



USA Archery Board of Directors
Meeting Minutes

April 20th, 2024
Colorado Springs, CO
In-Person and Virtual (Zoom)

I. Welcome and Introductions

- a. Chair Belinda Foxworth called the meeting to order at 8:08am MT on April 20th, 2024.
 - i. The following members were present in person: Belinda Foxworth, Jeff Greer, Josh Halpern, Nobu Ishizuka, Kevin Mather, and Kris Strebeck.
 - ii. The following voting members were present via Zoom: Lexi Hull, Bobby Sharma, and Jacob Wukie.
 - iii. The following non-voting members were present: Heather Koehl (joined during Executive Session).
 - iv. The following members were not present: Makenna Proctor and Jason Tabansky.
 - v. The following USA Archery staff members were present: Rod Menzer, Mary Emmons, and Nicole Glunt.
 - vi. Chair of the Ethics Committee, Chuck Platt, was present in person.
- b. Menzer presented Mather with the World Archery Americas Recurve Open Men Para Athlete of the Year award.

II. Conflict of Interest Discussion/Disclosures

- a. Foxworth began the meeting by requesting that Board members review the agenda to identify any potential conflicts of interest and reminding members that Chuck Platt, Chair of the Ethics Committee, is available for assistance in determining potential conflicts. Foxworth reminded the Board that if during the meeting any director believes that they or any other director may have a conflict of interest with respect to any Board discussion or decision, then that director should speak up so the conflicts can be proactively addressed.

b. Approval of Meeting Minutes

- i. Board of Directors Meeting Minutes – December 2nd and 3rd, 2023
 - a. Ishizuka motioned to approve, Strebeck seconded. Approved. One (Proctor) abstained, no recusals or oppositions.
- ii. Board of Directors Meeting Minutes – February 19th, 2024

- a. Halpern motioned to approve; Ishizuka seconded. Approved. No abstentions, recusals, or oppositions.

c. Email Votes – For Purpose of Minutes Documentation Only

- i. January 11th, 2024 - Approval of Standing Committee Appointments
- ii. January 19th, 2024 - Approval of World Games Selection Procedures
- iii. January 24th, 2024 - Approval of NAA Foundation BOD Appointments
- iv. January 30th, 2024 - Approval of BOJ Committee Members
- v. February 21st, 2024 - Approval of Ethics Chair
- vi. February 26th, 2024 - Approval to Remove NFAA Board Seat and NFAA Membership Reciprocity
- vii. April 8th, 2024 – Affirmation of Rhonda Ryals Board Seat Resignation
 - a. Foxworth discussed USAA bylaws as related to board training requirements and the importance of compliance.
- viii. The Board discussed adding one additional Board meeting in future years with the option to be in-person as opposed to virtual, and/or concurrent with annual membership meeting, contingent on budget planning to limit the number of e-votes.

III. Finance Update

a. 2023 Financial Audit Review

- i. Mulherin reported that the organization passed the audit without issue and the final version will be presented to the audit committee.

b. 2023 EOY Financials

- i. Emmons and Mulherin reviewed the 2023 EOY Financials, to include the balance sheet, variances, and reserves.
- ii. The Board discussed reviewing the reserve goals.

c. 2024 Financials YTD

- i. Emmons and Mulherin reviewed the 2024 Financials to include the balance sheet, variances, and reserves through February.

d. 2024 Board Payments

- i. Emmons provided an update on the 2024 Board payments.

e. USAA Financial Policies and Procedures Update

- i. Menzer and Emmons provided an update on USAA's Financial Policies and Procedures to include updates to approval processes for payments over \$50,000 and fixed asset limits.
 - i. Halpern motioned to approve; Greer seconded. Approved. No abstentions, recusals, or oppositions.

f. NAA Foundation Update

Menzer and Emmons provided an update on the NAA Foundation. Menzer reported that the NAA Foundation met with CFC Collective, reviewed the proposal, and is currently in negotiations.

The meeting adjourned for a break at 9:25am MT.

The meeting resumed at 9:35am MT.

IV. Board of Directors and Committee Updates

a. Board Roster

i. New Board Seat

Menzer proposed a new Independent seat in lieu of the recent removal of the NFAA seat. The new Independent seat would serve a term effective immediately through December 31st, 2026. Menzer noted the Bylaws were also edited to reflect this change.

ii. At-Large Director Timeline

Menzer reviewed the 2024 election timeline for the two At-Large seats. The election will open October 1st, 2024, and close November 5th, 2024. The election will fill a new seat (term 2025-2027) and a vacancy (term 2024-2026).

b. Team USA Athletes' Commission Election Timeline

Menzer reviewed the 2024 election timeline for the Team USA Athletes' Commission representative and alternate seats. Tentatively, the election will open November 8th, 2024, and close November 15th, 2024. The Team USA Athletes' Commission is currently reviewing Bylaw changes and the dates/procedures are subject to change.

c. USAA AAC and Para AAC Election Timeline

Menzer reviewed the 2024 election timeline for the AAC and Para AAC seats, in addition to proposed Bylaw changes to ensure gender equity among the advisory councils. The proposed changes will allow currently elected individuals to serve the remainder of their terms, staggering changes across the next two years, with a final implementation date of January 1st, 2027. There are two recurve seats on the AAC, one of which must be male and one of which must be female. There are three recurve seats on the Para AAC, one of which must be male and one of which must be female; the third seat can be either male or female. The election will open June 19th, 2024, and close July 3rd, 2024.

V. Executive Session

The Board adjourned for executive session at 9:50a MT to discuss staffing and governance.

The Board resumed at 11:29a MT.

VI. Organizational Updates

a. Organizational Updates

i. USA Archery Dashboard

Menzer presented the current USA Archery Dashboard and reported the following for 2023:

1. 5.7% increase in membership
2. 9.6% increase in club membership
3. 11.6% increase in instructor and coach certifications
4. 16.4% increase in judge certifications
5. 10.3% increase in National event participation
6. 17.6% increase in state event participation
7. Menzer updated the Board on the 2024 Games quota slots earned and remaining quota events.

ii. USA Archery Athlete Safety Dashboard

1. Glunt reported on the USA Archery Athlete Safety Dashboard statistics for the first quarter, to include Administrative Grievances, Right to Compete, Background Screen Appeals, and SafeSport cases.
2. Glunt informed the board about the Organizational Exclusion List and where to locate.

iii. Annual SafeSport Event Audit Results

Menzer reported on the Annual SafeSport Event Audit results. The U.S. Center for SafeSport determined that USA Archery implemented all requirements successfully.

iv. USOPC Annual Compliance Scorecard- Archery

Menzer reported that USA Archery received “Compliant” and “Present” remarks on all standards.

v. 2022-2028 Strategic Plan Dashboard

Menzer introduced a new dashboard that measures progress towards goals as outlined in USAA’s 2021-2028 Strategic Plan. Menzer reviewed progress as it relates to Membership Pathways, Organizational Effectiveness, Pipeline and High Performance, and Event Optimization.

The meeting adjourned for lunch at 12:06pm MT.

The meeting resumed at 1:00pm MT.

VII. Policies and Procedures

a. Selection Procedure Development Policy

Emmons presented the new Selection Procedure Development Policy which upon adoption, would eliminate Board approval future athlete and team selection procedures. Emmons explained the procedures have been reviewed by the USOPC to ensure they meet compliance standards. The policy establishes a new designated committee, the Selection Procedures Committee as also updated in the USAA bylaws which will include at minimum 33/33% athlete representation. The Board requested a member from the Coach Advisory Council be added to the committee. Emmons informed the Board the AAC and Para AAC would continue their normal review of procedures as related. Greer

motioned to approved with proposed amendments, Halpern seconded. No abstentions, recusals, or oppositions.

a. USA Archery Bylaws

- i. Emmons reported on changes to the Bylaws, to include replacing free member categories for S3DA, OAS, NASP, Varsity Archery Program and Explore Archery with a single Trial Youth memberships category to expand outreach and recruitment opportunities.
- ii. Emmons reported on the proposed changes to the Board composition, adding a new Independent Seat.
- iii. Emmons advised on the addition of the Selection Procedures Committee as a Designated Committee of the Board, and accompanying provisions. The Board discussed the provision that states the committee is exempt from open meeting session requirements. The Board recommended removing that provision to increase transparency and eliminate perceptions of bias as it pertains to decisions made by Designated Committees.
- iv. Emmons discussed timeline to amend composition of the AAC and Para AAC as to ensure gender equity by January 1, 2027, without impacting any elected individual's current term.
- v. Emmons discussed an amendment to the Eligibility and Tournaments section referencing eligibility as set forth in the Transgender and Non-Binary Inclusion Policy.
- vi. Emmons confirmed that Article XXVI removed an outdated provision reference Tournament Directors and Fees.
 - a. Ishizuka motioned to approve; Halpern seconded. No abstentions, recusals, or oppositions.

b. Conflict of Interest Policy

Glunt reported on changes to the Conflict of Interest Policy, such that specific provisions were made to ensure the responsibilities as assigned to the Ethics Committee were clear. Overall policy updated to be consistent with USOPC provided template. Glunt reported that provisions were added for the AAC, Para AAC, and Selection Procedures Committee.

- i. Greer motioned to approve, Strebeck seconded. No abstentions, recusals, or oppositions.

c. Response and Resolution Policy

Emmons reported on update to the R&R policy, such that language was added for temporary measures that materially affect a Respondent's opportunity to participate in sport, in addition to an appeal process. Emmons reported that temporary measures that do not materially affect a Respondent's opportunity to participate, then it cannot be appealed.

- i. Halpern motioned to approve; Ishizuka seconded. No recusals or oppositions. Mather abstained.

d. Disciplinary Proceedings and Grievance Policy

Emmons reported on the updates to the Disciplinary Proceedings and Grievance Policy to include provisions for confidentiality, allowing the Board of Justice to take into consideration historical information when deciding that is not subject to evidence and disclosure. Emmons reported that provisions were added to confirm that no temporary measures that materially affect a Respondent's opportunity to participate in sport can be issued without a hearing. Furthermore, the policy adds language for an appeal process to be consistent with the Response and Resolution policy.

- i. Greer motioned to approve, Strebeck seconded. No abstentions, recusals, or oppositions.

e. Athlete Safety Procedures for USA Archery Event Organizers

Glunt reported on the updates to the Athlete Safety Procedures to include the Field of Play as a restricted area and a recommended provision as recommended by the U.S. Center for SafeSport during the 2024 Event Audit.

- i. Ishizuka motioned to approve; Halpern seconded. No abstentions, recusals, or oppositions.

f. Policy for Missing a Required Event

Emmons reported the policy was edited to allow for an extended timeline for emergency/ extraordinary circumstances.

- i. Greer motioned to approve, Strebeck seconded. No abstentions or oppositions. Mather and Wukie recused.

g. Personal Coach Policy

Emmons and Menzer reported changes to allow for International/Foreign Coaches to substitute a World Archery Coach Certification Level 3 or above, or a letter from their national archery association, permitting them to access the Field of Play at USAA national events. It was noted the proposed revisions to the policy was reviewed by the Coach Advisory Council prior to the board meeting with no objections.

- i. Halpern motioned to approve; Greer seconded. No abstentions, or oppositions. Hull recused.

h. Transgender and Non-Binary Inclusion Policy

Emmons discussed changes, to include clarifying state events include indoor, outdoor, and 3D, updates to the email address for individuals to submit sensitive information, confirm confidentiality for pending and resolved cases, and a provision that policy does not supersede local, state, or federal laws. The Board proposed including Field to the list of state events.

- i. Ishizuka motioned to approve with amendments, Halpern seconded. No abstentions, recusals, or oppositions.

VIII. Selection Procedures Update

Emmons and Menzer presented an update to the U18, U21, 50+ and Barebow USAT Selection Procedures to propose Barebow USAT will consist of the top 5 athletes versus top 3 beginning in 2025. Emmons noted the Barebow athletes are in favor of this change.

- a. Mather motioned to approve; Greer seconded. No abstentions, recusals, or oppositions.

IX. Membership, Program and Event Updates

- a. Emmons reported on the 2021 Member Survey results membership indicated they would like USAA to allocate more time, focus and resources to local and state events and youth development.
- b. Emmons reported on the New USA Archery Insider's Club membership to grow the fan and participation base. Bronze level is free and available to non USAA members only. The 3-tiered membership will offer different member benefits, with the gold tier offering the most benefits. USAA members may register for the silver and gold tiers.
- c. Emmons introduced the 3D Achievement Award Program and Event Participation Pins. This program is designed to facilitate archers in developing their knowledge, skills, and preparedness for 3D tournaments. A program manual will be provided to Club leader and information for the student. Event Participation Pins are available for 3D local, state, and national events, and can be purchased in the USAA online store by anyone.
- d. Emmons reported USAA is offering digital monthly games and prizes to provide increased engagement opportunities and benefits for members,
- e. Emmons provided an update on the USA Archery Education Hub. USAA's e-learning platform will transfer to a new host provider in May to improve user experience, course content, and overall learning experience.

The meeting adjourned for a break at 3:26pm MT.

The meeting resumed at 3:31pm MT.

X. Conflict of Interest, Ethics, and Good Governance Training

Dave Patterson, USOPC, delivered a training on conflict of interest, ethics, and good governance to the Board.

XI. Membership, Program and Event Updates (Cont'd)

- a. Emmons provided an update on State Events, to include information on both the State Associations and State Coordinators models and association growth metrics since 2017 as well as highlighted opportunities and challenges with each model.
- b. Emmons reported that USAA has provides support for marketing and communications, state records database, live scoring and other resources for event hosts and participants. Emmons reported that USAA is exploring option to populate member profiles with rankings, records and results in the future, as well as enhanced planning resources for event organizers to streamline processes.

- c. Emmons discussed a new Local and State Events Growth Plan for 2024-2028 to include reviewing options for needs-based grant programs, and leveraging market segmentation and forecasting to identify areas for club/membership growth and event hosting, expanding state event target format, increasing number of 3D state and local events, implementing club jersey program and a club point of sale system, evaluating a new indoor series concept, and reviewing non-participation award offerings at the state level.
 - i. The Board discussed the state fiscal model (current and proposed)
 - ii. The Board discussed providing additional resources to support State Associations with operational model and brand identity.
 - iii. The Board discussed the concept of requiring members to compete in a state tournament in order to compete in a national tournament to encourage/increase event participation at the state level.

XII. New Business

- a. Mather presented the topic of International Participants at USAA National Events. Mather reported that at the 2024 Arizona Cup the Compound Men were almost 20% International Participants and Compound Women were almost 25% International Participants. Mather inquired as to implication to USAA participants and USAT rankings. Menzer advised that USAA has reviewed this concern prior with mixed feedback from the AAC and Para AAC and members overall and will again review how rankings are calculated and options for the future.

The board went into Executive Session at 5:28pm MT.

The meeting adjourned for the day at 5:33pm MT.