

## CUPA Board Meeting Minutes - 4/12/21, 7:00pm over Zoom

Join URL: <https://us02web.zoom.us/j/3668178097>

Meeting ID: 366 817 8097



*CUPA's mission is to serve as a regional resource,  
promoting growth in the sport of ultimate and instilling Spirit of the Game at all levels of play.*

1. Opening Items (7:00 - 7:05)
  - a. Attendees
    - i. Izzi Bikun, Ryan Gorman, Ava Gorman, Liz Anderson, Nick DiNardo, Dan Conrad, Ian Stevens, Peter Tran, Liz Keuffer, Tom Phillips, Chelsea Partusch, Nick Felliceli, Tom Brewster
  - b. Guests
    - i. Ian Mack, Scott Schriener
2. Committee Updates (7:05 - 7:35)
  - a. Committee Structure (Ryan G)
    - i. Committees should be back up and running by August
  - b. Finance Committee (Tom P)
    - i. [Balance](#) / [Summary](#)
      1. Currently only spending what has to be spent
      2. Deposits on fields can be used for future events
    - ii. Tom P Role as Treasurer
      1. Tom can still be agent of record on the Hoy scholarship
      2. Tom cannot have any access to the money (checks/debit cards/cash flow/etc)
        - a. Does it make sense to have a treasurer who cannot access money?
        - b. As long as Tom cannot access the money, he should still be able to be treasurer
      3. **CUPA Board** should talk about having two signatures on checks in the future
      4. Transition to Director of Operations being more in charge of the funds, with a board member reviewing the bank statements every month
        - a. **Tom P** to train Liz A, having Tom and Liz K reviewing the work
        - b. There is a payroll processor paying the DOO salary
      5. Never write a check to yourself if you need to reimburse yourself
      6. MOTION: Remove cash management and banking from the Treasurer (Thomas Phillips) and transition cash management and banking to DOO (Elizabeth Anderson). Treasurer role will continue to monitor bank statements.
        - a. SECOND by Liz Keuffer
        - b. MOTION PASSES
      7. **Liz A**: Password to the CUPA Paypal account MUST be changed and the connection to the CUPA bank account should be removed. A specific Business Paypal account will be created for CUPA
      8. **Peter Tran** to close the the CUPA Square account
      9. **Tom, Liz K, and Liz A** to coordinate a time to update the signatories on the account. Liz K to stay on as a signatory. Nick DiNardo to be added at a later time when it works with his schedule.
      10. Tom P has a bankers box full of YUC waivers prior to 2016.

- a. **Nick DiNardo** to create a document retention policy for 5 years (to be approved by the board) for both physical and digital documents
      - b. Online accounts that are not logged in for 10 years are deleted
      - c. Once the document retention policy has been approved, **Tom P** to shred any waiver that no longer needs to be retained
    - iii. Kaylor Donation
      - 1. Liz A talking to CPS about adding Ultimate to schools, which could be a good use of the funds
    - iv. Hoy Scholarship
      - 1. Still being sent out this year
      - 2. May be a good idea to close the Hoy Scholarship checking account.
      - 3. Change of agent for the Jackson National Annuity will switch the checking account to the CUPA account
  - c. Diversity, Equity, and Inclusion Committee (Izzi B)
    - i. Meeting in the next few weeks
    - ii. Committee to submit one-off requests for funds as needed until the budgeting cycle is reinstated
  - d. Event Sanctioning Committee (Liz A)
    - i. Liz to revisit the process for event sanctioning
  - e. Club Team Committee (Liz A)
    - i. A meeting will be set up in the next couple months to continue the positive relationship between CUPA and the Club teams
  - f. Conduct Committee (Liz A)
    - i. Working on curating the committee members
3. Director of Operations Update (7:35 - 8:05)
- a. Ohio Ultimate Update
    - i. All Ultimate Leaders have met a few times to discuss what everyone's been doing
    - ii. Working on creating a Governance Board
    - iii. Having regular conversations with leaderships in other cities is positive
    - iv. Nothing has been discussed about UAS-U programs/permission
  - b. [Disc Golf League](#) Update
    - i. Just finished week 4 of 6
    - ii. 21 players
    - iii. Yay fun!
  - c. New Storage Locker
    - i. Move the storage locker to a more convenient location for the DoO/Equipment Manager and do some spring cleaning
  - d. Policy Updates
    - i. Liz to compile separate policies into one space.
    - ii. Liz to also review the policies and see what needs updating.
      - 1. DEI Committee and Board to also review
  - e. Board Communication
    - i. Moving to Slack (Yay!! -Izzi)
    - ii. Emails will switch to Slack threads/channels
    - iii. We'll teach everyone how to use Slack. It'll be great. The end. -Liz A

4. Administrative Updates (8:05 - 8:15)
  - a. Legal / Insurance (Nick D)
    - i. Liz Anderson is doing all the insurance stuff
  - b. Website (Nick F)
    - i. Something about domain renewals. Izzi was distracted by dog photos
  
5. Remaining Discussion Items (8:15 - 8:55)
  - a. WUCC 2022 Update (Confidential)
    - i. Tent reservation may need to be added to the seed money
    - ii. Mike Kaylor is interested in retaining his role on the LLC
    - iii. Concerns about compensation for Liz A getting compensated for work on the event. Should be part of her normal 40 hour work week responsibility? Expense to WUCC? Money from WUCC goes to CUPA to continue paying Liz's salary? Bill the tournament for Liz's time?
      1. Peter to talk to Dale and Mike
  - b. Strategic Planning Process Update (Ryan G)
    - i. [USA Ultimate Strategic Plan](#)
    - ii. [Cincinnati Ultimate 2021-2025 Strategic Plan \(DRAFT\)](#)
    - iii. How to best hold ourselves accountable to the plan?
    - iv. **Board** should read and comment on the plan in the next two weeks
      1. Board should be able to vote on the plan via email
  - c. COVID-19 Planning
    - i. [Data Tracking](#)
      1. Numbers are trending down
    - ii. Community Survey (195 Responses)
      1. Decent response rate

Ages		
18-24	25	12.8%
25-30	79	40.5%
31-40	63	32.3%
41-50	9	4.6%
50+	19	9.7%

Have you been playing?		
None	104	53.3%
Occasionally	38	19.5%
Often	40	20.5%
Other	13	6.7%

"Normal" Summer Leagues		
No problem	102	52.3%
Alright as long as numbers stay down	53	27.2%
Comfortable if there are safety measures	10	5.1%
Comfortable is everyone is vaccinated	16	8.2%
Other	14	7.2%

Leagues with Adjustments		
Yes, if that means leagues resume	111	56.9%
Yes, would feel safer with these measures	23	11.8%
No, rather not play	41	21.0%
Other	20	10.3%

- iii. [Return to Play Outline](#)
- iv. Phase 1 Results
- v. Summer Leagues
- vi. Vaccinations
- vii. CUPA Members are hungry to hear something
- viii. The easier the policy is to understand and follow, the easier it will be to maintain
- ix. Youth leagues will continue to follow the phased return
- x. We are optimistic we will be able to open up summer leagues for adults

- xi. Next steps:
  - 1. Liz A and Tom B to start looking to securing fields and other resources needed to run leagues
  - 2. Ryan to draft update for the CUPA community
  - 3. Leagues to potentially start in mid-June with a shortened season
- d. Scheduling Next Meeting (Tuesday, August 17 at 7:00pm)
  - i. Next Board Meeting: Tuesday August 17 @ 7pm
  - ii. Governance Committee to review stepping to the next phases of the youth return to play plan

6. Closing Items/Buffer Time (8:55 - 9:00)