

FAR WEST WHEELCHAIR ATHLETIC ASSOCIATION
BOARD OF DIRECTORS MEETING
MEETING NOTICE/AGENDA

DATE: 3/23/2020

TIME: 6:00pm

LOCATION: video and audio conference (Zoom) due to COVID-19 Shelter in Place order

ATTENDANCE: Jill deBar, Max Brown, Danny Saracino, Matt Ramirez, Louise Sumpter, Lori Riggio, Anna Ryan

AGENDA

TIME	AGENDA ITEM	PERSONS)
	I. Call to Order Meeting called to order by Chair at 6:10pm	Jill deBar
	II. Approval of Minutes 2/19/2020 Board Meeting Minutes approved.	
	III. Chairperson Report As reported, there was a volunteer for Battle of the Bay Power Soccer event on 3/7/2020 who tested positive for COVID-19. Community was notified, and no one else has been identified as testing positive from this contact, per report.	Jill deBar
	IV. Financial Report/Budget Review (Finance Committee at this time) Several significant issues of concern this month, including problems getting financial info to Coach of San Jose Steamrollers for Bank of America paperwork; reimbursement challenges, and donation button problems on the website. Louise Sumpter reported that Erin Finnell (FW accountant) has informed her that she has mailed all outstanding reimbursement checks yesterday (3/22/2020). Louise Sumpter (Treasurer) will work with Erin to streamline timeframe for identifying/clarifying requests and providing the requested info. Communication issues between Board, FW Accountant, FW Treasurer, and individual community members regarding reimbursement and financial info requests have been significantly problematic. Board also discussed concern regarding Accountant response time and initiation. Chair suggested investigating whether certain financial reports can be uploaded to the website to allow teams to access reports (with password protected) in real time. Action: Max Brown (vice chair) will look into the possibility to upload financial documents.	Erin, Louise Sumpter

Action: FW Treasurer (Louise) will draft policy regarding process with monthly time lines and distribute to Board Members for review.

V Committee Reports

1. Program Policy and Board Development. Lori, Louise
Committee did not meet this month due to complications related to COVID19 pandemic.
 2. Fundraising/Outreach Matt, Anna
Committee is working to identify individual donors. PayPal link has been a problem on donation page on website; list of possible short term fundraisers have been identified. Danny Saracino recommended Cindy Chavez, Santa Clara County Supervisor, for outreach at this time for financial donation to cover cost of dorms for Junior Sports Camp.
 3. Marketing Max
No report this month
 4. Valor Games Danny
Following Board approval via email on 3/15/2020, notice was sent to community by Director of Valor Games Jessica Elix cancelling Valor Games this year due to health and safety concerns related to COVID-19.
Ms. Jessica Elix has submitted request for a payout of \$22,000. Board is reviewing contract and VA Grant. Contract includes language regarding payment upon completion of the event, but Language is not apparent regarding cancellation of the event. Board to seek appropriate consultation if needed for better understanding.
Action: Chair (Jill) will send letter to Jessica Elix requesting more info related to remaining tasks and time for Valor Games close-out. Board will review for further discussion.
 5. Junior Sports Camp Jill, Matt, Max
Planning has continued and is on track, but is at standstill due to need for additional funding for lux bus and dorms. Funding is difficult due to current COVID-19 issues. Additionally, current concern is possible cancellation. Contingency plan needs to be identified if JSC cannot occur due to COVID-19. Board suggestion to committees is to consider a drop date.
 6. Sports Programs and Equipment OPEN
- VI. Board Member Volunteer Hours Tracking Jill deBar, Lori Riggio
Confirmed Board members documentation of hours
 - VII. Board Comment
Board set next Board meeting for Wednesday, April 22, 6-8pm at Camden Community Center, or video conference if needed due to Shelter in Place Order.
 - VIII. Public Comment - none
 - IX. Adjournment- 7:59pm by Chair

Next Board meeting : April 22, 2020; 6-8pm; Camden Community Center, San Jose, Ca

Submitted: 3/24/20