



USA Badminton Board of Directors Meeting
March 18-20, 2022
(In person meeting)

3:20	Friday March 22, 2022	<p>Roll Call & Introduction Participants:</p> <p><u>Directors Present:</u> Ken Wong, Nibu Paul, Rena Wang, Patty Pflaging, Dean Schoppe, Philip Varghese, Richard Alcaraz and Amy Burnett</p> <p><u>Directors Absent:</u> Fred Teng, Pavan Vedere, Iris Wang and Tatia Mays-Russell</p> <p><u>USAB Staff and USAB member observers:</u> Linda French (CEO), Steve Kearney (Director, Para-Badminton), Trenton Szeto (Communications Coordinator), Rachel Bui (Member Services Manager), Jon Little - on Zoom (Legal Counsel)</p> <p><u>USAB Staff not in attendance:</u> Yuko Kawasaki (Coordinator, Coach Education), Thai Pham (Events Manager) and Ester Lin (Intern)</p>	Ken Amy
3:25	<p><u>Regular Session</u> Patty - motioned to move into executive session. Rena - seconded the motion. Motion carried.</p>	Ken	
3:26	<p><u>Executive Session</u></p>		
4:57	<p>Dean - motioned to move from Executive session. Nibu - seconded the motion. Motions carried.</p>		
5:00	<p><u>Regular session</u> Ken – spoke on what to expect during the meeting on Saturday, from the guest speaker. A training session with David Patterson, of the USOPC. And how the training will allow us to get many questions answered.</p>	Ken	
5:07	<p>Patty - motioned to move back into executive session. Dean - seconded the motion. Motion carried.</p>		
5:09	<p><u>Executive session</u></p>	Board	
6:00	<p>Dean- motioned to exit executive session. Rena - seconded the motion. Motion carried.</p>		

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6:02	<u>Regular Session</u> Dean - motioned to adjourn for the evening. Patty – seconded the motion. Motion carried.	Dean Patty
6:04	Meeting adjourned until Sunday at 8:20am.	Ken
8:25	<p style="text-align: center;">Saturday March 19, 2022</p> Roll Call Participants: <u>Directors Present:</u> Ken Wong, Nibu Paul, Rena Wang, Patty Pflaging, Dean Schoppe, Philip Varghese, Richard Alcaraz and Amy Burnett <u>Directors Absent:</u> Fred Teng, Pavan Vedere, Iris Wang and Tatia Mays-Russell <u>USAB Staff/ USAB member observers and USOPC Staff in attendance:</u> Linda French (CEO), Steve Kearney (Director, Para-Badminton), Trenton Szeto (Communications Coordinator), Rachel Bui (Member Services Manager), Ester Lin – on Zoom (Intern), David Patterson (USOPC NGB Governance Advisor) <u>USAB Staff not in attendance:</u> Yuko Kawasaki (Coordinator, Coach Education) and Thai Pham (Events Manager)	Amy
8:27	Ken - started the meeting by thanking everyone for being able to attend. And thanked Steve for setting up all the arrangements. All the board members also gave Steve a big thank you.	Ken
8:30	New intern introduction - Ester Lin introduced herself to the board as the new office intern. She is a recent graduate from Temple University.	Ester
8:33	Coach Education Coordinator's Update (Given by Linda in the absence of Yuko) <ul style="list-style-type: none">• (4) clubs hosted the BWF coaching level one certification (3) day course. Club 28, Synergy, Shannon Pohl Academy and Manhattan Beach Badminton Club.• The BWF paid the stipends for Joanna Hughes, the BWF certified trainer from England, and USAB paid her expenses.	Linda

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	<ul style="list-style-type: none">• The course costs \$300 per person. – (40) signed up and (37) completed <p>Ken - asked if this is being announced on the website. Linda - stated no, since the BWF is still on its first round of courses. Patty - asked how the \$300 is being used. Linda - stated that it goes directly to USAB.</p> <p>Linda – informed us that Yuko attended all four courses. And the plan is to also include CPR training, in the future. She let the board know that the BWF is happy that we finally have this training set in place. In the past, HP4 coaches were only eligible to coach certain events. This is gone now as we have the online certificates and coaches passes.</p>	
8:45	<p>Shuttle Time Program Update</p> <p>Linda – Shuttle time was run by Joanna Hughes, as well from the BWF. Dean - updated the board on the program. He stated that the course went well, he was one of the people that took the course along with Tina Lulla, from Chicago. Tina Lulla is the volunteer coordinator for the program. And the plan is to get badminton out into the elementary and middle schools. With the target audience those that are willing to teach 5–15 yr. kids within and outside of the school system. This is a program run through the Pan Am and the idea is to have a coach and a Shuttle Time teacher in all areas.</p> <p>Patty – asked about the official training programs. Linda – replied that this will happen in the future. Steve – mentioned that the BWF has also started a program for the Special Olympics. Ken – asked what can the board do to assist the program? Linda – said the program is moving forward and USAB is ahead of schedule. Nibu – asked what about a national coach? Dean – explained of what a national coach would be in his vision. Patty – mentioned a funding program to be able to pay the coach so that they would not lose their club’s revenue in their absence coaching a tournament.</p>	Linda Dean
9:10	Break	
9:25	<p>Ken introduces David Patterson, NGB Governance Advisor with the USOPC Board Training. (Several topics were discussed, and all his slides have been sent to Trenton.)</p> <ul style="list-style-type: none">• How ethics and compliance work around the USOP.• SafeSport• USOPC Ethics and Compliance• Athletes Ombud’s office	David

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	<ul style="list-style-type: none">• NGB Requirements• Ted Stevens Sports Act• NGB Evolution (boards roles) Early Development into Later Development• NGB Requirements – we need to be worthy of the tradition and culture of Badminton and the USA Flag. We need to set a very high bar.• Duty of Care• Duty of Loyalty – Speaking with one voice and keep an (Our) on pronouns thus, using We not they!! Everything must be done as a team.• Duty of Obedience	
9:43	<p>Then floor was open for questions:</p> <p>Philip - asked for a copy of David's slides. David – responded yes and that he will be sending them out to the entire board.</p>	David Board
9:50	<p>Ken – asked where does trust come into play? David – It goes back to all the organizations within our operating environment. We should be disciplined and support Board decisions. We need to honor confidentiality, act ethically, be good to each other, show up and be ready to be an advocate.</p>	
9:55	<p>Linda – asks what is to be put in our official minutes. How much confidentiality should be put in the minutes? David – responded capture all decisions, it is not a transcript. Questions asked and answers, as this is new information. He advised against the roll call. He advised against motions that are not unanimous, then suggested carried or defeated, as the terminology to be used. Those opposing should be asked if they want their decision put in the official vote. Patty – stated she thought abstained should be put in the notes. David – responded, yes put abstainers (and at what level.)</p>	
10:00	<p>David – asked to what degree are the Badminton clubs non for profit? Linda – responded most are for profit. David – stated that most of the clubs are watching how we do something (for example: from our notes) they will be coping what we do as a template.</p>	
10:05	<p>Philip – asked are committees to keep minutes? David – stated absolutely. Committees exist to help the board do their work and they exist to help the board make decisions, but they never make decisions.</p>	
10:10	<p>Patty – asked should the CEO be a member of the board? As our CEO is in our executive board meetings. Ken – responded having the CEO there is the board's decision.</p>	

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10:13	<p>David – stated that seeking the CEO’s advice is acceptable. He recommends that the CEO is a participant in all board meetings. (He said that he would put this in as a policy.) But that the CEO should not be in meetings about the CEO.</p> <p>Patty – asked to add this to the bylaws, policy and charter for all committees?</p> <p>David – this is not part of the USOPC requirements. His opinion, he thinks we need a board policy. For example, how notes will be taken. He has a template for minutes.</p> <p>Philip – lists the policies that are on the USAB webpage. He asked are we adequate?</p> <p>David – said that we need way more. This is something to work on, but not a crisis.</p> <p>Ken – will all policies need to be voted on and approved?</p> <p>David – said yes.</p> <p>Linda – stated that the USOPC sees us as an early development NGB.</p> <p>David – agreed.</p>	
10:20	<p>David - Said the first item to approve is the agenda and declaration of conflicts in a meeting.</p> <p>And he said that it is the responsibility of the chair to come up with the agenda with the CEO.</p>	
10:25	<p>Linda – asked what should be done when something is brought up in a meeting that has not been submitted in writing first?</p>	
10:30	<p>Patty & Philip – for example, when an agenda has been approved, then a member wants to add new business.</p> <p>David – responded that it is the board’s decision to discuss any new item. The chair can ask the board if they want to approve this item to the agenda. The chair can then say this is not on the agenda and has not been approved.</p> <p>Ken – stated that the committees’ need to do this.</p> <p>Phillip – asked David what is the difference between and NGB board meeting than a city council meeting? Where an agenda is posted and cannot be changed during a meeting.</p> <p>David – responded that it is different. It is totally up to the board to approve changing or adding the materials to a meeting.</p>	David Board
10:33	<p>Conflict of interest was discussed with David.</p>	
10:33	<p>David – Having a conflict is ok. Dealing with it is the next step.</p>	
10:35	<p>Linda – asked what if a conflict occurs?</p> <p>David – then forms should be revised if something comes up.</p> <p>Ken – stated that it should also be documented in the minutes.</p> <p>And that the best scenario is for that person to recuse themselves.</p>	
	<p>David – If one board member points out another member has a conflict. Then, that needs to be part of the trust factor and cohesion of the board.</p> <p>Rena – asked who should have access to the conflict-of-interest forms?</p> <p>Dean – stated that if there is a problem then the item should be tabled.</p>	

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	<p>David – Agreed by saying yes and then give it over to the Ethics Committee. Rena – asked should the board have this information on each other? David – said avoid having this. And fully only available to ethics committee and the legal counsel. Ethics committee should provide direction for the board members. Amy – asked should there be a member of the ethics committee in all the board meetings? David – responded no. Linda – stated that we have been trying to practice this. David – said that this is ok as you are a small NGB. But should change as we grow. Ken – asked does the board need to make decisions on removing a board member when confidentiality has been broken. David – said this should be in the board policy. Nibu – asked should this then be passed onto the ethics committee. David – responded that you can do this, but not on removing a board member. That is only a board decision.</p>	
10:55	Break	
11:15	Ken called the meeting back into session	Ken
11:20	<p>Successful Habits: Policy Governance and Bylaws was discussed with David.</p> <p>David – suggested that a strategic plan should be a policy document that gives management the structure to work within. He stated that the board has one voice, and we are to give direction to the CEO not the office employees. We, as a board, need to make sure how we word things to the staff. David explained how the board’s authority as a board is so much that you can do the role of the CEO, but the CEO cannot do the role of the board. The good work is to choose not to do this. Standardized reports should be scheduled by the board. The board needs to decide what needs to be reported on and when. If the CEO says this is a bit much, then you should work with them not against them to have thigs done in a timely and realistic manner.</p> <p>David then discussed Committees and their roles with the board.</p> <p>David – explained that committees in normal governance do not make decisions they make suggestions/recommendations to the board. But, for sport committees this is different. The ARC can make decisions. And the CEO’s job is to make sure these committees run well.</p>	David Board
11:35	<p>Ken – asked if the board is bound to the # of athletes are on the committees? David – responded yes. Ken – asked what about Ad hock committees? David – responded yes, you need 1/3 athletes on all committees.</p>	

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12:05	<p>Phillip – said he could not find the board committees on the website. David – stated we should list what committees we have and the board members that sit on each committee. And that the board hat you are wearing does not come off until you term is over. Amy - asked as an athlete what if I slip up and say I like the blue jerseys, to my teammate. David – responded then just let the other athletes know that you slipped up and as a board member you shouldn't have voiced an opinion to the other athletes.</p>	
12:10	<p>David – stated that to most NGB's when all is going well you need to decide where you will push. If you push towards winning metals and what direction it will take to get there.</p> <p>Ken thanked David for meeting with us today.</p>	
12:11	Lunch	
12:35	Ken called the meeting back to session	Ken
12:36	<p>Para Badminton Update</p> <p>Para Nationals to be held in San Jose this summer. A date has not been determined yet. Richard will be going to compete in Brazil in April. BWF looks and rates the classifications, and they are currently reviewing WH1, WH2 and the SS6 classes. With respect to the SS6 classification they are wanting to separate it into 2 separate categories. So, Steve plans to go to the Brazilian tournament and attending this meeting to help argue against this point with the BWF. Then, it can then be taken centennial to the meeting in Thailand. He was given a grant from IR (International Relations to travel for this meeting.)</p>	Steve
12:45	<p>Membership Update</p> <p>Rachel - Membership has grown to 2400, including lifetime members. We are also in the process of removing the names of the lifetime members who have passed away.</p> <p>Ken – asked how many new or rejoining members since the beginning of the year? Linda – replied 1,300 new members / renewals since September 1, 2021. Patty – stated 363 from JR Nationals plus the 1,300 members.</p>	Rachel Linda

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Rena – asked do we know the demographics, age, gender, race, ethnicity, gender orientation?

Linda – responded we could but we do not collect all that data.

She also stated that membership can be automatic with the credit card on file. This should stop the memberships that were lapsing in the past.

Linda then explained the insurance that is offered to members and possible new member categories.

Ken – asked is there anyone who will help Linda and the staff with the membership costs?

Dean – said the two tiers sound logical and finding out what the insurance says we should do.

Patty – said that we did raise the membership cost.

Rena – stated we should form a group to help with this instead of one person.

Ken – said he would still like this to be done in a working group.

1:10 Operations Update Trenton

Running junior tournaments and checking compliance with those.

Major office event is coming up Junior Nationals and Steve is that project manager.

1:12 Junior Tournament Update Trenton
(Trenton to fill in for Thai)

19 tournaments total, thus far.

We are nearing the end of the tournament season. Checking compliance, NCSI background checks, SafeSport compliance and age.

International entries 30 tournaments, so far, with junior and adult players.

Pan Am Cup Women team won and moving onto the Uber Cup.

All the athletes want to go but some have school conflicts.

Amy – asked how do we get more individuals prepared to be a team manager?

Linda – responded it takes a lot of work to be the team manager and that no one is applying for the position.

Dean – stated that it is by far the hardest job.

Nibu – said that it is a lot of busy work.

Patty – asked what about the parents?

Linda – said that she has been trying to have a medical person go as the team manager. And that she wants to send a male and female on coed trips.

And that the coach will be the manager if no one applies.

1:18 IT Ranking Update Patty
Linda

Club locker started with the Squash organization. It will produce rankings

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	<p>and ratings that we have not had before.</p> <p>Nibu – Asked how do we verify that a person has done their Safesport certifications?</p> <p>Rachel – responded that SafeSport has a database.</p> <p>Linda – stated that SafeSport core is good for 4 years, but you must take the refresher every year. This is confusing on the SafeSport Website. NCSI does the background check, and it is good for 2 years.</p> <p>Linda – reported that Club Locker is working to build this all into their system. And that this will resolve the problems that have happened in the past.</p> <p>Ken – asked is there a timeline on this?</p> <p>Patty/Linda – answered not currently.</p>	
	<p>Patty – reported that tournament registrations go to tournament software. With a manual update of tournament software. This ranking validation must go through 3 systems. PayPal being the third.</p> <p>Dean – asked if this meant we would be running the tournaments through Club Locker.</p> <p>Patty – answered it would be best to start running this between the</p>	
1:45	<p>tournament seasons. And that the USAB membership must be informed. She stated that Pavan has been working on this with some of the parent volunteers.</p> <p>Linda – stated that the top 4 tournaments only count for ranking. The rating system takes all your tournaments into account.</p> <p>Patty – followed with, this helps with tournaments in regions with lower-level players.</p> <p>Linda – stated that the issue so far is that we have too many juniors for the number of courts at each club in one weekend at the tournaments. So, this should help.</p> <p>Patty – said that there is a lot to like with the system.</p> <p>Ken – asked who will we present this at the assembly?</p> <p>Patty – responded either Pavan or herself.</p> <p>Linda – said that Club Locker has several capabilities that we can use.</p> <p>Patty – added that there is a jump that we will need to make.</p> <p>Linda – stated that Squash put a lot of resources into growing this system.</p> <p>Patty – asked how the board felt about what they were doing?</p> <p>Nibu – said that he would like to see a progress report. And questioned why we cannot put a link to SafeSport and background checks on the Club Locker website?</p>	
	<p>Dean – replied that we will be able to in the future.</p> <p>Rena – stated that we will also need to let the clubs know.</p> <p>Ken – stated that we are moving in the right direction.</p>	

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2:00	<p>Bylaw additions and revisions</p> <p>Linda – asked do we want to eliminate the At Large seat the was previously held by Dean? He was moved into a 10+ Athlete seat. Patty – Motioned that we remove the At Large seat. Rena – Seconded the motion. Dean – asked if it affected him in anyway. Ken and Linda both - responded no. Ken - asked if this effected the number of athletes needed on the board? Linda – responded no that the number will remain the same. Motion carried</p>	Linda
2:15	<p>Budget Update</p> <p>Linda – Each tournament USAB makes money. And the 2022 Budget in no longer in deficit. So, she would like to use budget money to fund a manager and possibly athletes to the Uber Cup. Philip – stated that things must be defined in the budget if done on a cash or accrual basis. Ken – asked how it was done in the past. Linda – responded with cash.</p> <p>Linda reported that there are 4 job positions we hope to fill in the near future. And that we now have an events sponsorship consultant, Jim Estes, who works on commission. Dean – asked what is the commission rate? Steve – responded 10%-25%.</p>	Linda
2:20	<p>Strategic Plan and Funding proposal with the BWF</p> <p>Linda – talked about 2023 Junior Nationals but nothing had been finalized yet. Linda – spoke about the US Performance Center in Kannapolis North Carolina. The new facility will be affiliated with 12 NGB's Ken – asked if this is serviced by the Charlotte airport. Linda – said yes. Linda – then stated that it will have 6 to 8 courts in a bay that USAB will have control over 24 hours a day. Tournaments and testing will be able to happen at the facility along with housing for the national and international athletes. Rena – asked how much will we have to pay? Linda – responded \$12,000 per year along with 15 bed spaces. She stated 17 collages are involved. Steve – stated that the USOPC is aware of this. Linda – said they have already offered to host us for a training camp. And that part of the contract will be outreach to local kids.</p>	Linda

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	<p>Linda - We will receive Airbnb (VIK) with the USOPC \$12,500 per year through 2022 for the NGB. And that she is going to get training on this through the USOPC to be able to learn the most effective use.</p> <p>Rena – asked is there anything on the strategic plan that anyone on the board wants to help with? And if anyone is still working on collegiate?</p> <p>Linda – stated that at the selection event this is something that we will see.</p> <p>Patty – asked when and where collegiate nationals will be held?</p> <p>Linda – responded Triangle Badminton and Table Tennis in North Carolina, next weekend.</p> <p>Rena – stated that this is new.</p>	
3:00	<p>Next board meeting suggestions</p> <p>Patty – suggested that we have the next board meeting in Frisco.</p> <p>Linda – responded that she has it built into the budget.</p> <p>10pm in the field house on July the 26th to put the floors together for the Junior Tournament. So, the board meeting will be held Sunday the 26th. Then, we will lay the floors. This will be a general assembly meeting that is in the bylaws.</p> <p>Dean – asked will a person from Club Locker be there?</p> <p>Patty – answered no, but that she and Pavan would be there.</p>	Patty Linda
3:20	<p>TOAG Report</p> <p>Linda – stated that all is going well with TOAG. Regarding tournaments Trenton and Rachel have done a great job making sure all certifications have been completed. And that Rachel sends the list out of coaching passes then follows up to make sure that they are compliant. This is done because there are new people at every tournament.</p> <p>Ken – asked if they are coming from new or existing clubs.</p> <p>Linda – responded generally from existing clubs.</p>	Linda
3:25	<p>Ken asks for a motion to close the meeting.</p> <p>Dean motions to close the meeting.</p> <p>Rena seconds the motion.</p> <p>Motion carried.</p>	
3:30	Meeting adjourned for the day.	Ken
9:25	<p style="text-align: center;">Sunday March 20, 2022</p> <p>Roll Call Participants:</p>	Amy

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	<p><u>Directors Present:</u> Ken Wong, Nibu Paul, Rena Wang, Patty Pflaging Philip Varghese, Richard Alcaraz and Amy Burnett</p> <p><u>Directors Absent:</u> Fred Teng, Pavan Vedere, Iris Wang, Tatia Mays-Russell and Dean Schoppe</p> <p><u>USAB Staff/ USAB member observers and USOPC Staff in attendance:</u> Linda French (CEO), Steve Kearney (Director, Para-Badminton) and Jim Estes (Events Sponsorship Consultant)</p> <p><u>USAB Staff not in attendance:</u> Yuko Kawasaki (Coordinator, Coach Education) and Thai Pham (Events Manager), Trenton Szeto (Communications Coordinator), Ester Lin (Intern), Rachel Bui (Member Services Manager)</p>	
9:30	<p>Meeting reconvened.</p> <p>Ken - started by recapping old business. Bylaw changes voted on unanimously by email and carried for the athlete directors and the ARC. Beth Sopka, the Technical Official board director resigned from the board. And we are currently holding a Technical Official Director election. JD Nancy Hogshead-Makar was an Independent Director and she resigned from the board. Dean moved from the At Large Director position to an Athlete Director position.</p> <p>Ken – then congratulated Iris and Amy for both being elected to the BWF Athlete Representative Commissions.</p>	Ken
9:25	<p>New business of the day.</p> <p>The ARC appointed Dean to the Audit Committee.</p>	Ken
10:00	<p>Ken left the meeting.</p>	
10:05	<p>Jim Estes came into the meeting and introduced himself. He is the person that was hired on a commission basis to help with sponsorships.</p>	
10:15	<p>Audit Report</p> <p>Patty - motioned to increase the maximum size of 5 to 6 on the Audit Committee (during a quorum). Philip - seconded the motion. Motion carried.</p>	

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10:20	Bylaw changes Vote to remove the vacant independent director seats. Rena - made the motion to remove the seats. Philip - seconded the motion. Motion carried.	Linda Board
10:22	Nibu Paul - resigned as the chair of the audit committee but continues as a member of the committee. Patty - motioned to appoint Philip as the chair of the audit committee. Amy - seconded the motion. Philip - abstained from the vote. Motion carried.	
10:27	Amy – asked if there was any other business? Rena – motioned to adjourn the meeting. Philip – seconded the motion. Motion carried.	