



**UNITED STATES CURLING ASSOCIATION**  
**Board of Directors Meeting**  
**April 20/21, 2018**  
**U.S. Air Force Academy – Falcon Room**  
**Colorado Springs, Colorado**

**Approved July 27, 2018**

## Call to Order

**Chair Rich Lepping calls the meeting to order at 3:09 p.m. M.D.T.**

1. **Motion to move to Executive Session-** Motion by Hawley MacLean to move into Executive Session, Wellen seconds, motion carries on a unanimous voice vote.
  - A. The CEO was invited to remain for the Executive Session. Non-board committee members, guests and staff are asked to leave the room. Secretary leaves room.
  - B. Board meets in Executive session.
  - C. Secretary and Non-board committee members, guests and staff return to room.
  - D. Hawley MacLean moves to adjourn from Executive Session, second by Persinger, motion carries on a unanimous voice vote.
2. **Meeting returns to normal session at 4:07pm.**
3. **Roll call**

**Board Members**

**Present** – Matt Gamboa, Jeff Hannon, Mark Hartman, Cyndee Johnson, Joel Leneker, Rich Lepping (Chair), Catharine Persinger, Doug Potter, Courtney Schmidt, Roger Smith, Scott Stevenson, Nick Wellen, Craig Brown, Dean Gemmell, Monica Walker, Jennifer Stannard, Hawley MacLean, Beau Welling.

**Absent** – Russ Brown, Jessica Schultz, Bill Stopera.

**Quorum** – 18 Board members being present and 11 being required, we have a quorum.

**Non-Board**

**Committee Members** – Russ Lemcke, Leland Rich, Michael Shalhoub, Mark Swandby.

**Staff/Non-Board Executives** – Jenny Biadasz, Derek Brown, Christy Hering, Heather Houck, Gordon Maclean (Recording), Rick Patzke (CEO), Ron Rossi, Tom Violette.
4. **Appointment of Parliamentarian** – The Chair appoints Jeff Hannon as Parliamentarian.
5. **Additions/changes to Agenda** – Chair notes that a new agenda was sent out earlier in the day. Points to note:
  - A. Governance/Nominating Committee will present a slate of candidates today. Those will be voted on in Saturday's session.
  - B. Financial review report is now in Dropbox.
  - C. After the elections at the end of tomorrow's meeting and the new chair will take the meeting into closed session for Human Resource's report.
6. **Discussion and approval of Meeting Minutes** – Minutes from February 1, 2018, USCA Board of Directors Meeting are presented for approval. Hartman moves to accept the minutes as presented, Wellen seconds. No further discussion. Motion approved on unanimous voice vote.
7. **Guests from the USOC:** Chair congratulates the athletes on this past season's accomplishments and reviews the benefits that the organization has seen because of that.

- A. Chair introduces Alan Ashley and Justin Rogers from the US Olympic Committee, and thanks them for the shared vision, the partnership, and congratulations on the Gold.
  - B. Ashley- Very proud of the whole system that produced the results that were seen this year. Ashley reviews the four-year joint efforts between the USCA, it's athletes, coaches', family and community, and this board, and the USOC that helped make this come together. So happy and proud to be here to thank you for all that was done. The momentum this has created is phenomenal.
  - C. Justin Rogers indicates this organization is going in an amazing direction and thanks the board for allowing him to be here.
  - D. Ashley- Reviews the medal count, plans to host in 2030 and several general information questions.
  - E. Chair requests that Derek, Monica, Craig, Dean and Rick come forward to have a photograph with the Alan and Justin, and asks that the board thank our high-performance athletes, our coach, and CEO.
  - F. Chair notes that the initial planning meeting for the next quad will be next week. Budgetary numbers should come out in June. Follow-up questions taken about the Congressional investigations and SafeSport.
- 8. Elections:** (L. Rich, Chairman, Nominating/Governance) Committee chair Leland Rich speaking for the committee, thanks the other committee members: Stephanie Sambor, Jon Wilson and Russ Lemcke. He indicates that nominations will be presented at this time and will be voted on in tomorrow's session.
- A. Chair: Courtney Schmidt: Chair calls for nominations from the floor three times, none are presented. Motion to close nominations by Stannard, MacLean seconds.
    - i. Board Chair requests a parliamentary decision on whether the entire slate of nominees could be presented, and then floor nominations for all positions called for all, rather than individually by position.
    - ii. The Parliamentarian indicates that this is acceptable.
    - iii. MacLean withdraws his second. The committee chair proceeds with the presentation of the slate of nominees.
  - B. Vice Chair: Catharine Persinger.
  - C. World Curling Federation Representative: Beau Welling, Leland Rich.
  - D. Judicial Committee: Ron Kloth, James Pleasants.
  - E. Finance Committee: Catharine Persinger, Rich Lepping, Scott Stevinson, Russ Brown.
  - F. Nominating/Governance Committees: Jon Wilson, Russ Lemcke, Debbie Horn.
  - G. Ethics: Michael Shalhoub, Thomas Godar.
  - H. Board Chair asks for background on Thomas Godar and Debbie Horn.
    - i. The Board Chair indicates that Godar is an estate/HR attorney, president of the Kettle Moraine CC, is a partner in his firm and has been an attorney for 35 years. Currently a director in the Wisconsin Curling Association.
    - ii. The Board Vice-Chair says that Horn curls out of the Mayfield CC. She is a commercial litigation attorney who is retiring.
    - iii. Committee chair notes that having attorneys on the committee is good for both the governance and nominating aspects of the committee's tasks.
  - I. Question on the nomination of Ron Kloth. He has indicated that he will be moving to Germany. Board Chair has been told that won't happen for approximately a year and that he will be available until then. The proposed by-laws amendment that will be

considered later in this meeting would allow for his replacement if needed. The by-laws require 50% attendance of committee members and that would apply if needed.

- J. Nominations from the Floor: Committee Chair calls for nominations from the floor three times. No nominations are presented from the floor. Nominations are closed.
- K. Committee chair indicates that he will request a motion in tomorrow's session to have Beau Welling name placed in nomination to replace Andy Anderson on the World Curling Federation Executive Committee.

## 9. Reports to the Board

### A. CEO

- i. Highlights of the CEO Report and April 2018 Operational Report presented – full reports in Dropbox:
  - a. Current approved budget reviewed.
    - Income variances reviewed: Entry fees, USOC Digital Media Agreement, Olympic Trials, new sponsorships, and member dues all cited as variance sources. 187 clubs this year, an increase of 12. Currently 22,513 members, projected to end up at 22,770 by end-of-year.
    - Expense variances from budget largely due to TV production costs for the Mixed Doubles Olympic Trials, which were mitigated by higher than budgeted revenue for the event. Legal representation costs this year were significantly negative versus budget.
  - b. Revenue Development- There is nothing to indicate that the budget deficit will be larger than that which was approved, in fact many aspects indicate that the deficit will be smaller than planned. Current and new sponsorship details were covered including Carhartt, Ice, Sports and Solar (ISS), Frito-Lay's was very happy with their results from the Cheetos "Teach Me How to Curl" campaign, which exceeded project benchmarks.
  - c. Growth and Development – Highlighted Olympic Games focused events and actions including giveaways and club outreach. Thanked Kim Nawyn for her efforts in helping with the SafeSport inquiry fulfillment. Report was over 2,000 pages. Members' Assembly will be Oct. 12-14 in Albany, N.Y.
  - d. Media/PR – Highlighted the recent media coverage and events related to Olympic curlers in the media. USCA Twitter followers doubled. 1.7 million website homepage views, and 414,000 unique users in February. There were 7.5 million viewers of the gold medal game (live and replays) on NBC.
  - e. HPP – USOC Performance Partnership Agreement had one goal, win an Olympic medal, which was accomplished. Other internal benchmarks reviewed. Next Olympic quad plan framework presentation is the Monday following this meeting. The High Performance Advisory Group will meet May 13. There continued to be improvements in both men's and women's world rankings over the past several years, both for top U.S. teams in the World Curling Tour rankings and for the top 3 team average.

- B. Secretary – Full report in Dropbox
- i. New club status – New member club application status reviewed. Thirteen new club applications since last fall.
  - ii. Regional Director reallocation – By-Laws require that we look at the allocation of the State/Regional elected Directors every two years. This has been done and there were no changes in the allocation from the past. Full report is attached to this document.
  - iii. Policies/Procedures Manual updates – The April 2008 policy document is under review and looking for any changes that have been adopted by the board since then. Final report will be made available no later than October 2018.
- C. Treasurer - Full reports in Dropbox.
- i. FY18 Budget versus Actual Overview (Rossi)
    - a. Budget versus Actual overview - Currently \$414,000 ahead of budget, but we do not expect to finish the year with the surplus that large. There are expenses still to come in and most of our expected income for the year is accounted for. We believe that we will finish the year better than the budgeted deficit.
    - b. Balance Sheet/Cash Flow - Balances in the bank are better than a year ago. Our cash flow is comfortable.
    - c. Income and Expenses 2018 vs. 2017 comparison - we are doing well year to year in most class categories and overall.
    - d. Question whether the planned deficit could account for the current positive situation. CEO responds that it is not clear that there is a relationship there. But it was worth the risk to run with the deficit this past year. A board member noted that one of the CEO's measures was revenue generation, and he has far exceeded that goal. The Chair indicates that there were four significant opportunities that created the current positive situation: The unanticipated relationship with Cheetos, a 12% increase in dues income, additional sponsorships, and VIK relationships. The Chair further notes that we are in an improved position right now, because of the planned deficit that was regarded as an investment during the budgeting process last year. Next year that investment should be very apparent. There will be a future benefit, but we cannot quantify that right now.
    - e. Chart of Accounts is currently under revision.
- D. Audit/Finance Committee (Persinger)
- a. 2017 Audit report was just received and has been made available in Dropbox. Yearend had a final positive net income of \$4,400.
  - b. Letter to Management attached to the audit had two comments that the Board should be aware of:
    - First, a lack of segregation of duties and implement proper controls. This is due to the small staff size. There was a similar comment from the USOC and their audit. Persinger and CEO were able to work around that with one process change.
    - Second, the audit firm prepared the financial statements in accordance with generally accepted auditing principles and that there were significant findings in the qualitative aspects of

accounting practices and that no new accounting policies adopted during the past year. The committee will be working to trying to clear that up.

- ii. Looking send out request for bids for a new audit firm. The committee has concerns regarding the timeliness of reports and has had other issues with the firm. Audit firm also prepares our tax returns. Request for proposal for a three-year cycle is in the works.
- iii. Committee recommends that the Board approve the audit as presented. Motion to approve Potter, seconded by Hannon. Unanimous approval on a voice vote.

**10.** Chair Suspends Meeting for the afternoon at 5:03 p.m. M.D.T.

**11.** Chair reconvenes meeting Saturday, April 21, 8:29 a.m. M.D.T.

**12. Committee Reports**

A. Nominating/Governance (Leland Rich)

i. By-Laws

- a. (SEE APPENDIX A BELOW) Scott Stevinson presents the amendments developed by the Ad Hoc Committee formed by the Chair in September 2017. These amendments effect By-Laws Article 5. Discussion regarding the board acting on this amendment versus the Members' Assembly. There are issues of timing in the current by-laws that need to be addressed before they come into effect at the end of the fiscal year. Stevinson moves to accept these changes to the By-Laws, Wellen seconds. Motion passes on a unanimous vote.
- b. (SEE APPENDIX B BELOW) Leland presents a modification from the Nominating/Governance Committee to Article 9A. Potter moves to accept the changes as presented, Welling seconds. Motion passes on a unanimous vote.
- c. Chair expresses thanks to the Ad Hoc committee and especially incoming GNCC President Charlie Brown who is not here, for their hard work.

B. WCF - (Stannard) (full report in Dropbox)

- i. Last met in Las Vegas during World Championships. Summarized what the WCF does and who is in the U.S. delegation and the CEO's relationship with that delegation. Reviewed changes in organizational and competition formats.
- ii. Discussion on the potential move to shorten the game from 10 to 8 ends.
- iii. World Cup of Curling – The event will very likely visit Omaha next year. U.S. will have entries in all three disciplines for first three legs of the cup. Different players can represent the US in each leg. Designed to presents a "World Cup" experience for curling and present more television opportunities. Puts pressure on the athletes from the schedule standpoint. No discussions to date on athletes receiving payment or prizes for competing.
- iv. Discussion of having WCF representatives in attendance at every world level event (no one at Paralympics) and delegate compensation by the USCA. Chair notes that the board delegates have a responsibility to attend national events. In the last couple of years there have been major national events with no board representation. It was noted that this is the third year in a row that this board meeting conflicts with two major world events being held elsewhere (World Mixed Double's and World Senior's).

- C. Ethics (Shalhoub) - New committee members will bring two lawyers to the committee and should be responsive to future questions of ethical matters.
  - D. USWCA (Stannard) – The national junior bonspiel is three regional bonspiels. USWCA was not able to find a host for the west regional junior bonspiel. The 5-and-Under Open bonspiel has taken off which is great, but now no one wants to host the 5-and-Under Women’s event. Asking for any available help with the Women’s event.
  - E. Athletes Advisory Council (Gemmell/Brown/Walker) – Full report in Dropbox. Gemmell reports that the current AAC leadership is probably the best we have had in a long time representing a good cross-section of opinions. Congratulations on the recent successes: Olympic gold and Grand Slam win.
    - i. Presented a report that focused on four proposed concepts for the future HP Program that they would like to have considered:
      - a. Clear and objective qualification process.
      - b. Support and resources for developing teams
      - c. CEO removed from selection process
      - d. Apparel contract with athlete input.
    - ii. Question whether the AAC has invited the High-Performance Director, CEO, and the Chair to AAC meetings to discuss the concerns and work them out. Some directors indicate their support of hearing the information presented but acknowledge that the board has no ability to act.
    - iii. High-Performance Director noted that this meeting coincides with two major world events and it is difficult for him to be available both to the Board and the teams on ice. The Chair indicates that this issue will be looked into when planning next year’s meeting.
  - F. USOC-AAC Meeting - Jessica Schultz attended on behalf of USA Curling as neither Gemmell or Polo could attend. A lot of discussion on SafeSport and Russian doping scandal. Reviewed leadership elections that took place there.
- 13. Guest Speaker** – Prior to introducing the guest speaker, CEO Patzke introduces Scott Riewald, USOC High Performance Director for Winter Sports, to the Board. Patzke then introduces 2018 Olympic Gold Medalist John Shuster as the guest speaker. Shuster - Relates to the board his perception of the Olympic experience. Notes the support from family that helped make this “happen.” Connected that with five key factors that made this “happen”: perspective, learning, empowerment, trust/faith, timing.
- i. Perspective- things can “happen” to you or for you. The first has negative connotations. Want to look at the positive side, the things that happen for you.
  - ii. Recalls how the team formed after he initially was not selected for the HPP, and how each of the team members fit into the five key items listed above.
  - iii. Team philosophy to be the best teammate you can be.
  - iv. Expresses appreciation for the support of the USCA.
- 14. Committee Reports (cont.)**
- A. Ad Hoc Committees
    - i. Revenue Development – (MacLean) Full report in Dropbox
      - a. Granite Society is above \$60,000 and has more than 12 members.
      - b. Reviews current and potential sponsor relationships including Utility Trucking, Merle Norman Cosmetics, A Cut Above, In 2 Green, Carhartt, Modern Luxury.

- c. Reminds Directors that they should share leads to business owners to the CEO or himself for follow-up. Notes that potential sponsors need demographic fit information for an indication that there will be the potential for return on their sponsorship.
- ii. Membership – (Potter) Full report in Dropbox
  - a. List of issues the committee identified in priority order and actions that have occurred because of the committee’s work. Including: reducing fees to new clubs during their first two years, modified by-laws to clarify that organizations that are non-traditional curling clubs can join the USCA.
  - b. State/Regional Survey – Contacted all the states/regions to determine services that they offered and what they would like to offer, and to get a sense of their concerns. Summarized the results of that survey and noted that most state/regions would appreciate a combined regional/national process for both membership and dues. GNCC being the exception with concerns about the timeliness of payments and specifics to their membership application process. Suggestions of the committee for future consideration were summarized.
  - c. Motion to disband the Ad Hoc Committee on Membership from Stannard, second by Persinger. Motion passes on a unanimous voice vote. The committee is disbanded.
- iii. Historical Documentation – (Wellen) Full report in Dropbox
  - a. Work is underway to set up a database that allows users to search historical records on athletes.
  - b. Working on digitizing office records. Richard Maskell will be doing a lot of that work. An Intern will not be hired.
  - c. Motion to disband the Ad Hoc Committee on Historical Documentation from Johnson, second by Wellen. Motion passes on a unanimous voice vote. The committee is disbanded.
- iv. Motion to disband the Ad Hoc Committee on By-Laws Section 5 from Potter, second by Hannon. Motion passes on a unanimous voice vote. The committee is disbanded.

B.

**15. Chairman of the Board Report (Lepping)**

- A. State of the USCA overview
  - i. Lepping expresses the honor and privilege it has been serving as Chair. He reviews his time in office and appreciation of those who have embraced the USCA in the past few years.
  - ii. The Chair also expresses his appreciation and honor of being able to work with the CEO over the past three years and thanks the board for their support and input.

**16. Open Action Items** – None besides the HR report which will follow in closed session.

**17. Old Business** - None

**18. Recognition of outgoing Directors-**

**19. Key Items of Agreement-** Have nominated and elected a slate of candidates, CEO Operational report presented, 2017 audit approved, budget was reviewed, identified the standard for board members involvement and responsibility, heard reports from revenue development,

membership development, and historical committees and disbanded those ad-hoc committees, amended by-laws, town hall call in a couple of weeks, to be scheduled.

- 20. Elections – (Nominating/Governance Chair Leland Rich)**
- A. Rich requests the nomination of Beau Welling to serve on the WCF Executive Committee to replace Andy Anderson in that position. He notes that if elected Welling would be required under by-laws to resign from this Board and will need to be replaced. Motion by Potter seconded by MacLean. Nomination passes on a unanimous voice vote.
  - B. Motion to consider the entire slate of nominees as presented by the Nominating/Governance Committee in a single vote by Potter, seconded by Stannard. Motion passes on a unanimous voice vote.
  - C. Potter moves to accept the entire slate of nominees, seconded by Stannard. Motion passes on a unanimous voice vote.
- 21. Past-Chair Lepping turns meeting over to Chair Courtney Schmidt.**
- A. Chair outlines her intent for the direction with the Board. The Strategic Plan and Budget will be voted on during the July meeting. Looks towards the development of long range financial forecasts and requiring how it relates to the budget, the growth of the sport, and what the organizational needs to move forward.
  - B. Recognizes outgoing directors - Cyndee Johnson of Minnesota and Mark Hartmann of Wisconsin. Acknowledges the outgoing Chair and the efforts he has made and what he has done with Rick to make the organization great. Ex-chair is presented with a gift from the board.
- 22. CEO -** The ex-chair's efforts over the past three years are acknowledged and notes the exit of staff member Christy Hering.
- 23. New business –** None.
- 24. Next Meeting Date and Location –** July 26, Noon C.T. by Teleconference.
- 25. Motion to adjourn into closed session by Hannon, seconded by Stannard. Motion carries on a unanimous voice vote at 12:06 p.m. M.D.T.**
- A. Non-board members, guests and staff are asked to leave the room. Secretary leaves room.
  - B. Board meets in Executive session.



## Appendices

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## APPENDIX A

USCA proposed Bylaw change for Board of Directors Meeting April 20-21, 2018.

### Section 5.5. – Dues

- a) Each Member **Club** of the USCA will pay annual dues. These annual dues will be based upon each Individual Curler of the Member **Club** and will be in an amount to be fixed, from time to time, by the Board of Directors. Adjunct members of the USCA will pay annual dues in an amount to be fixed, from time to time, by the Board of Directors. The Board of Directors also has the right to set dues amounts on an as-needed basis for member organizations offering curling without a traditional club structure. Annual dues will be paid to the USCA on or before January 31st of each year. A roster of Individual Curlers by Curling Club Member, stating the name and e-mail and/or mailing addresses of each Individual Curler, must be attached to the dues payment on an annual basis.
- b) Any Member **Club** in arrears in its annual dues at the end of the fiscal year of the USCA in which the obligation was due will be placed on probationary status. (Under Section 20.1 of these by-laws, the USCA's fiscal year ends on June 30.) Notice from the USCA to the Member must be given in writing and delivered by either regular first-class mail, facsimile or electronic mail to the designated representative of said Member. If said Member is a State or Regional Curling Association, and the arrearage arises as a result of a Curling Club being in arrears in payment of annual dues which club is also a member of the State or Regional Curling Association then notice must be given concurrently to both the State or Regional Curling Association President and to the President of said Curling Club of the arrearage and of the fact that ~~both the State or Regional Curling Association and~~ said Curling Club will be placed on probationary status if the delinquency is not cured by the end of the fiscal year. Before imposing the penalties of probationary status, the USCA must send the above notice no later than March 31 of the year when the arrearages were incurred, in order to give the Curling Club and State and Regional Curling Association an opportunity to timely cure the arrearage before the end of the fiscal year, or for the State or Regional Curling Association to begin the process of revoking the membership of the Curling Club under Section 5.5.e. **All cases of arrearage will be handled on a case by case basis by the USCA Board, the State or Regional Curling Association and the Member Club.**
- c) While on probationary status, a Curling Club that has failed to pay its dues timely after notice will suffer the following consequences:
  - i) The Curling Club will have no authority to vote in any Member's Assembly, and its curlers will not be counted in computing the votes of the Regional Curling Association of which the Club is a member at any Members' Assembly or for allocation of directors;
  - ii) A curling club that remains in arrears at the end of the fiscal year in which the annual dues were owed will be ineligible to host a USCA event; its curlers will not receive the Curling News, and will not be eligible to register for any championship event requiring that the curler be a member in good standing of a curling club that belongs to a USCA Regional Curling Association or an at large curling club in good standing with the USCA; and
  - iii) Any curler who is a member of the curling club in arrears after at the end of the fiscal year in which the annual dues were owed (and is not also a member of a different club in good

- standing) will no longer be eligible to serve on any Standing Committee, any Members' Assembly Committee, and may not continue to act as a director of the USCA until the delinquent dues are paid.
- d) The State or Regional Curling Association of which the delinquent curling club is a member club will suffer no immediate consequences of the delinquency of its member club other than the loss of the voting rights attributable to the curlers in the delinquent club. **Payment of dues that reach ninety-five (95) percent of the total individual curlers of a State or Regional Curling Association will be considered in compliance with dues payment. The date of compliance will be January 31 of the current year using the final membership numbers provided by the USCA. If payment of dues is below the 95% threshold then the following actions will apply to the State or Regional Curling Association.** If the dues are still in arrears on January 31 of the year following the year the obligation was due, and no action has been taken by the Regional Curling Association under Section 5.5.e, the directors of the State or Regional Curling Association will lose the ability to vote at any directors meeting until the delinquency is cured or action has been taken under Section 5.5.e. If, at the end of the fiscal year following the year when the obligation was due, the State or Regional Curling Association still has not secured payment of the dues owed for the delinquent curling club or has not revoked the delinquent curling club's membership in the State or Regional Curling Association under Section 5.5.e in a timely manner according to the State or Regional Curling Association's by-laws, and the curling club remains delinquent one year after the end of the fiscal year in which the dues were owing, the State or Regional Curling Association's Membership in the USCA may be revoked pursuant to Section 5.6. If a Curling Club which is in arrears in its annual dues at the end of the fiscal year of the USCA is an At Large Club or a member of the Colorado or Nebraska Associations and not a member of any subsequently formed Regional Curling Association accepted as a Member of the USCA, provisions of Section 5.5.c will apply. If said Curling Club or an adjunct member continues in arrears for one year from the due date of its annual dues, then the membership of the Curling Club or the adjunct member in the USCA will be revoked, effective upon thirty (30) day written notice to said Curling Club or adjunct member, notwithstanding Section 5.6.
- e) A State or Regional Curling Association, upon receiving notice from the USCA of a Curling Club member being in arrears of its USCA annual dues, which Curling Club is also a member of that State or Regional Curling Association, **will** revoke the membership of said Curling Club in said State or Regional Curling Association at a meeting of said State or Regional Curling Association, in compliance with the by-laws of said State or Regional Curling Association **All efforts should be made to resolve these cases on a case by case basis. The USCA, upon receiving notice from a State or Regional Curling Association of a Curling Club member being in arrears of its State or Region annual dues will elect to revoke the membership of said Curling Club in the USCA in compliance with these by-laws.**
- ~~f) If a Curling Club Member and/or State or Regional Curling Association Member and/or adjunct member fails to timely pay said annual dues by the end of the fiscal year of the USCA in which the obligation was due, in order to be reinstated in good standing and removed from probation status, said Member will pay both the amount of the annual USCA dues then in arrears together with a twenty percent (20%) assessment fee. This will not apply to a State or Regional Curling Association Member if Section 5.5.e is applicable.~~

## APPENDIX B

USCA proposed Bylaw change for Board of Directors Meeting April 20-21, 2018.

### Article 9A BOARD COMMITTEES

#### Section 9A.7 Resignation, Removal, and Vacancies

**d)** ~~Any vacancy occurring in a standing committee member will be filled as set forth for the election of that standing committee member.~~ Any vacancy occurring in a standing committee member will be filled by Chair of Board on an interim period until next election, at which point position will be filled as set forth for the election of that standing committee member. A standing committee member elected to fill a vacancy will be elected for the unexpired term of such standing committee member's predecessor in office.

**APPENDIX C**

U N I T E D S T A T E S C U R L I N G A S S O C I A T I O N



National Office: 5525 Clem's Way, Stevens Point, WI 54482  
715-344-1199 • fax 715-344-2279 • info@usacurl.org • www.usacurl.org

**USCA Finance and Audit Committee Meeting  
8 – 9 a.m. CDT – Sept 29, 2017  
Hilton Minneapolis-St. Paul/Mall of America  
Minneapolis, Minn.  
Minutes**

1. Call to order. Committee chair Persinger called the meeting to order at 8:17a.

Committee members present: Catharine Persinger, Scott Stevinson, Craig Brown  
Staff present: Rick Patzke, CEO; Ron Rossi, Controller

2. Approval of agenda. Agenda approved.
3. Presentation of financial statements
  - a. FY17 recap. Budgeted (\$19K) net income, current net income is \$5,500 before any end of year adjustments. This includes \$8,700 gain on sale of ice scraper for a positive annual net income variance of almost \$25K.
  - b. FY18 year-to-date. Tracking as expected with some timing differences in expenses. There is a positive budget variance in sponsorships where management expects to net \$70K and only \$50K was budgeted for new sponsorships.
4. Old business
5. New business
  - a. Audit fieldwork is scheduled for the end of October 2017
  - b. Discussion about work needed on processes, policies and procedures in coordination with the new Assistant Secretary.

Adjourn. The meeting was adjourned at 8:58a.



MEMBER: UNITED STATES OLYMPIC COMMITTEE ■ WORLD CURLING FEDERATION



**APPENDIX D**

U N I T E D   S T A T E S   C U R L I N G   A S S O C I A T I O N



National Office: 5525 Clem's Way, Stevens Point, WI 54482  
715-344-1199 • fax 715-344-2279 • info@usacurl.org • www.usacurl.org

To: USCA Directors & Regional Presidents  
Subject: Nomination Listing

Chair:	Courtney Schmidt
Vice:	Catharine Persinger
WCF Representative:	Beau Welling Leland Rich
Nominating/Governance:	Jon Wilson Russ Lemcke Debbie Horn
Ethics:	Michael Shalhoub Thomas Godar
Judicial:	Ron Kloth James Pleasants
Finance:	Catharine Persinger Rich Lepping Scott Stevinson Russ Brown



MEMBER: UNITED STATES OLYMPIC COMMITTEE ■ WORLD CURLING FEDERATION



APPENDIX E

U N I T E D S T A T E S C U R L I N G A S S O C I A T I O N



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715-344-1199 • fax 715-344-2279 • info@usacurl.org • www.usacurl.org

**USCA Finance and Audit Committee Meeting**  
**11:15a – 12:15p – April 20, 2018**  
**U.S. Air Force Academy**  
**Colorado Springs, Colo.**

**Agenda**

1. Call to order. Meeting called to order by Chair Persinger at 11:12a
  - a. Committee members in attendance: Catharine Persinger, Craig Brown, Scott Stevinson,
  - b. Other board members in attendance: Rich Lepping, Courtney Schmidt
  - c. Staff in attendance: Ron Rossi, Controller; Rick Patzke, CEO
2. Approval of agenda. Brown moved, seconded by Stevinson
3. Approval of minutes. Stevinson moved, seconded by Persinger
4. FY17 audit
  - a. Discussed FY17 audit
    - i. Noted audit report dated 1/31/18 but receipt of reports occurred in March
    - ii. Approximately \$20K in adjustments from FY17 yearend presentation of numbers to audit – ended year at \$4,476.
    - iii. Discussed FY18 audit process and committee expectations for FY19 process
  - b. Decided to submit three-year RFP
    - i. Catharine will send template to staff and committee for review
    - ii. Goal to have list of potential firms by May 1 – Ron to discuss with Sandy Robinson; Catharine to contact Andy Andersen
5. Status of FY17 tax return. Due May 15, audit firm working on it.
6. Presentation of financial statements
  - a. Balance sheet discussion of cash and large accounts receivable balances. Balance sheet strength increased over the prior year.
  - b. Discussed CY results compared to PY – \$315K NI YTD compared to \$142K PY, PY ended about breakeven and will have additional expenses (timing) to yearend. Ron and Rick



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are starting to feel comfortable thinking we'll be ahead of budget (based on budgeting for a \$100K loss), but with some 2.5 months left in the fiscal year, are not yet ready to make a firm commitment against that goal.

- c. Discussed budget to actual results with staff giving feedback on large budget variances, including, but not limited to:
    - i. Additional revenue from Olympic Trials resulted in positive variance
    - ii. WCF grant – revenue not recognized, but expenses were paid directly by the WCF, so no expenses either. May end up paying \$30K for services over and above the grant amount.
    - iii. Additional expense incurred for the Mixed Doubles Olympic Trials.
7. Old business
- a. Chart of accounts – in progress, Ron has completed a rough draft 30,000 ft level but is still learning the accounts.
8. New business
- a. FY19 budgeting process
    - i. Prefer face-to-face, tentatively scheduled for June 11
    - ii. Discussed 4-year forecast for the Olympic cycle
  - b. Procedure clean-up – continue work on items b-d thanks to Earle
  - c. Finance/Audit charter
  - d. Whistleblower policy
9. Adjourn – 12:27pm



## USCA COMMITTEE MEMBERSHIP AND TERMS

### Board-Elected Directors (2 Year Term) (up to 4)

1. Beau Welling (2019) (Term Limited 2023)
2. Hawley MacLean (2019) (Term Limited 2023)
3. Vacant
4. Vacant

### WCF Representatives (3 Year Term)

1. Mark Swandby (2019)
2. Jennifer Stannard (2020)
3. Leland Rich (2021)
4. Beau Welling (2021)

### Standing Committee Members

#### Nominations/Governance (4 Year Term) (Non-Directors Only)

1. Stephanie Sambor, AAC (2021) (Term Limited 2025)
2. Debbie Horn (2020) (Term Limited 2024)
3. **Leland Rich\*** (2021) (Term Limited 2021)
4. Jon Wilson (2022) (Term Limited 2022)
5. Russ Lemcke (2022) (Term Limited 2022)

#### Audit/Finance (4 Year Term) (Directors Only)

1. **Catharine Persinger\*** (2022) (Term Limited 2024)
2. Rich Lepping (2019) (Term Limited 2021)
3. Craig Brown AAC (2019) (Term Limited 2022)
4. Scott Stevinson (2022) (Term Limited 2022)
5. Russ Brown (2020) (Term Limited 2024)

#### Judicial (4 Year Term)

1. **Maureen Clark\*** (2021) (Term Limited 2025)
2. James Pleasants (2022) (Term Limited 2026)
3. Colin Hufman AAC (2021) (Term Limited 2025)
4. Ron Kloth (2022) (Term Limited 2022)
5. David Russell (2020) (Term Limited 2020)

#### Ethics (4 Year Term)

1. **Michael Shalhoub\*** (2022) (Term Limited 2022)
2. Thomas Godar (2021) (Term Limited 2025)
3. Joe Polo AAC (2020) (Term Limited 2024)

#### Human Resources (2 Year Term, serving at the pleasure of the Chair) (Directors Only)

1. **Beau Welling\*** (2019) (Term Limited 2021)
2. Roger Smith (2019) (Term Limited 2021)
3. Bill Stopera AAC (2019) (Term Limited 2021)

\* Chair