pm (EDT)

- a. CEO Search Committee: Ken, Amy, Kyle, Fred, and Rena.

- b. 15 total applicants (domestic & international).
 - c. The committee completed the initial round of review, narrowing down the list to 5 applicants.
 - d. Of the 5 finalists, 1 is female, and 4 are male, all with NGB or management experience.
 - e. Finalized first round interview questions and plan to schedule the first round of interviews this month.
 - f. The committee will narrow down to 2-3 candidates for the final round of interviews and reference checks.
 - g. The committee will present a candidate to the board by November for a vote, with the new CEO to start in January 2021.
- 9. 2018 & 2019 Independent Audits Status 1:30pm (EDT).**
- a. Finance Committee will work with Linda next week to confirm 990 is ready to file.
- 10. 2020 Budget Approval –Linda 1:45 PM (EDT).**
- a. Board approval of the 2020 budget tabled until the finance committee approves the budget and current financing. The Finance Committee will have their call next week.
- 11. Executive session- Ken – 3:00pm (EDT).**
- a. Fred motions to adjourn the meeting, Patty seconds, unanimous approval.

Adjourn