



United States Bobsled and Skeleton Federation

National Governing Body for the sports of Bobsled and Skeleton

USBSF Board of Directors

Meeting Minutes

October 27, 2007

In attendance:

Board: Doug Bagley, John Ball, Ted Offit, John Rosen, Kevin Ellis, John Donovan, Lisa Carlock, Marci Francis

Staff: Darrin Steele, Adelle Anderson, Amanda Bird, Steve Peters, Jody Barton, Greg Sand, Orvie Garrett

Other: Dr. Eugene Byrne, Jay Warwick, Tony Carlino, Steve Revelli, Caleb Smith, Brad Stewart, Bob Cuneo, Nick Vienneau, Kimber Gabryszak

Call to order at 9:00 a.m.

- Dr Byrne medical update
 - Change in medical coverage for events, used to be covered by USOC staff, volunteers will cover entire season at 2-3 week junctions, coordinated by Mike Reed with USOC
 - This season will have trainer with skeleton team, trainer with bobsled team, chiropractor with both teams for second half
 - Future plans for fulltime person with each team for duration of season, next year Federation needs to find budget to support staff
- Nomination by CEO of Lisa Carlock for position of Corporate Secretary, nomination accepted by Lisa Carlock

Motion by John Rosen for following corporate resolution:

Lisa Carlock is appointed as the USBSF Board of Directors Corporate Secretary.

Seconded by John Donovan, unanimously approved.

- Introduction of and remarks by Darrin Steele
 - Reiterated that Board and CEO will make decisions consistent with mission statement
- Development activities to be handled by clubs/tracks instead of USBSF?
 - Need to establish dividing line between development and elite level
 - Elite – America's Cup and above
 - Development – below America's Cup
 - Need pathway for progression from development to national program
 - Financial concerns
 - Lack of funding, financial support provided by USBSF to clubs to initiate programs (to cover equipment, coaching, USBSF insurance)?
 - Possibility for revenue generation for USBSF?
 - Fundraising increased at local level? Could lead to corporate interest in funding national level
 - USBSF doesn't have manpower to effectively manage domestic programs, can be better run at local level
 - Management of recruitment efforts

196 Old Military Road, Lake Placid, NY 12946

Ph: 518.523.1842 Fax: 518.523.9491

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- Grassroots recruitment at club level
- National coaches responsible to do targeted recruiting
- How to integrate programs into Federation?
- Need to make sure elite athletes are receiving the services they need

Motion by Ted Offit for following corporate resolution:

CEO is authorized to develop a report for review by the Board to clarify the role of USBSF, clubs, and the separation of development/recreational programs from elite level programs.

Seconded by Marci, unanimously approved.

Motion by John Donovan for following corporate resolution:

USBSF management team is authorized to turn over revenue generating programs in Park City to USBA on a provisional basis for the remainder of the 2007-08 fiscal year with a memorandum of understanding to be developed between the USBSF and USBA.

Seconded by John Rosen, unanimously approved. Doug Bagley abstained from vote.

- Audit Report by Ted Offit
 - Books and records of company were well maintained, received clean audit report from Waugh & Goodwin
- Discussion of Financial Policies and Procedures manual

Motion by John Rosen for following corporate resolution:

USBSF to adopt Financial Policies and Procedures manual pending the following amendments:

- Clarification of title references pertaining to Chief Executive Officer and Board of Directors Chair
- Addition of policy to require disbursements over \$100,000 receiving prior approval of Chair
- Adjustment of late fees charged to athlete accounts from 5% to 2%
- Board travel policy to allow for complete reimbursement of airfare expenses if booked less than two weeks in advance if meeting was called less than two weeks in advance
- Section K to be inclusive of employee travel

Seconded by John Donovan, unanimously approved.

Motion by John Rosen for following corporate resolution:

USBSF is authorized to add Darrin Steele (Chief Executive Officer), John Ball (Chair, USBSF Board of Directors), and Kevin Ellis (USBSF Board of Directors) as signers on the following Federation accounts:

- Citizens Bank Operating account
- Citizens Bank Development account



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- Citizens Bank Money Market account
- Citizens Bank Foreign Exchange
- Citizens Bank Line of Credit
- Citizens Bank safe deposit box
- HSBC checking account
- Wells Fargo checking account
- AG Edwards brokerage account

Seconded by Doug Bagley, unanimously approved.

Motion by John Donovan for following corporate resolution:

USBSF is authorized, if management team desires, to create two new bank accounts for Lenny Kasten and Greg Sand for purpose of managing cash advances through provision of ATM cards.

Seconded by Kevin Ellis, unanimously approved.

Break at 11:58 a.m.

Reconvened at 1:18 p.m.

- 2007-08 operating budget
 - Management to present Board with list of unbudgeted expenses
 - Potential sources of unbudgeted revenue – USBSF Trust, Olympic University
 - Recommendation to track VIK separately

Motion by John Rosen for following corporate resolution:

2007-08 USBSF operating budget as presented is approved pending the following:

- Removal of funding for receptionist position and revenue and expense for Park City
- Presentation of list of unfunded priorities to Board with Board to move on revenue generation to support additional programs
- CEO granted authority to spend funds of up to 50% of total cost of surgery to support athlete medical needs

Seconded by Marci Francis, unanimously approved.

- Fundraising/Sponsorship
 - Proposed standardized levels of sponsorship
 - Fundraising goals for Board set as follows:
 - \$100,000 by December 2007 to cover negative cash flow situation
 - Additional \$100,000 by June 2008

Adjourned at 4:25 p.m.