### Table of Contents

1. Call to Order ......................................................................................................................... 1
2. Approval of the Minutes of Previous Meeting ................................................................. 1
3. Adoption of the Agenda .................................................................................................... 1
4. President’s Report (Ms. Butcher) .................................................................................... 1
5. Interim Actions of the Executive Committee (Ms. Butcher) ............................................ 2
6. Treasurer’s Report (Mr. Berchtold) .................................................................................. 3
7. Executive Director’s Report (Mr. Scott) ............................................................................ 4
8. IPC Delegate Report (Mr. Verner) .................................................................................... 5
9. Nominations and Election of Officers .............................................................................. 5
10. Old Business ..................................................................................................................... 6
11. New Business .................................................................................................................... 6
12. Committee Reports ........................................................................................................... 7
    A. Competition .................................................................................................................... 7
    B. Constitution and Bylaws ............................................................................................... 9
    C. Executive Committee ................................................................................................... 10
    D. Finance and Budget ..................................................................................................... 12
    E. Group Membership ....................................................................................................... 13
    F. Membership Services ................................................................................................... 14
    G. Nominations and Elections .......................................................................................... 15
    H. Regional Directors ....................................................................................................... 16
    I. Safety and Training ....................................................................................................... 16
13. Adjournment ...................................................................................................................... 22

Appendix A: Executive Director’s Report ........................................................................... 23
Appendix B: IPC Delegate’s Report ....................................................................................... 31
Appendix C: Related Party Transaction and Conflict of Interest ........................................ 36
Appendix D: 2015 Board of Directors Election Report ......................................................... 40
1. Call to Order
The President, Sherry Butcher, called the meeting to order at 9 a.m. on Feb. 26, 2016.

The directors in attendance were Luke Aikins, Chuck Akers, Albert Berchtold, Sherry Butcher, Shauna Finley (Fri/Sat only), Jason Putnam Gordon, Josh Hall, Steve Helffrich, Larry Hill, Shawn Hill, Al King, Mike McGowan, Jan Meyer, Mike Mullins, Tom Noonan (Friday morning only), Chris Nunn, Gary Peek, Jack Pyland, Jay Stokes, Tony Thacker, Kirk Verner, Michael Wadkins.

2. Approval of the Minutes of Previous Meeting

| Motion 1: Passed Unanimous Consent (Ms. Butcher) |
| --- | --- |
| “Move to approve the summer 2015 minutes.” |

3. Adoption of the Agenda

| Motion 2: Passed Unanimous Consent (Ms. Butcher) |
| --- | --- |
| “Move to approve the agenda.” |

4. President's Report (Ms. Butcher)

Serving as president has been an extremely rewarding and challenging experience. The position requires a significant commitment of time and patience, as well as the ability to balance the needs of many people and issues. And I loved it!

Thank you to the committee chairs and those who served on the Executive Committee with me this last term. I especially want to thank the Executive Committee and Ed Scott for supporting me through some difficult decisions. Whether you agreed with me or not, I appreciate your honesty, conviction and dedication.

I believe we raised the bar for transparency and communication with the full board. Very little happened that was not shared with the full board in an email update. I believe that even though the EC is charged with making decisions in the interim, the more participation we have from the full board, the better our decisions are. We took the approach that more information is better and I hope you all appreciated that.

As we move into this new term, I want to say a few words to the new board members. I encourage you to remember why we are here. We are here to serve USPA members.

The board is comprised of 22 of over 37,000 members, each with unique personalities, goals, passions and skills. When we come together at these meetings, we try our hardest to accommodate everyone’s point of view. We do our very best to do what is right, with integrity, respect and fairness. We do our best to make sound decisions for the longevity of our sport and for all the other members we represent. We try our best to make things better.

Often, doing what we believe is the right thing is a balancing act. At every board meeting, we have to consider whether the safety and training decisions we make are just reducing liability or really increasing safety or improving training ... hopefully we are accomplishing all three.

Ever since I have been on the board, we have struggled between over-regulation versus improved safety standards and training recommendations. We try to balance what is best for the USPA membership as a whole versus what may be best for an individual student, instructor, competitor, skydiving discipline or training program. It is not always an easy task!
At this meeting, you will hear a lot of discussion about USPA's relationship with NAA, FAI and what we think the future holds. We have some important decisions to make, and I encourage you to learn as much about the situation as you can so you know on what and why you are voting. USPA's international relationships are valuable. USPA is respected as a leader with the highest integrity and some of the most skilled athletes.

I never realized the full impact of our work on the board until I had the opportunity to speak with other skydiving leaders during the trip to the FAI meeting in the Netherlands last fall. Our training programs and instructional ratings are used all over the world, and it makes me proud to be part of the organization that created them.

We are often taught that the most important things happen between your ears, your thoughts and ideas, when in reality, the most important things happen between people. That's how things get accomplished. The relationships, the trust, the visceral belief what we are doing matters is what makes change successful. It is what motivates us. So, after 23 years of jumping and 15 years on the BOD, I'm still just as excited about being here and part of this group of people.

Serving as president these last three years has been my pleasure. As most of you know, I am not running again this term for some personal reasons. I must say I will miss it.

I am thankful for the opportunity to continue on the board and to contribute in whatever way I can. I enjoy looking toward the future and trying to make the USPA and skydiving the best it can be. If you are all here for the same reasons, then I believe we will have a very productive and fun term together. Good luck and thank you!

5. Interim Actions of the Executive Committee (Ms. Butcher)

The following interim actions were conducted by the Executive Committee during the period of July 2015–February 2016 and are now presented for consideration to the board of directors:

**Interim Action 09/22/15**

The Executive Committee passed the following motion to approve funds for Kirk Verner and Sherry Butcher to attend the FAI General Conference. Jim Hayhurst's expenses do not require a board motion.

<table>
<thead>
<tr>
<th>Motion 3: Passed</th>
<th>21/0/0</th>
<th>(Ms. Butcher)</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Move to approve registration fees and travel expenses estimated at $6,400 for Sherry Butcher and Kirk Verner to attend the FAI General Conference in Rotterdam, Netherlands.&quot;</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Alternate Vote 11/12/15**

The full board passed the following waiver in the interim to allow a young boy with terminal brain cancer to do a tandem skydive.

<table>
<thead>
<tr>
<th>Motion 4: Passed</th>
<th>19/1/2</th>
<th>(Ms. Butcher)</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Move to waive SIM Section 2-1 BSR: D Age Requirements for Tim Hajewski, USPA #153648, to take Ryan Johnson, age 9, on a tandem skydive.&quot;</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Interim Action 11/19/15**

At the request of Pacific Regional Director Jason Putnam Gordon, the Disciplinary Group (DG) had a conference call that included the DG members, Ed Scott, Randy Ottinger, Jay Stokes
and Sherry Butcher. The purpose of the call was to discuss continued reports of BSR violations and potential disciplinary actions in Hawaii and how USPA can enforce the BSRs. The discussion ended with agreement for Jason and Jay to plan a trip to the Hawaii drop zones and plan meetings with both DZOs and staff in an effort to gain compliance.

<table>
<thead>
<tr>
<th>Motion 5: Passed 21/0/0 (Ms. Butcher)</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Move to approve up to $2000 for travel expenses to Hawaii, 28 January to 31 January, 2016, for Jason Putnam Gordon and Jay Stokes.&quot;</td>
</tr>
</tbody>
</table>

**Interim Action 11/19/15**

The following motion is presented by the Competition Committee.

<table>
<thead>
<tr>
<th>Motion 6: Passed 21/0/0 (Ms. Butcher)</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Move to present at the upcoming IPC meeting both the bids from Skydive Chicago and Skydive City Z-Hills to host the 2016 World Parachuting Championships of Wingsuiting.&quot;</td>
</tr>
</tbody>
</table>

**Interim Action 11/20/15**

Bill Spangler requested a waiver to renew his AFF I and Coach Examiner ratings for ground instruction duties only. He is no longer actively jumping but he has been active at the drop zone training students on the ground. He has been primarily teaching at Skydive Delmarva for the last 20-plus years. His membership expires at the end of November so he needed an interim decision. The following motion passed the Safety & Training Committee.

<table>
<thead>
<tr>
<th>Motion 7: Passed 21/0/0 (Ms. Butcher)</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Move to renew the AFF I and Coach Examiner ratings for William D. Spangler, USPA # 30067, for ground instruction duties only.”</td>
</tr>
</tbody>
</table>

**Interim Action 12/14/15**

At this meeting, the USPA Board will approve a 2016 USPA budget. Because the first meeting is two to three months into the year, a draft budget is approved via an interim action and is then used as the operating budget from January 1 through the end of the first board meeting in that year. The draft 2016 budget passed by the Finance & Budget Committee and the following motion was put forward.

<table>
<thead>
<tr>
<th>Motion 8: Passed 21/0/0 (Ms. Butcher)</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Move to accept as presented the attachment titled ‘Draft 2016 USPA Budget’ as the operating budget for USPA from January 1, 2016, through February 28, 2016.”</td>
</tr>
</tbody>
</table>

6. **Treasurer's Report (Mr. Berchtold)**

   **USPA Reserve Fund**

   The USPA Reserve Fund was valued at $3,232,687 on December 31, 2014. It was valued at $3,224,147 on December 31, 2015. Additions of $48,000 were made during 2015. There were no withdrawals. The total decrease to the reserve fund was $8,540, or 0.2%, for the calendar year 2015. The loss from investment activities was $56,540, or 1.74%.

   **U.S. Parachute Team Trust Fund**

   The U.S. Parachute Team Trust Fund was valued at $1,314,143 on December 31, 2014. Contributions of $41,481 were added during 2015. No distributions were made. The total
increase of the fund was $17,512, or 1.3%. There was a loss from investment activities in the amount of $23,970, or 1.8%.

2014 brought modest returns for our investments. We closed 2015 with slight losses. The beginning of 2016 has not shown the market bounce back as of yet. We have been in contact with our investment managers to discuss our current holdings and plans for the future. We have our portfolio with them in order to ensure our holdings are in line with our investment policy and the organization’s risk-assumption profile. Our investment managers are optimistic for 2016 to close the year with positive returns.

USPA Headquarters Loan

The USPA Headquarters loan has been paid in accordance with the terms of the loan since the last update. The current balance as of December 2015 is $887,544. Our current loan conditions remain favorable (4.94%). In addition, since April 2010 we have deposited $280,000 into the USPA Reserve Fund where it is gaining income as a replacement for the monthly prepayments. The F&B Committee will be considering some potential refinance options in the beginning of 2016. The next benchmark for long-term consideration is March 2018 when the balloon payment would be due without refinancing.

7. Executive Director’s Report (Mr. Scott)

After reaching a historic high of 38,305 members in July 2015, membership activity (memberships, licenses and ratings) began to drop earlier in the year than usual. Membership ended the year at 37,440. We had 1,511 fewer new members join in 2015, compared to 2014, when we had the most new members ever—7,981. We processed 493 fewer licenses and 137 fewer ratings in 2015 than in 2014, halting the six years of growth we had enjoyed beginning with 2009. Group Memberships were up, however, with a total of 319, U.S. and foreign.

Fatalities, in both number and rate, were down in 2015, with 21 fatalities for a fatality rate of 0.06 per 100,000 jumps. However, the five-year moving average rose slightly to an average of 22.6 fatalities, up from 21.2 for the previous five years. We experienced three student fatalities in 2011, keeping the five-year moving average at 3.2, the same for the previous five-year period.

Financially, USPA ended 2015 with a $61,001 operational deficit and a $94,525 total deficit as a result of our investment performance. We had budgeted a $17,961 operational excess and a $18,261 total excess for 2015. This ended the six-year string of operational excesses beginning with 2009. We ended 2015 with our investments at $3,214,112, our Team Trust Fund account at $1,331,665, and the Airport Access and Defense Fund at $305,396. USPA’s total assets are at $5.7 million and our net worth is at $3 million.

See Appendix A for the accomplishments, challenges and goals of each of USPA’s departments.

The revised 2016 draft budget was presented. The Executive Committee approved the draft 2016 budget in December as an interim measure. However, after financially closing 2015 in early February, two assumptions used for the original draft 2016 budget have already proven to significantly differ—dues revenue and legal fee expense.

Dues Revenue

With the membership decline we saw in the last half of 2015, we have revised regular and temporary dues revenue down to $2,028,553, a decrease of $146,447 from what is in the original draft budget.
Legal Fees

USPA has compiled significant legal fees already in 2016—so far in 2016 we have spent $62,600. That total was added to the budget, plus another $50,000 in legal fees was added for expected and unexpected legal efforts. We had earlier budgeted $25,000 in legal fees, plus $5,000 in AAD Fund legal fees, so now we have a new total legal fee expense of $142,600 in the budget summary.

The revised draft 2016 budget shows operational revenues of $3,329,528 and expenses of $3,567,053 for a budgeted operating deficit of $237,525 and a total deficit (after counting investment revenues) of $87,050.

USPA’s goal is for 2016 to be a year of:

- Retrenchment and stability
- Improving safety trends
- Fast, friendly, efficient member service
- Effective and respected gov’t relations
- 5 successful Nationals and 2 successful World Championships
- Promoting skydiving with widespread, favorable media coverage

8. IPC Delegate Report (Mr. Verner)

Kirk Verner briefed the board on the events and news from the IPC meeting in Frankfurt (see Appendix B); the full meeting minutes can be found at fai.org/downloads/ipc/IPC_2016_Minutes.

9. Nominations and Election of Officers

The following slate of candidates for the Executive Committee was nominated by the members of the board:

President: Jay Stokes
Vice President: Tom Noonan, Steve Helffrich, Jason Putnam, Gordon (withdrew)
Secretary: Jan Meyer, Shauna Finley
Treasurer: Albert Berchtold
Member at Large: Al King (withdrew), Mike Mullins, Steve Helffrich (withdrew)
Chairman of the Board: Larry Hill, Al King

Elections were scheduled after a recess to permit members to deliberate their voting preferences.

Candidates were questioned by the directors and were each allotted five minutes to address the directors. The President appointed Randy Ottinger and Randy Connell as the election officials.

The following individuals were elected as officers of the association for the term 2016-2018.

All votes were by secret ballot, except as noted:

President: Jay Stokes, by acclamation
Vice President: Steve Helffrich
Secretary: Jan Meyer
Treasurer: Albert Berchtold, by acclamation
Member-at-Large: Mike Mullins, by acclamation
Chairman of the Board: Al King
10. Old Business

The Board heard a summary of the Extraordinary Leader feedback report of the 360-Degree review that was completed by the board of directors and the staff. Both the strengths and areas of improvement were discussed. The Executive Director outlined his response to the review and his action plans.

11. New Business

Selection of Dates and Location of the Winter 2017 USPA BOD Meeting

The location of the winter 2017 USPA BOD meeting was discussed by the members of the board. All agreed the meeting should be held in conjunction with the PIA Symposium in Chattanooga, TN.

**Motion 10: Passed Unanimous Consent (Mr. Stokes)**

“Move that the winter 2017 USPA Board of Directors meeting be held in Chattanooga, TN, on February 10-12, 2017.”

2016 Wingsuit Nationals Site Selection

There were three bidders for the 2016 WS Nationals: Chicagoland Skydiving Center, Skydive Paraclete XP and Florida Skydiving Center Lake Wales.

**Motion 11: Passed Secret Ballot (Mr. Stokes)**

“Move to select Chicagoland Skydiving Center as the 2016 Wingsuit Nationals host.”

2017 Nationals Site Selection

Bids were received from 6 potential hosts. Skydive Arizona withdrew all of its bids prior to site selection. Skydive Chicago, Skydive Perris and Chicagoland Skydiving Center bid on the freefall events of FS and AE.

**Motion 12: Passed Secret Ballot (Mr. Stokes)**

“Move to select Skydive Perris as the 2017 FS/AE Nationals host.”

Skydive Chicago then withdrew its bids on wingsuit and CF/SA.

Skydive Sebastian and Skydive Paraclete XP bid on CP Nationals.

**Motion 13: Passed Secret Ballot (Mr. Stokes)**

“Move to select Skydive Paraclete XP as the 2017 CP Nationals host.”

The three remaining bids for Wingsuit Nationals were from Skydive Perris, Chicagoland Skydiving Center and Skydive Paraclete XP.

**Motion 14: Passed Secret Ballot (Mr. Stokes)**

“Move to select Skydive Perris as the 2017 Wingsuit Nationals host.”
Motion 15: Passed 18/2/2 (Mr. Stokes)

“Move to select Skydive Paraclete XP as the 2017 CF/SA Nationals host.”

12. Committee Reports

A. Competition

   Chair: Kirk Verner

   Members: Chuck Akers
             Albert Berchtold
             Josh Hall
             Larry Hill

   Advisers: Jason Putnam Gordon
             Shawn Hill
             James Hayhurst
             Randy Connell
             Marylou Laughlin
             Steve Kramer

The 2017 Collegiates was awarded to Florida Skydiving Center in Lake Wales.

Chuck Akers was selected as FS Team Leader and Kirk Verner as Head of Delegation for the 2016 Mondial. All other positions are open.

USPA Nationals medals will no longer be engraved; instead, the year, event and placement are laser-engraved on clear or metallic foil stick-on fixed to the back of the medal, realizing a significant savings in wasted medals.

Sport Accuracy test event - 2016 (Lake Wales) - Test rules the same as SCM-7 (Collegiate Sport Accuracy) except: canopy/wing-loading restrictions (0-300 jumps the competitor can jump any canopy; more than 300 jumps, the minimum exit weight wing loading is equal to or greater than 1.0 pounds per square foot).

The test Speed event was added to the 2016 WS nationals bid winner, CSC.

Motion 16: Passed 17/0/1 (Mr. Verner)

“Move to adopt IPC rule changes, except optional event formats for CP, as appropriate, to include all terminology with regards to records.”

Steve Woodford proposed the following for night large-formation skydiving sequential records.

A minimum 60% grip change with the base being involved in the transition grips as well.

The same grips cannot be picked up again on the next point.

A limit on maximum exit altitude AGL = 16,000ft.

Motion 17: Passed 17/0/1 (Mr. Verner)

“Move to adopt rules for FS Night Large-Formation Sequential records as proposed by Steve Woodford.”
Motion 18: Passed 17/0/1 (Mr. Verner)

“Move to adopt rule changes to SCM 7
- Decorum Language – Add to eliminate inappropriate costume
- Yellow/Red Card – Add for safety
- Conditional rejump – minor housekeeping
- Gavin Gavel Criteria – eliminate ‘double points’ for any acc team event for Gavin Gavel points”

Motion 19: Passed 17/0/1 (Mr. Verner)

“Move to select Kris Hayhurst and Alexandra Deets (both USMA cadets 1-2 @ Collegiates) to Junior S&A team for Mondial. The open slots will be filled by interim motion following the 2016 S&A Nationals, if any candidates come forward.”

Motion 20: Passed 17/0/1 (Mr. Verner)

“Move to select the four (4) eligible competitors from the 2015 Speed Skydiving test event as the 2016 U.S. Speed skydiving team for the 2016 Mondial. No USTTF funds will be awarded. The remaining slots will be selected by the Team Manager.”

Motion 21: Passed 17/0/1 (Mr. Verner)

“Move to allocate approximately $68,000.00 from the 2014 and 2015 earnings of the U.S. Team Trust Fund to pay the entry fees of U.S. Team members (per the allocation attached) for the World Parachuting Championships in 2016. Note: no alternates; gold medal teams only

<table>
<thead>
<tr>
<th>Allocation Disciplines</th>
<th>Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP</td>
<td>8</td>
<td>$1,060.00</td>
</tr>
<tr>
<td>Male S&amp;A</td>
<td>5</td>
<td>$1,075.00</td>
</tr>
<tr>
<td>Female S&amp;A</td>
<td>3</td>
<td>$1,075.00</td>
</tr>
<tr>
<td>AE FS</td>
<td>2</td>
<td>$850.00</td>
</tr>
<tr>
<td>AE FF</td>
<td>3</td>
<td>$850.00</td>
</tr>
<tr>
<td>CF 2-way</td>
<td>3</td>
<td>$875.00</td>
</tr>
<tr>
<td>CF Rotations</td>
<td>5</td>
<td>$875.00</td>
</tr>
<tr>
<td>CF Sequential</td>
<td>5</td>
<td>$875.00</td>
</tr>
<tr>
<td>FS Female 4-way</td>
<td>5</td>
<td>$925.00</td>
</tr>
<tr>
<td>FS 4-way</td>
<td>5</td>
<td>$925.00</td>
</tr>
<tr>
<td>FS VFS</td>
<td>5</td>
<td>$925.00</td>
</tr>
<tr>
<td>FS 8-way</td>
<td>9</td>
<td>$925.00</td>
</tr>
<tr>
<td>WS Performance</td>
<td>8</td>
<td>$825.00</td>
</tr>
<tr>
<td>WS Acro</td>
<td>3</td>
<td>$1,081.00</td>
</tr>
<tr>
<td>Junior Male</td>
<td>2</td>
<td>$1,075.00</td>
</tr>
<tr>
<td>Junior Female</td>
<td>1</td>
<td>$1,075.00</td>
</tr>
<tr>
<td>Totals</td>
<td>72</td>
<td>$67,965.00</td>
</tr>
</tbody>
</table>

Note: No alternates; only gold medal teams are eligible.
### Motion 22: Passed 16/0/1 (Mr. Verner)

"Move to appoint Chris Dixon (USPA# 230630) as a National and International Dynamic Judge, add him to the FAI Judge List and nominate him to the 2016 Indoor World Cup."

### Motion 23: Passed 7/5/1 (Mr. Verner)

"Move to send the Director of Competition to the meeting of Arab, African and Asiana Nations in Cairo, Egypt, 6-7 March. Allocate up to $2500.00 for travel, hotel and per diem."

Other agenda items were postponed to future meetings.

#### B. Constitution and Bylaws

**Chair:** Gary Peek  
**Members:** Jason Putnam Gordon  
Steve Helffrich  
**Advisers:** Jan Meyer

Some years ago, in order to streamline our governance, a working group of directors began identifying changes to the makeup and responsibilities of the committees and how they are documented in the Governance Manual. The following motion is part of the changes identified during that work.

This motion was brought to the committee by Jan Meyer as a way of defining a Governance Committee responsible for the areas in the Governance Manual not related to Constitution and Bylaws.

### Motion 24: Passed 12/0/1 (Mr. Peek)

"Change Governance Manual Section 1-1, Article VIII, Section 2 as follows:

Change Standing Committees as noted below and change references to "Nominations & Elections Committee" to "Governance Committee" throughout Section 3 of the Governance Manual, effective at the seating of the 2016 Board of Directors.

Current text of Governance Manual Section 1-1, Article VIII, Section 2: Standing Committees:

<table>
<thead>
<tr>
<th>SECTION 2: STANDING COMMITTEES</th>
<th>change to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The BOD shall establish the following standing committees:</td>
<td>The BOD shall establish the following standing committees:</td>
</tr>
<tr>
<td>• Competition</td>
<td>Elected Committees:</td>
</tr>
<tr>
<td>• Constitution &amp; Bylaws</td>
<td>• Executive</td>
</tr>
<tr>
<td>• Finance &amp; Budget</td>
<td>• Regional Directors</td>
</tr>
<tr>
<td>• Group Membership</td>
<td>Appointed Committees:</td>
</tr>
<tr>
<td>• Membership Services</td>
<td>• Competition</td>
</tr>
<tr>
<td>• Nominations &amp; Elections</td>
<td>• Constitution &amp; Bylaws</td>
</tr>
<tr>
<td>• Safety &amp; Training</td>
<td>• Finance &amp; Budget</td>
</tr>
</tbody>
</table>

"Governance" |

| • Group Membership |
| • Membership Services |
| • Safety & Training" |
At the Summer 2015 board meeting, the Constitution & Bylaws Committee established a subcommittee including Jason Putnam Gordon, Jan Meyer and Ed Scott. Among other things, the subcommittee was tasked with reviewing the Governance Manual and working with the association’s legal counsel and taking steps to update the organization's governance to comply with 2014 changes in New York not-for-profit corporation law. The Related Party Transaction and Conflict of Interest Policies of the United States Parachute Association are a product of that subcommittee's work as approved by the Constitution & Bylaws Committee. Those efforts resulted in the following motion:

**Motion 25: Passed 12/0/1 (Mr. Peek)**

"Replace Governance Manual Section 1-2.3.C.4 with the document titled Related Party Transaction and Conflict of Interest Policies of the United States Parachute Association. (For reference purposes, the document identification number in the footer is I-1356089.4. See Appendix C.)"

Other agenda items were postponed until the next meeting.

**C. Executive Committee**

President: Jay Stokes  
Vice President: Steve Helffrich  
Secretary: Jan Meyer  
Treasurer: Albert Berchtold  
Member-at-Large: Mike Mullins  
Chairman of the Board: Al King

The Executive Committee reviewed the results of the 360-Degree review completed for Executive Director Ed Scott. We discussed the strengths and areas of growth opportunities. The summary report to be shared with the full board in plenary was reviewed, and Mr. Scott provided some feedback regarding his experience and action plans.

The committee was presented two separate BSR waiver requests from Skydive Hawaii and Pacific International Skydiving. The waivers to allow “turns greater than 90 degrees below 500 feet to land” were specifically asked for based on several issues in their landing areas. After discussion neither was favorably considered.

A closed discussion on the upcoming Council for Arbitration for Sport (CAS) was conducted with the Executive and Competition Committees. USPA is awaiting notification of the actual hearing date. The chair has submitted additional correspondence to IPC President Dr. Rainer EXI Hoenle to potentially support our claim and give relief for records submitted since the end of December 2015.

The committee discussed bestowing or conferring a title to Jacques-André Istel based on his work with USPA during the early days. The award is similar to the one given to Chris Needels for his work as the executive director.

**Motion 26: Passed 13/0/0 (Mr. Stokes)**

“Move to bestow the title of Honorary President of the USPA to Jacques-André Istel.”
Disciplinary Actions

August 7, 2015 – “Move to suspend the coach examiner and tandem instructor examiner ratings for Rob Pooley, #155136, for a period of 12 months, beginning July 27, 2015. Reinstating his examiner ratings following the 12 month suspension will require the approval of the full board of directors.”

October 16, 2015 - “Move to revoke the USPA membership for Merriah Eakins, #142819. Her membership may be reinstated only with full board approval and documentation of meeting the requirements provided to her from the board by official notice.”

December 10, 2015 - Paul Rossouw, USPA #188694, was given a 60-day suspension from his Regional Director. The Executive Committee supported the 60-day suspension.

December 14, 2015 – “Move to suspend issuing the AFF Instructor rating renewal for Katie Hawkins Pugh, #183891, for a period of 90 days, beginning December 3, 2015. She may meet with an AFF IE after the 90-day suspension ends on March 4 to begin the process of renewing her AFF Instructor rating, which will require evaluation by a current AFF IE and the written verification from an AFF IE that she has completed the evaluation process and may be renewed as an AFF Instructor.”

“Move to revoke the USPA Tandem Instructor rating of Jacob Brown, #262753. He must wait a minimum of two years from December 18, 2015, and receive approval of the full board before any attempt is made to earn the USPA Tandem Instructor rating again if he decides to pursue the tandem instructor rating in the future.”

February 2, 2016 - “Move to suspend the coach examiner and tandem examiner ratings for Paul Rossouw, #188694, for a period of six months, beginning January 11, 2016. However, this suspension will be extended to 12 months if he does not comply with the request by his Regional Director for the necessary course paperwork and signatures within seven days of the notification.” The following will be requested for Mr. Rossouw to provide within seven days: signatures by the coach course evaluators who performed the coach evaluations for the candidates. Two signatures are needed, one for each evaluation.

February 4, 2016 -"Move to revoke the membership of Luke Frazier, #298726. Any request for reinstatement of his membership must be approved by the full board of directors."

February 25, 2016 - “Move to suspend all USPA ratings of Paul Gerlesky, #235625, for a period of 12 months, beginning February 9, 2016. At the end of the 12-month suspension he will need to follow the guidelines in the Instructional Rating Manual to renew his ratings.”

February 25, 2016 - “Move to suspend all USPA ratings of Marko Markovich, #211011, for a period of 12 months, beginning October 12, 2015. At the end of the 12-month suspension he will need to follow the guidelines in the Instructional Rating Manual to renew his ratings.”

1 This motion was rescinded after the winter meeting and will be reported out in the summer minutes.
D. Finance and Budget

Chair: Albert Berchtold
Members: Shauna Finley
Al King
Jack Pyland
Tony Thacker
Advisers: Lee Schlichtemeier

2015 Financial Report

The committee received and reviewed the 2015 year-end financial reports prior to our meeting. All inquiries were answered by the Executive Director.

2015 Investment Report

The 2015 investment activities were presented in the Treasurer’s Report. The committee discussed our plans for 2016 and most recent discussions with our investment advisors at Janney Montgomery Scott. While 2015 yielded less than the most desirable returns from our investments, the committee discussed our investment strategy to ensure our portfolio remains in agreement with our IPS.

2016 Budget

The 2016 Draft USPA Budget was presented by Mr. Scott. The budget was reviewed, discussed and accepted by the committee.

<table>
<thead>
<tr>
<th>Motion 27: Passed 20/0/0 (Mr. Berchtold)</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Move to accept the document titled 'USPA 2016 Budget Draft' as the 2016 USPA Operating Budget.&quot;</td>
</tr>
</tbody>
</table>

Cash Flow

The committee discussed the organization's plans for managing cash flow through 2016. This plan will likely include suspending our automatic transfers to our reserves for the calendar year.

Building Loan Review

With the impending balloon payment on the building loan, the committee discussed options for refinancing of the loan and/or payment to close out the loan in 2018. Research into the best option for USPA will continue in the interim.

Dues & Fees

The committee briefly analyzed our historical dues & fee changes in connection to Consumer Pricing Indices. Further research and the possibility of dues & fee increases will be discussed with the Membership Services & Group Member chairs in the interim and placed on the agenda for the summer 2016 meeting for further review.

The chair thanks the committee for their hard work this meeting.
E. Group Membership

Chair: Mike Mullins

Members: Jason Putnam Gordon  
Larry Hill  
Al King  
Jan Meyer  
Chris Nunn  
Jack Pyland

Advisers: Randy Ottinger  
Nancy Koreen

Randy Ottinger, Director of Government Relations, updated the committee on FAA Part 13 and 16 actions, FAA Compatibility/Safety Audit issues and state tax issues. His briefing was very complete and the committee offered its congratulations on his many successes for the membership.

The committee discussed the relationships between USPA and the Group Member, between the DZO and the S&TA, and the status of the Group Member Pledge. Ed Scott, Executive Director, was involved in this discussion, and as a result the committee requested that Ed consult with our legal counsel for a determination of the legal status of the Group Member Pledge.

Again consulting with Ed Scott, the committee discussed the issue of a DZ becoming a Group Member before actually commencing operations, and receiving listings on the USPA website and Parachutist magazine. After discussion, it was decided that if a DZ has been approved for Group Membership it should be allowed a listing, with all of its proposed details, on both the USPA website and in Parachutist magazine. However, it was decided that an informative banner would be placed on the listing until operations actually begin, and to accomplish that goal the following motion was passed:

<table>
<thead>
<tr>
<th>Motion 28: Passed</th>
<th>17/0/1 (Mr. Mullins)</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Move to place ‘Operations Pending’ banner on GM listings on the USPA website and Parachutist magazine until actual jump operations begin.”</td>
<td></td>
</tr>
</tbody>
</table>

The chair wishes to thank the entire committee for their work on all these issues.
F. Membership Services

Chair: Steve Helffrich

Members: Chuck Akers
Sherry Butcher
Shauna Finley
Josh Hall
Shawn Hill

Advisers: Michael Wadkins
Michelle Garvin
Elijah Florio
Clint Vincent

USPA Third-Party Liability Insurance

The committee heard a review of the current insurance program through Insurance Technologies & Programs (ITP) by Ed Scott.

Potential future issues regarding program:

1. Wingsuiting-specific claims as they relate to the total number of claims have increased. No changes to the program were brought forward.

2. USPA members having to buy short-term memberships to European drop zones due to the drop zones requiring $1,000,000 of insurance coverage versus the $50,000 provided by the USPA/ITP program.

Committee action:

The committee asked Executive Director Ed Scott to contact ITP regarding the price/availability of an insurance ‘buy-up’ option for USPA members who wish to jump while traveling abroad.

USPA Management Software

The committee heard a review of the MemberSuite software’s current/past performance as described by Ed Scott. MemberSuite is working to improve the software performance for user-friendly and performance issues in its winter update scheduled for April 1, 2016. Ed Scott will update the committee of its outcome after the update roll out.

USPA Awards

The committee was requested by HQ staff to consider restructuring the 1000-jump and 12-hour freefall awards (also successive awards at existing increments of 1000 jumps and 12 hours). Staff requested a new pricing structure to cover staff/merchandise costs of certificates, pins and badges and related shipping charges for 1000-jump milestones and 12-hour and successive freefall totals, and canopy formation awards of a certificate and completed performance card. The following motion to restructure the awards and badges program and the related program for canopy formation was put forth:
Motion 29: Passed 17/0/1 (Mr. Helffrich)

“Motion to change the USPA Wings & Badges Program and the Canopy Formation Award Program as follows:
1000-jump wings and 12-hour freefall badges and certificates to be sent free of charge (current program benefits maintained)
2000-jump wings and 24-hour freefall badges & certificates and all higher awards, as well as all canopy formation awards, will have the following options:

1. Receive a free digital letter of congratulations and award certificate
2. Receive a printed and mailed certificate for $10.00 USD
And / Or
3. Receive a pin or badge for $15.00 USD
Airmail overseas postage fees to be $10.00 USD
Applications for both awards programs to be updated accordingly”

USPA Logo Change

The committee discussed the idea of changing the official USPA logo as brought up by a member. The committee will begin to look at finding interested marketing/merchandising companies to partner with USPA to increase sales of USPA logoed and non-logoed products and apparel to improve the width and breadth of such items to create a positive income stream for the association above that of the USPA Store. All related costs to marketing, inventory, printing and shipping will be the responsibility of the chosen marketing or merchandising firm. Chuck Akers volunteered to investigate options related to available companies, terms of agreement and product lines offered. Chuck will report back to the committee his findings.

G. Nominations and Elections

Chair: Jan Meyer
Members: Sherry Butcher
         Steve Helffrich
         Mike McGowan
         Michael Wadkins
Advisers: Gary Peek
          Elijah Florio
          Clint Vincent

The 2015 BOD election was successful with relatively few issues. This was USPA’s third electronic election and the first with the new election timeline. Overall election turnout was 16.8%: 6349 of USPA’s 37,785 members. Voter turnout varied by region with the highest turnout in the Gulf region with 29.65% to the lowest turnout in the Western region with 10.11%. Membership database issues that were identified early in 2015 were resolved satisfactorily by HQ staff and the database vendor. There were no issues with candidate eligibility. Voting metrics support reducing the balloting time period to 1 month from 2 months and completely eliminating paper ballots at the next election. (Full report included as Appendix D.)

The chair thanks staff members, Clint Vincent, Elijah Florio and Ed Scott for their hard work, attention to detail and meeting all deadlines. Committee members also are congratulated on their hard work.
H. Regional Directors

Chair: Jack Pyland
Members: All Regional Directors
Advisers: Jim Crouch
Randy Ottinger

Jim Crouch reviewed the forms and documents that RDs will be sending to USPA. Jim also explained some of the problems headquarters has with incorrectly filled out forms. Jim then informed the RDs about the S&TA list used to populate the uspalib.org library and that the RDs need to review and correct the list for their regions. Jen Sharp held a short introductory and training session for the uspalib.org online training module that all S&TAs will be taking after appointment for this term. There were several questions for Jen about operational issues and she said she would look into the issues.

The chair would like to thank all that attended; the committee had an informative session.

I. Safety and Training

Chair: Michael Wadkins
Members: Luke Aikins
Sherry Butcher
Al King
Mike Mullins
Chris Nunn
Jack Pyland
Advisers: Shauna Finley
Jason Putnam Gordon
Tom Noonan
Gary Peek
Tony Thacker
Jim Crouch
Byran Burke
Ray Lallo

The newly appointed Safety & Training Committee met in San Diego and enthusiastically and with considerable thought went into deliberations on the S&TA agenda. Some hotly contested, deliberated and contentious issues were the new BSR proposal for wingsuiters and the waiver to allow a 16 year old to learn how to skydive.

**Wingsuit Flybys**
Proposal to add the following to the Basic Safety Requirements:

“Wingsuit flight within 500 feet vertically or horizontally of a tandem pair under canopy, or any solo, non-licensed skydiver under canopy, is prohibited. Wingsuit flight within 500 feet vertically or horizontally of any solo licensed skydiver under canopy requires prior planning and agreement between the canopy pilot and wingsuit pilot.”

The issue was brought forward because there has been a trend of these incidents throughout the skydiving community where a wingsuiter would fly by a tandem student or licensed skydiver. The danger of a wingsuiter and a student or tandem collision is increasing. An impact would be disastrous. The committee spent some time deliberating this with some wingsuit
representatives in the gallery. In an effort to educate and regulate we compromised with the following:

<table>
<thead>
<tr>
<th>Motion 30:</th>
<th>Passed</th>
<th>15/5/0</th>
<th>(Mr. Wadkins)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motion 30: Passed 15/5/0 (Mr. Wadkins)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>“Motion to add to the SIM 2-1.K.7 to read, “Wingsuit flight within 500ft vertically or horizontally of any student, including tandem students, is prohibited.”</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Motion 31:</th>
<th>Passed</th>
<th>18/1/1</th>
<th>(Mr. Wadkins)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motion 31: Passed 18/1/1 (Mr. Wadkins)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>“Motion to add to the SIM 6-9.A.5.c.(4) to read, “Wingsuit flight within 500ft vertically or horizontally of any licensed skydiver under canopy requires prior planning and agreement between the canopy pilot and the wingsuit pilot.”</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Proposal from Maxine Tate

Proposal from Maxine Tate of Flight-1 to allow completed and signed Flight-1 101 and 102 canopy course certificates (both required) to be used in place of the Canopy Piloting Proficiency Card as proof of completing the canopy piloting requirements for the USPA B license.

After the discussion of how drop zones operate and the fact that there are numerous canopy schools and methods, the committee was concerned about standardization and compliance with USPA requirements. There was no action taken.

Camera Use by AFF Instructors

Several AFF main-side instructors with front-helmet-mounted GoPro cameras have experienced an entanglement with the student’s main bridle when the student threw the pilot chute and the instructor’s camera mount snagged the bridle. Should there be additional recommendations or regulations regarding camera use and snag hazards with regards to instructors wearing cameras during student training jumps?

After discussion on the importance and value of the camera when used by the AFF instructor, the committee decided to put cautionary statements in the next version of the IRM about the use of camera equipment while simultaneously acting as an instructor. No motion to the BOD was submitted.

Tandem Manufacturer Agreement

Is there a need for documentation between the USPA and tandem manufacturers to show that a rating suspended by the manufacturer will also apply to the USPA Tandem Instructor rating, and vice versa?

The committee discussed the professional courtesy that already exists among the tandem manufacturers and USPA regarding disciplinary actions and decided not to act on this until further communications and negotiations among them had occurred. No motion to the BOD was submitted.

Camera Recommendations

A request has been made to change the camera use recommendations from 200 jumps to 100 jumps with specific training for the use of cameras. The exact content of the training would need to be developed.

No action was taken. The committee feels that it is an acceptable standard already. No motion to the BOD was submitted.
PRO Rating Verification - New Guidelines

Should USPA develop new guidelines for verification of the landing requirements for the USPA PRO rating, particularly regarding highly wing-loaded canopies used for some PRO rating qualification jumps?

A sub-committee was appointed to research and provide information and recommendations on this topic. Members of the sub-committee are Luke Aikins, Jack Pyland and Gary Peek.

PRO Rating Verification - Add Judge

Add USPA Judge to the list of authorized signatures for the initial 10 jumps on the PRO Rating Proficiency Card.

This is a housekeeping item and Jim Crouch will make the necessary changes on the form. No motion needed.

Examiner Standardization Meetings

Discussion for plans regarding 2017 instructor-examiner standardization meetings.

In 2015, USPA held five different AFF Instructor Examiner meetings, and United Parachute Technologies held five different Tandem Instructor Examiner meetings for UPT Examiners. With the success of the meetings for both of these disciplines, it was decided that USPA should take over the tandem instructor examiner meetings and require them for all USPA Tandem Instructor Examiners. The committee decided to combine the AFF Instructor Examiner and Tandem Instructor Examiner meetings together to save time and travel expenses for everyone involved. The meetings will require two full days to allow enough time to cover the necessary topics because two disciplines are combined.

Three dates and locations were discussed for 2017: Feb. 2017 (in conjunction with the PIA and BOD meeting, Chattanooga, TN), July 2017 at Chicagoland Skydiving Center and October 2017 at the TacAir facility in San Diego, CA. The committee had also discussed using two other IEs to conduct the training. More supervising examiners will be available to conduct future meetings. In addition, there was discussion on holding standardization meetings for all IE ratings in the following years.

Tandem Medicals

Clarification of military medicals accepted for the USPA Tandem Instructor rating and the time intervals acceptable for military flight physicals.

There was discussion about the types of military physicals used and accepted by the manufacturers and USPA for active military personnel. Guidance is needed on the time limits in use for military flight physicals. Ray Lallo (adviser) was tasked with researching this information and providing his findings to the committee.

Digital IRM

The committee looked into options available for providing an electronic version of the Instructional Rating Manual.

The committee realized the need and value to offer this to the membership. Several ideas were discussed, including charging a one-time fee for the digital version or increasing the initial rating fees as a way to offset any losses because of a decline in the sale of the printed manual. The committee decided it would be necessary to discuss any options with Finance and Budget before proceeding.
S&TA Appointments

Discussion of how to handle an S&TA being removed by a drop zone owner after reporting a safety-related issue to the Regional Director.

The committee decided that there was not any way to address this situation in a way that would address all of the various scenarios. The 1-6 disciplinary process can be implemented if there is a situation that warrants action against a member or Group Member of USPA. If an S&TA is removed from a drop zone after citing a safety issue, he needs to notify the Regional Director regarding the issue.

Skydiver’s Information Manual Edits

<table>
<thead>
<tr>
<th>Motion</th>
<th>Passed</th>
<th>Date</th>
<th>(Mr. Wadkins)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motion 32: Passed 17/0/1</td>
<td>&quot;Motion to change all measurements listed in the SIM to the English system, i.e. feet instead of meters.&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motion 33: Passed 17/0/1</td>
<td>&quot;Motion to change SIM Section 2-1 L.2.b. to delete the word ‘except’ and delete (1) and (2).&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motion 34: Passed 17/0/1</td>
<td>&quot;Motion to delete SIM Section 5-3 H.5.d&quot;</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Discussion Regarding the Notification Process for Disciplinary Actions

There was discussion and a solution debated on what to do in the event that the USPA member does not respond to 1-6 official notification while under investigation for disciplinary actions. The following proposal and motions were submitted:

| Motion 35: Passed 19/0/1 | "Move to change Governance Manual 1-6.5 D to read: Notification. The notice of violation will be sent to the member against whom an action is being instituted by certified mail with return receipt to the address that the member has on file with USPA and to any other address that USPA is aware. In addition, an electronic mail will be sent to the address, if any, that is on file with USPA and the member will be telephoned at the number on file with USPA, if any, by the Regional Director of other assigned investigator, or will be notified, in person, verbally. The member will be considered notified when there is proof of delivery of the certified mail, or when the member responds to the electronic mail notification, or when the Regional Director or assigned investigator notifies the member by telephone verbally, or in person verbally, or 14 days from the date of the mailing of the certified letter, whichever occurs first. In extraordinary circumstances where the member could not be notified, the member may appeal immediately to the Executive Committee to restart the disciplinary action from the beginning." And, move to change Governance Manual 1-6.5 E to read: E. Hearings: On notice of a violation, (then continue with original verbiage)."
Nomenclature of the Disciplinary Group

The committee discussed the name of the Disciplinary Group and decided that it sounded too threatening. So in keeping with the intent of why this group was established the committee voted to change the name. The following motion was submitted:

<table>
<thead>
<tr>
<th>Motion 36: Passed 17/0/1 (Mr. Wadkins)</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Move to change the name of the ‘Disciplinary Group,’ ‘DG,’ to ‘Compliance Group,’ ‘CG’ and to change all documents accordingly.”</td>
</tr>
</tbody>
</table>

Definitions in the Skydiver’s Information Manual

No action taken

Individual Waiver Requests

Luke Aikins, #74853, requests to waive the minimum deployment altitude in SIM Section 2-1 H.4. C- and D-license holders 2,500 feet AGL (S) (waiverable to no lower than 2,000 feet) for a jump which would require an opening at 1,000 feet AGL.

<table>
<thead>
<tr>
<th>Motion 37: Passed 16/1/3 (Mr. Wadkins)</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Move to waive SIM Section 2-1 H.4. to allow Luke Aikins (#74853) to conduct jumps which may require an opening at 1000 ft. AGL. Luke will be conducting approximately 350 jumps and this waiver will be valid from 03/01/2016 to 08/01/2016 only at Skydive Kapowsin.”</td>
</tr>
</tbody>
</table>

Weibe Platteeuw #300813, requests to be issued a D license without making the two night jumps. He would like to attend coach and tandem instructor rating courses in Spain coming up in March, which requires that he hold a D license. He lives in Europe and has had difficulty with finding any locations to offer the night jumps. He plans to complete the night jumps as soon as possible even if the waiver is granted.

<table>
<thead>
<tr>
<th>Motion 38: Passed 19/0/1 (Mr. Wadkins)</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Move to waive the D-license requirement of two (2) night jumps for Weibe Platteeuw to allow him to apply for his D license. He must provide proof that he met the requirements by 02/28/2017. This will allow him to attend a tandem certification course. If no proof is provided within that time frame the rating and license will be revoked.”</td>
</tr>
</tbody>
</table>

Bill Ufkin/Skydive Fargo requests a waiver for SIM 2-1 F.4.a.(5) All ground training must be conducted by an instructor in that student’s training method until demonstrating stability and heading control prior to and within five seconds after initiating two intentional disorienting maneuvers involving back-to-earth presentation.

Skydive Fargo would like to train and use coaches to perform ground training for Category C-2 and above for static-line students. A proficiency card (included with the request for review) will be used to track the coaches’ training and verify that the coach has completed the necessary training from a current static-line instructor examiner.

USPA has previously waived this requirement for one other drop zone and it worked well for that location. The following waiver was submitted.
Motion 39:  Passed  19/0/1  (Mr. Wadkins)

"Move to waive SIM Section 2-1 F.4.a.(5) to allow Skydive Fargo to use coaches to perform ground training for category C-2 and above for static-line students. A proficiency card will be used to track the coaches’ training and verify that the coach has completed the necessary training from an IE."

Keith George from Skydive Midwest requests a waiver for SIM Section 2-1 D.1. (age requirement) to allow his son (Ryan George) to learn how to skydive when he turns 16 yrs. old on July 21, 2016.

The committee deliberated on this for quite a while and discussed its merits and controversy within the BOD and the community. The committee approved a similar waiver presented at the summer 2015 board meeting. This waiver request includes the support of the container manufacturer that will be used for student training. The committee would like to make it clear that we are voting on the BSR and not the fact that the manufacturer allows use of its system. There is a need for the committee and the BOD to revisit this age issue. The following motion was submitted:

Motion 40:  Passed  11/8/1  (Mr. Wadkins)

“Move to waive SIM Section 2-1 D. 1. (Age Requirement) to allow Ryan George to learn how to skydive at the age of 16.”

Steve Webb requests a waiver from the requirement of attending the AFF standardization meeting and to allow the information to be covered by one of the examiners who attended the meeting last year. The request also included not requiring the Instructor Examiner Rating Course to allow him to receive his AFF IE rating.

The committee discussed this in detail. The documentation provided showed that he listed 47 evaluation jumps, short of the 50 required. Additionally he also used a course held in 2007 as the requirement for teaching a complete AFFIRC under direct supervision. The committee felt that he needed to complete the current requirements, including the standardization meeting, the IERC, completing all of the evaluation jumps and run a complete AFFIRC under direct supervision of a current AFF IE in order to become an AFF IE. The committee denied his request.

Jack Grabe PhD., #56717, requested a one-on-one standardization meeting with Jim Crouch to help fulfill his AFF IE requirements. He was unable to attend the planned meetings in 2015 because of scheduling conflicts.

Motion 41:  Passed  17/0/1  (Mr. Wadkins)

“Move to allow Dr. Jack Grabe (#56717) to attend a one-time, one-on-one AFF IE standardization meeting with Jim Crouch. Dr. Grabe was unable to attend one of the 2015 meetings due to military contracting commitments. Dr. Grabe will contact Jim Crouch to set up the best time and date at Jim’s convenience.”
### 13. Adjournment

<table>
<thead>
<tr>
<th>Motion 42:</th>
<th>Passed</th>
<th>12/0/1</th>
<th>(Mr. Thacker)</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Move to adjourn.”</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The President adjourned the meeting at 3:23 p.m. on February 28, 2016.

Jan Meyer  
USPA Secretary  
National Director
USPA Board of Directors Meeting San Diego, CA, February 26-28, 2016

ANNUAL REPORT

**Membership**

- Total Membership: 37,440
- New Members: 6,471
- All Licenses: 33,969
- A Licenses: 21,517
- All Ratings: 21,972
- Group Members: 4,255
- Fatalities: 21
- Fatalities per 100,000 Jumps: .06

**UPSA Membership 1956-2015**

- 2014-7,980 new members, highest ever
- 1996 previous new member high-7,889
Canopy Collision Fatalities 1999-2015

Fatalities 1995-2015

Student Fatalities

Safety & Training 2015

• Hosted 5 AFF Standardization Meetings with 95 examiners/candidates
• Assisted with 5 tandem examiner meetings with 117 examiners
• Completed SIM and IRM edits for the 2016-2017 manuals

2016 Goals

• Promote accident preemption (“Make a Save”)
• Online training module for Coach Examiners
• Develop a canopy training module for the IRM
• Research web-based signatures for licenses and ratings
Government Relations
2015
• Washington DZOs to receive state tax refunds
• FAA safety audit launched, with positive results for 3 DZs
• Assisted with 24+ airport access issues, 17 resolved with 12 new DZs
• Derailed FAA group pushing for ATC restrictions
• Federal PLA requirements DOA

2016 Goals
• Join GA groups against privatized ATC / user fees
• Court ruling of federal preemption over state taxes
• Prepare for 2020 ADS-B deadline
• Stand firm against regulatory encroachment
• Assist DZs with airport access issues

Membership Services
2015
• Highest total membership ever: 38,305
• Intro’d online member portal
  • Used by 42% of members
  • Required 0 temps in 2015 (saved $59,000)
  • Saved members $38,000 in expedite fees
• Back to 5-7 day turnaround

2016 Goals
• Database stability
• Move to email / online renewal (save $38,000 this year)
• Research new membership card

Competition
2015
• Added Wingsuit discipline and selected first U.S. WS Team
• 101 Collegiates competitors; highest since 2009
• 760 Nationals competitors; up 76 over 2014
• Processed 110 records; up 29% from 2014

2016 Goals
• “Co-host” Mondial World Meet at Skydive Chicago
• “Co-host” Wingsuit World Meet at Skydive City
• 5 USPA Nationals to be held

Communications
2015
• USPA website redesigned and launched
• Store website redesigned and launched
• New graphic designer, prior to SIM / IRM revisions & calendar

2016 Goals
• Reinvigorate Parachutist / web / social media advertising
• Increase Store profit
Sport Promotion
2015

• Successful campaign to increase Collegiates attendance
• Nationals media outreach
  • Secured coverage for all 4 Nationals
  • Sent 65 PRs to 350 media outlets about Nationals medalists
• 2015 DZO Conference drew 120 attendees & 8 sponsors
• Grew Sisters in Skydiving; 630 Big Sis’s and 27 SIS events
• Coordinated Nat’ls coverage by Universal Sports & Skydive TV

2016 Goals

• Promote first “Learn to Skydive” month
• Promote 5 USPA Nationals and 2 U.S. World Meets
• Create monthly e-news for new USPA members
• Promote campaign to bring retired skydivers back to skydiving

2015 Actuals vs. Budget

<table>
<thead>
<tr>
<th></th>
<th>Actual 2015</th>
<th>Budgeted 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Operational Revenue</td>
<td>$3,370,209</td>
<td>$3,460,520</td>
</tr>
<tr>
<td>Total Operational Expenses</td>
<td>$3,431,210</td>
<td>$3,442,559</td>
</tr>
<tr>
<td>Excess (Deficit) Operational Revenue Over Expenses</td>
<td>($61,001)</td>
<td>$17,961</td>
</tr>
<tr>
<td>Excess (Deficit) Revenue Over Expenses</td>
<td>($94,525)</td>
<td>$18,261</td>
</tr>
</tbody>
</table>

Operating Excess (Deficit) 2008-2015

Operating Excess (Deficit) 2008-2015
PROPOSED 2016 BUDGET

Reserve Accounts

Total Assets vs. Net Worth

2016 Budget vs. Actual

<table>
<thead>
<tr>
<th></th>
<th>Budgeted 2016</th>
<th>Actual 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Operational Revenue</td>
<td>$3,329,528</td>
<td>$3,370,209</td>
</tr>
<tr>
<td>Total Operational Expenses</td>
<td>$3,567,053</td>
<td>$3,431,210</td>
</tr>
<tr>
<td>Excess (Deficit) Operational Revenue Over Expenses</td>
<td>($237,525)</td>
<td>($61,001)</td>
</tr>
<tr>
<td>Excess (Deficit) Revenue Over Expenses</td>
<td>($87,050)</td>
<td>($64,525)</td>
</tr>
</tbody>
</table>
2016 Budget Revenues

Operational revenues of $3,329,528

- $40,680 less than 2015 actual
- Assumes current membership, license, and ratings activity declining.
  - Membership dues = $2,130,553
  - Licenses = $231,300
  - Ratings = $254,080
  - Parachutist Advertising = $374,600
  - Store Sales = $154,625

2016 Budget - Revenues

<table>
<thead>
<tr>
<th>2015 Actuals</th>
<th>2016 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operational Revenue</td>
<td></td>
</tr>
<tr>
<td>Dues</td>
<td>$2,217,666</td>
</tr>
<tr>
<td>Fees</td>
<td>557,628</td>
</tr>
<tr>
<td>Sales of Services</td>
<td>431,615</td>
</tr>
<tr>
<td>Sales of Products</td>
<td>109,372</td>
</tr>
<tr>
<td>Royalties</td>
<td>9,264</td>
</tr>
<tr>
<td>Contributions</td>
<td>44,673</td>
</tr>
<tr>
<td>Total Operational Revenue</td>
<td>$3,370,208</td>
</tr>
</tbody>
</table>

2016 Budget Expenses

Expenses of $3,567,053

- $135,844 more than 2015 actuals
- 16 FTEs, 1 PT staff, and 1 contractor 10 hrs/wk
- Healthcare, slight increase.
- $41,868 decrease in Fulfillment due to two email renewal notices versus 3 postal mailings.
- $104,076 increase in Legal Fees, relating to ICAS.

2016 Budget - Expenses

<table>
<thead>
<tr>
<th>2015 Actuals</th>
<th>2016 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Compensation</td>
<td>$1,468,843</td>
</tr>
<tr>
<td>Total Office and Administration</td>
<td>219,325</td>
</tr>
<tr>
<td>Total Mailing and Shipping</td>
<td>402,664</td>
</tr>
<tr>
<td>Total Occupancy</td>
<td>39,137</td>
</tr>
<tr>
<td>Depreciation</td>
<td>110,081</td>
</tr>
<tr>
<td>Taxes - Nonpayroll</td>
<td>(4,522)</td>
</tr>
<tr>
<td>Total Outside Services</td>
<td>326,524</td>
</tr>
<tr>
<td>Total Communications</td>
<td>15,634</td>
</tr>
<tr>
<td>Total Travel and Related</td>
<td>115,115</td>
</tr>
<tr>
<td>Advertising and Promotion</td>
<td>3,158</td>
</tr>
<tr>
<td>Total Inventory Expense</td>
<td>47,762</td>
</tr>
<tr>
<td>Total Production</td>
<td>26,660</td>
</tr>
<tr>
<td>Total Printing</td>
<td>375,427</td>
</tr>
<tr>
<td>Total Events and Meetings</td>
<td>24,961</td>
</tr>
<tr>
<td>Premiums</td>
<td>251,091</td>
</tr>
<tr>
<td>Rebates</td>
<td>3,899</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>2,884</td>
</tr>
<tr>
<td>Total expense</td>
<td>$3,431,209</td>
</tr>
</tbody>
</table>
**2016 Budget – Excess (Deficit)**

<table>
<thead>
<tr>
<th></th>
<th>2015 Actuals</th>
<th>2016 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excess (Deficit)</td>
<td>($61,001)</td>
<td>($237,525)</td>
</tr>
<tr>
<td>Operational revenue over expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non Operational Activity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest &amp; Dividends</td>
<td>112,860</td>
<td>100,475</td>
</tr>
<tr>
<td>Investment Gains/(Losses)</td>
<td>(146,385)</td>
<td>50,000</td>
</tr>
<tr>
<td>Total Non Operational Activity</td>
<td>($ 33,525)</td>
<td>$ 150,475</td>
</tr>
<tr>
<td>Excess (Deficit)</td>
<td>($94,527)</td>
<td>($87,050)</td>
</tr>
</tbody>
</table>

**USPA into 2016**

- Retrenchment and Stability
- Improving safety trends
- Fast, friendly, efficient member service
- Effective and respected gov’t relations
- 5 Nationals and 2 World Meets
- Promoting skydiving with widespread, favorable media coverage
Report of 66th IPC Meeting, Frankfurt, Germany
Kirk Verner, IPC Delegate

Susanne Schödel, FAI Secretary General, conveyed greetings of FAI President John Grubbström and outlined FAI activities during 2015. She noted increased FAI membership in Asia.

Trouble with NACs

• Dr. Mubarak Suwailem of Saudi Arabia, President of the Saudi Air Sports Federation, had been stripped of his IPC delegate status by the Saudi Aviation Club, raised the issue of the basis of FAI recognition of NACs. Does legitimacy come from the national or regional Olympic Committee or from the national government Ministry of Sport or other government department?
• S. Schödel replied that there was no one policy, and said FAI was trying to resolve conflict issues in some countries where there were competing air sports bodies.
• Gillian Rayner, FAI Executive Board, stated that FAI was aware of operating in a changing world, and FAI had conducted a survey by contacting 50 countries as to the present state of air sports organisation. To date, 18 responses had been received (the inquiry went to the NACs, not the air sports themselves).
• S. Schödel stated that FAI has asked the two organisations, the SAC and SAAF (which represents the majority of air sports in Saudi Arabia) to find a solution, but that nothing had been resolved up to the time of the IPC meeting.

President’s Report

• IPC President Graeme Windsor paid tribute to Richard ‘Buzz’ Bennett, who served IPC over the extraordinarily long period of 40 years, as Delegate for Canada, IPC Finance Secretary, as Chair of the Rules & Regulations Committee and with IPETA.
• President Windsor was guest at the PIA Symposium and at a USPA Board Meeting and he made a presentation on how IPC sees its future development and on IPETA.
• President Windsor spoke of the great achievement by Alan Eustace; the high altitude jump which broke many records, the appeal to FAI in respect of the records claims paperwork submitted by the US NAC, NAA, and the subsequent appeal to the Court of Arbitration for Sport
• Work continues on the updating of parachuting competition records, and President Windsor thanked Randy Connell for his work in this area.
• Skydive TV was selected as IPC’s media partner in 2015; IPC has struck a deal with Skydive TV to cover its events and provide basic expenses if sponsorship cannot be found for an event.
• IPETA – In 2016 there may be a Canopy Piloting Tour being held in conjunction with the Red Bull Air Race. The Road to Dubai CP tour is still being worked upon. President Windsor thanked Marylou Laughlin for her great work for IPETA.

IPC Strategic Plan

• Present parachuting as an Attractive and Dynamic and pursue Excellence.
• Promotion of Safety was dropped from the plan, deemed superfluous, in that IPC should continuously promote safety as an integral part of our sport.
• There are now 4 pillars to the Strategic Plan:
  a.i. Competition Format Presentation
  a.ii. Selection Process for International Events
  a.iii. Financing
  a.iv. Greater Autonomy from FAI
**IPC Records Officer**

- FAI recommended this position for each commission. There is a clear need to have a capable person on IPC side to handle records (claims, verification, posting).
- Randy Connell of USPA was unanimously appointed as IPC Records Officer.

**World Games**

- The next World Games will be held at Wroclaw, Poland, in July 2017.
- FAI said that the WG may be the event which will be the basis for an FAI event of air sports over a number of days.
- With about 3,500 athletes competing the World Games are second only to the Olympic Games.
- Canopy Piloting, Glider Aerobatics and Paramotoring are the three events
- FAI aim was to cross over from the World Games to the Olympic Games.
- Following Poland 2017, the next World Games will be in Birmingham, Alabama, USA, in 2021.

**Mondial 2016, Chicago, USA**

- Rook Nelson of Skydive Chicago proposed shortening the original schedule by four days.
- Rook withdrew his bid to add Wingsuit Flying to the Mondial.
- The Plenary approved the new schedule, 11 – 20 September.
- UAE expressed interest in holding a Mondial in Dubai in 2020, to coincide with EXPO 2020.

**Style & Accuracy**

- Juniors may now compete on the senior team and still qualify for junior ranking
- Montenegro will host the 9th FAI European S&A Championships
- Bulgarian Bid will host the 35th FAI World SEA Championships in 2018

**Formation Skydiving**

- Trude Sviggum stepped down and Mark “Stretch” Szulmeyer of Australia assumed the Chair
- Kirk Verner is now the Deputy Chair
- Germany will host a FS World Cup at Saarlouis, Germany, 07-13 August 2017
- Australia will bid to host a WPC in 2018.
- No more cut for FS & VFS—all teams complete all rounds
- Delegates were invited to present suggestions to change the 4-way dive pool for next year

**Canopy Formation**

- R. Gallo took over the chairmanship of the committee and thanked Lindy Rochow-Williams of Australia for her work chairing the Committee for the past six years
- Numerous rule changes that bring IPC rules even closer to our SCM
- Omission penalty increased to eliminate advantage of skipped formations in 2-way
- “Throw-out” round eliminated, with rules to prevent intentional malfunctions to get a rejump
- World Cup at Saarlouis, Germany, 07-13 August 2017 will include CF, first CF Cup in a decade

**Artistic Events**

- Ron Miasnikov, Chair, reported on the Committee’s activities during 2015, and she thanked Germany for the bid to host World Cups and European Championships at Saarlouis in 2017, especially as this bid included AE.
- Proposal for new Judge rating – “Indoor AE judge” was approved
Canopy Piloting
  • Alberto Martin Paracuellos, Chair, paid tribute to the late Jan Andersson, the former Chair of the CP Committee, who had died during 2015.
  • The dates of the 6th FAI World Canopy Piloting Championships, at Farnham, Canada, were changed from 21-28 August to 20-27 August
  • UAE bid to host the 9th FAI World Cup of Canopy Piloting in 2017 approved
  • Rule changes and weight procedure changes accepted (USA committee members voiced general acceptance of the changes)
  • Freestyle and no-drag distance added as possible events

Speed Skydiving
  • Elisabet Mikaelsson, Chair, displayed the new Tim Mace Trophy, given to the world champion
  • The Trophy was founded in memory of Timothy Mace, to be presented for the first time to the winner of the 2016 World Championship.
  • Speed Skydiving at Mondial 2016, Chicago.
  • 3rd FAI World Cup of Speed Skydiving at Saarlouis, Germany, 7-13 August 2017

Wingsuit Flying
  • James Hayhurst, Wingsuit Committee Chair, reported on the Committee’s work during 2015.
  • The committee combined the 2016 rules into a single CR in order to prepare for a first WPC of Performance Flying and world cup of acrobatic flying.
  • Chicago Mondial withdrew the bid to host Winguit Flying.
  • Skydive City, Zephyrhills bid, 2 – 10 November was accepted unanimously
  • Russia announced its intention to bid for the 2018 WPC of WS Flying

Indoor Skydiving
  • Chairman Mohammed Al Delayel reported on the Working Group’s activities in 2015.
  • A request that the Working Group become an IPC Committee was approved
  • The bid for the 2nd FAI World Cup was awarded to Warsaw, Poland, 20-24 Oct 2016
  • The bid for the 2nd FAI WPC was awarded to Laval, Quebec, Canada, 19-23 Oct 2017
  • There may be a change of dates to avoid a clash with the USPA Nationals in 2017

Rules and Regulations (Sporting Code Section 5, FCEAD, Handbooks)
  • Altitude/Fall/Flight Records – “Flight” added for wingsuit flying records
  • Claim for certification of record that is achieved during a FCE (WC or WPC) and approved by the jury will be sent directly to FAI; copy of claim sent to NAC, NAC processes fees
  • Diplomas are awarded if included in the CRs
  • Night large formation records approved for FS and CF
  • Schedule for future meets:
    o 2016 Mondial or WPCs, World Cup of IS
    o 2017 World Cups and WISC
    o 2018 WPC’s, World Cup of IS
    o 2019 World Cups and WISC
    o 2020 Mondial, or WPC’s, World Cup of IS
    o Mondial to be scheduled every 4 years.
FAI Judging

- Pia Berggren, Chair Judges Committee, reported on the Committees’ work in 2015.
- Evaluation in Accuracy Landing, CP, SP and WS(Performance):
  - The Evaluation will be carried out during a competition or at another time using data from a previous comp. under the control of the CoJT.
- Newly approved IPC disciplines (in the first year):
  - An IPC sanctioned FAI Judges Training Course in a newly FAI/IPC approved discipline has the following participation criteria – a candidate must be:
    - A National judge in that discipline as defined in 1.1.2 (9) or (also change in 6.2.1)
    - A fully Y1 qualified FAI Judge, in any discipline, and have their NAC’s approval to attend the course.
- Judging Equipment
  - The Organiser must provide and pay for and IPC-approves judging equipment and scoring system(s) necessary to properly evaluate and score all jumps and indoor performances made during the FCE
  - The judging equipment and scoring system(s) must receive prior approval from the IPC Judges Committee and the relevant IPC Competition Committee.
  - An approved list will be maintained by the Judges Committee and published on the IPC website.
- Required Number of judges at First Category Events:

<table>
<thead>
<tr>
<th>Event</th>
<th>Required Judges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Artistic Events</td>
<td>9</td>
</tr>
<tr>
<td>Indoor Artistic Events</td>
<td>8</td>
</tr>
<tr>
<td>Canopy Formation</td>
<td>7</td>
</tr>
<tr>
<td>Canopy Piloting</td>
<td>11</td>
</tr>
<tr>
<td>Formation Skydiving</td>
<td>15</td>
</tr>
<tr>
<td>Indoor Formation Skydiving</td>
<td>12</td>
</tr>
<tr>
<td>Freefall Style &amp; Accuracy Landing</td>
<td>15</td>
</tr>
<tr>
<td>Paraski</td>
<td>7</td>
</tr>
<tr>
<td>Speed Skydiving</td>
<td>3</td>
</tr>
<tr>
<td>Wingsuit Performance</td>
<td>3</td>
</tr>
<tr>
<td>Wingsuit Acrobatic</td>
<td>6</td>
</tr>
</tbody>
</table>

**2016 First Category Events**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6th FAI World Canopy Piloting Championships, Canada, 21-28 August 2016</td>
<td></td>
</tr>
<tr>
<td>Mondial 2016, Chicago, USA –Artistic Events</td>
<td></td>
</tr>
<tr>
<td>Mondial 2016, Chicago, USA –Formation Skydiving</td>
<td></td>
</tr>
<tr>
<td>Mondial 2016, Chicago, USA –Canopy Formation</td>
<td></td>
</tr>
<tr>
<td>Mondial 2016, Chicago, USA –Speed Skydiving</td>
<td></td>
</tr>
<tr>
<td>Mondial 2016, Chicago, USA –Freefall Style &amp; Accuracy Landing</td>
<td></td>
</tr>
<tr>
<td>2nd FAI World Cup of Indoor Skydiving, Poland, 20-24 Oct 2016 - AE Events</td>
<td></td>
</tr>
<tr>
<td>2nd FAI World Cup of Indoor Skydiving, Poland, 20-24 Oct 2016 - FS Events</td>
<td></td>
</tr>
</tbody>
</table>

**Awards**

- The FAI Gold Parachuting Medal for 2016 was awarded to Tomas Danil Berriolo of Argentina.
- Finnish proposal to establish the Raija Kosonen Award in Freestyle was unanimously approved, will be first awarded at the 2016 Mondial
### Juries & FAI Controllers 2016

**6th FAI World Canopy Piloting Championships, Farnham, Canada, 21-28 August**

**Jury**
- Ronald Overdijk - President
- Alberto Martin Paracuellos
- Elisabet Mikaelsson
- **Reserve** – Larry Hill

**Mondial, Skydive Chicago, Illinois, USA, 09–23 September**

**Jury**
- Doris Merz-Hunziker - President
- Johannes Gritsch
- Barbara Davies
- **Reserve** – Lindy Rochow-Williams

**2nd FAI World Cup of Indoor Skydiving, Warsaw, Poland, 20 – 24 October**

**Jury**
- John Hitchen - President
- Faye Cox
- Trude Sviggum
- **Reserve** – Susan Dixon

**1st FAI World Wingsuit Performance Flying Championships, Skydive City, Zephyrhills, Florida, 2–8 November**

**Jury**
- Bernard Nicolas – Jury President
- Sarka Blaskova
- Rainer ‘Exi’ Hoenle
- **Reserve** – Aliya Ananina

### Elections
- R. ‘Exi’ Hoenle of Germany was elected IPC President.
- Patrice Girardin of France was elected 1st Vice President
- Ronald Overdijk of Netherlands was elected Vice President
- Alberto Paracuellos of Spain was elected Vice President
- Doris Merz-Hunziker of Switzerland declined Treasure; to be filled by Bureau
- Susan Dixon of France was elected Recording Secretary

### Next Meeting
- The 67th IPC Plenary Meeting 2017 will be held in Faro, Portugal, 25-29 January 2017.

### Minutes
- Complete Minutes of the 66th Annual IPC Meeting can be found on the FAI website at [http://www.fai.org/ipc-about-us/ipc-meetings](http://www.fai.org/ipc-about-us/ipc-meetings).
RELATED PARTY TRANSACTION AND CONFLICT OF INTEREST POLICIES
OF
UNITED STATES PARACHUTE ASSOCIATION

I. RELATED PARTY TRANSACTION POLICY

A. Any transaction, agreement or other arrangement in which the Association or any affiliate of the Association is a participant and in which any of the following persons has a financial interest is classified as a “related party transaction” and is prohibited unless paragraph I.C below is complied with:

1. Any director, officer or key employee of the Association or of any affiliate of the Association, or the trustee of a trust affiliate;
2. Any relative of any director, officer or key employee of the Association or of any affiliate of the Association, or of the trustee of an affiliate that is a trust; or
3. Any entity in which any individual described in clauses (1) or (2) of this subparagraph has a 35% or greater ownership or beneficial interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of 5%.

B. For purposes of paragraph I.A:

1. An “affiliate” of the Association is any entity controlled by or under common control with the Association.
2. A “key employee” is any person who is in a position to exercise substantial influence over the affairs of the corporation or other entity, as referenced in 26 U.S.C. § 4958(f)(1)(A) and further specified in 26 C.F.R. § 53.4958-3(c), (d) and (e), or succeeding or successor provisions of the United States Code or Code of Federal Regulations.
3. A “relative” of an individual means his or her (i) spouse, ancestors, brothers and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses of brothers, sisters, children, grandchildren, and great grandchildren; or (ii) domestic partner as defined in Section 2994-a of the New York Public Health Law.
4. A “transaction, agreement or other arrangement” does not include a reimbursement of expenses incurred in the conduct of the business of the Association (or an affiliate of the Association) under an accountable arrangement.

C. Requirements to proceed with any related party transaction (as defined in paragraph I.A), in addition to any applicable requirements in Part II below:

1. The board of directors (or trustees) of the Association or affiliate that is to participate in the related party transaction shall determine the transaction is fair, reasonable and in the corporation’s (or trust’s) best interest at the time of the determination.
2. Any director, officer or key employee (or trustee, in the case of an affiliate that is a trust) who has an interest in a related party transaction shall disclose in good faith to the board of directors (or trustees) of the entity that is to participate in the transaction, or an authorized committee thereof, the material facts of the disclosing person’s interest.
3. If an affiliate of the Association that is a charitable corporation or trust that is to enter into the transaction, and a related party would have a substantial financial interest in the transaction, the board of directors or trustees of that corporation or trust, or an authorized committee of the board or of the trustees, shall:

   a. Approve the transaction by not less than a majority vote of the directors, trustees or committee members present at the meeting (none of whom shall be Conflicted Persons, as defined in paragraph II.A below); and

   b. Contemporaneously document in writing the basis for the board’s, trustees’, or committee’s approval, including its consideration of any alternative transactions.

4. The fixing of salaries of any officers of the Association who are compensated, if not done pursuant to the by-laws, shall require the affirmative vote of a majority of the Association’s entire board of directors unless a higher percentage is required by the by-laws or the certificate of incorporation.

II. CONFLICT OF INTEREST POLICY

A. To Whom Conflict of Interest Policy Applicable.

   This Conflict of Interest Policy applies to officers, directors and key employees (as defined in I.B.3 of the Related Party Transaction Policy above) of the Association. Any officer, director or key employee of the Association will be referred to herein as an “Association Insider.” An Association Insider who has a Conflict of Interest (as defined in paragraph II.C below) will be referred to in this Policy as a “Conflicted Person.”

B. Procedures in Event of Conflict of Interest.

   1. Related Party Transactions. As detailed in the Association’s Related Party Transaction Policy set forth above, the Association and its affiliates (as defined in that Policy) may engage in a related party transaction, as described in that Policy, only by complying with that Policy.

   3. Conflicts of Interest. In the event of a Conflict of Interest (as defined in paragraph II.C below), if the Conflicted Person is present at the meeting of the Board of Directors or other situation at which action involving the Conflict of Interest is to be discussed or considered, the Conflicted Person may answer questions from the Board of Directors or the officer(s) or employee(s) of the Association who or which is or are considering taking action that involves the Conflict of Interest, but the Conflicted Person shall excuse himself or herself from the meeting of the Board of Directors or other situation before, and so long as, action involving the Conflict of Interest is being deliberated, considered or decided upon by the Board of Directors or other officer(s) or employee(s) discussing or considering such action. The Conflicted Person shall not attempt to influence improperly the deliberation or voting on the matter giving rise to the Conflict of Interest. Notwithstanding the foregoing requirements, a Conflicted Person with respect to a Conflict of Interest may consent to action that has been approved without his or her participation, for such purposes as providing unanimous consent in writing to action by the Board of Directors.
C. Meaning of “Conflict of Interest.”

A Conflict of Interest arises when the Association enters into or considers entering into a transaction if an Association Insider’s objectivity in deciding on the transaction would reasonably be expected to be adversely affected by either (A) a financial interest of the Association Insider in the transaction or (B) a familial, financial, professional, employment or other relationship of the Association Insider with a person who has a financial interest in the transaction. For that purpose, a “transaction” does not include a reimbursement of expenses incurred in the conduct of the business of the Association under an accountable arrangement.

D. Disclosure.

1. Initial and Annual Director Disclosure. Before any individual first elected as a director of the Association is seated as a director, and annually thereafter while he or she serves as a director, the individual shall complete, sign and submit to the secretary of the corporation a written statement identifying, to the best of the director’s knowledge, any entity of which such director, or a family member of the director, is an officer, director, trustee, member, employee or direct or indirect owner (including as a partner, shareholder or sole proprietor, but other than as an owner of shares in a publicly traded entity) and which either has a relationship with the Association or regularly conducts business in some way related to parachuting and/or skydiving, and any transaction in which the Association is a participant and in which the director or a family member of the director might have a conflicting interest. The policy shall require that each director annually resubmit such written statement. The secretary of the corporation shall provide a copy of all completed statements to the chair of the audit committee or, if there is no audit committee, to the president, as chair of the Board of Directors.

2. Prompt Disclosure of Specific Conflicts. Each Association Insider who becomes aware of circumstances that could be deemed to be a Conflict of Interest involving that Association Insider or a member of his or her family shall disclose the Conflict of Interest or potential Conflict of Interest, and the reason why it is or may be a Conflict or Interest, as soon as is practicable after the Association Insider becomes aware of it. Such disclosure shall be made to the Audit Committee of the Board of Directors or, if none, to the Board of Directors.

3. Disclosure to Board of Directors. Association Insiders shall also make disclosure at the Board of Directors’ meeting or other situation at which the matter from which the Conflict of Interest or potential Conflict of Interest arises is to be considered, before the matter is discussed or considered, if the Association Insider is present at the meeting. If the Association Insider is not present at the meeting, such Conflict of Interest or potential Conflict of Interest shall be disclosed by the President, if it is known to him or her, except that if such Association Insider is the President (or if the President is absent), it shall be made by the Secretary.

4. Documentation. The existence and resolution of any Conflict of Interest, as defined in paragraph II.C above, and the resolution of any uncertainty, as provided in paragraph II.E.2 below, shall be documented in the Association’s records, including in the minutes of any meeting at which the Conflict of Interest was discussed or voted upon.
E. Resolution of Doubtful Cases.

1. The foregoing provisions are necessarily general. For example, they do not definitively establish what is meant by “objectivity” or “would reasonably be expected to be adversely affected,” or what is meant by a “familial, financial, professional, employment or other relationship.” For that reason, it may not be possible to determine with certainty from the foregoing provisions whether a given set of circumstances creates a Conflict of Interest.

2. If an Association Insider is uncertain as to whether a Conflict of Interest exists, the Association Insider shall disclose all material facts relating to the potential Conflict of Interest as provided in paragraph D above, and in that event, or if any other person raises a question as to whether a Conflict of Interest exists in a particular case, the Board of Directors or the Audit Committee of the Board shall determine whether or not a Conflict of Interest exists. The Association Insider for whom a Conflict of Interest potentially exists may answer any questions from the Board or Audit Committee concerning the matter, after which the Association Insider shall excuse himself or herself from the meeting before, and so long as, the Board or Audit Committee discusses and determines whether a Conflict of Interest exists.
2015 Board of Directors Election Report

Summary

The 2015 BOD election was successful with relatively few issues. This was USPA's third electronic election and the first with the new election time line. Overall election turnout was 16.8%: 6349 of USPA's 37,785 members. Voter turnout varied by region with the highest turnout in the Gulf region with 29.65% percent to the lowest turnout in region Western with 10.11% percent. Membership database issues that were identified early in 2015 were resolved satisfactorily by HQ staff and the database vendor. There were no issues with candidate eligibility. Voting metrics support reducing the balloting time period to 1 month from 2 months and completely eliminating paper ballots at the next election.

Election Cycle

Parachutist Announcement

HQ staff properly printed the election announcement in the 2015 June issue, fully adjusting to the new schedule.

Candidate Submissions

There were no reported problems from candidates about meeting the new submission schedule that was fully detailed in the Governance Manual.

The online biographical form was modified to add wingsuit judge to the ratings section.

Based upon candidate requests, the online form will change the descriptor for 'Full Name' to 'Name you want to appear on the ballot' or equivalent.

There were a few photo files that candidates were asked to improve and resubmit. HQ staff worked directly with candidates to resolve these issues.

Several candidates submitted several versions of the online form at the last minute. We recommend that the Parachutist announcement and the online form be modified to strongly suggest to candidates that they write their biographical information early and repeatedly review it before submitting it via the online form. Although this is was a minor annoyance to HQ staff, we should work to reduce the problem.

Review of Candidate Submissions

HQ staff verified and corrected licenses, ratings and awards submitted by candidates.

The N&E Committee reviewed and corrected candidates' biographical information. Minor changes were made on some submissions. One submission had an incorrect description of USPA's procedures. The Executive Director and the N&E Chair worked with the candidate to correct this error and accepted the candidate's revised version. One candidate asked about a change in a URL format. HQ staff made the change in accordance to the AP Style Guide.

The N&E Committee reviewed both the text-based versions and the publication version that was created by HQ staff in a timely manner. HQ staff and the committee did not receive any complaints of errors in the election issue of Parachutist. There were no delays in any publication deadlines and no committee member complained about tight schedules. HQ staff and committee members are commended for their meticulous attention to detail and responsiveness.
**Balloting Period**

Only the election official had access to electronic and paper ballots during the balloting period. Email blasts were sent on Oct 1, Oct 16, Oct 21, Oct 30, Nov 13 and Nov 30. Members that had already voted were not sent follow-up emails. The exported membership data was updated prior to each email blast.

This election the URL to vote remained valid for the entire balloting period. Previous elections created a different URL per member at each email blast that was only valid for a few weeks.

**Costs**

Paper balloting printing and insertion costs were $3,172.86. This was a slight increase over 2012 of $3092.03. Votenet costs $17,263.93 and includes unlimited email blasts.

**Results**

The total number of ballots received was 6391. Forty-two of these were invalid for the following reasons:

11 Expired membership (all paper ballots)
1 Received after voting period (paper ballot)
16 Duplicates (paper plus electronic ballot)
6 Missing signatures (all paper ballots)
8 Faxed ballots (all sent by the same person)
42 Total

The total number of valid ballots was 6349.

Of the valid ballots, 5705 (90%) were electronic and 644 (10%) were paper. 16.8% of the total USPA membership cast a vote.
**Votes by Day**

This is the histogram of daily vote count: yellow = total of electronic and paper, green = electronic and red = paper.

You can readily observe the days that the email blasts were sent out by the increase in electronic votes after the blast. Each day after the blast the electronic votes decrease significantly.

**IP addresses that cast multiple votes**

Multiple votes of four, but no more than nine ballots, came from just six locations, some of them perhaps DZs. The multiple votes are from different times and dates during the voting time period and in some cases represent votes cast for individuals in different regions, in other words a vote cast by a visiting jumper. The 650 electronic ballots cast from USPA's IP address are attributable to the 644 paper ballots entered by the election official and 6 staff electronic votes.

From the un-editted teller's report version, a total of 26021 ND votes were cast. The average number of ND votes per ballot was 4 (26021/6349).
The chart above shows percentage of total votes by day. Eighty percent of the votes were cast in the first month of balloting.

The daily vote counts and daily percentage over the 2 month voting period strongly suggest that the vote time period may be reduced to one month with weekly email blasts to produce the same voter participation.

**Election Votes per ND Candidates**

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Number of Votes</th>
<th>Percentage of Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stokes</td>
<td>3500</td>
<td>50%</td>
</tr>
<tr>
<td>Verner</td>
<td>3000</td>
<td>40%</td>
</tr>
<tr>
<td>McGowan</td>
<td>2500</td>
<td>35%</td>
</tr>
<tr>
<td>Butcher</td>
<td>2000</td>
<td>30%</td>
</tr>
<tr>
<td>Mullins</td>
<td>1500</td>
<td>25%</td>
</tr>
<tr>
<td>Hill</td>
<td>1000</td>
<td>20%</td>
</tr>
<tr>
<td>Meyer</td>
<td>750</td>
<td>15%</td>
</tr>
<tr>
<td>Noonan</td>
<td>500</td>
<td>10%</td>
</tr>
<tr>
<td>Smith</td>
<td>350</td>
<td>5%</td>
</tr>
<tr>
<td>Winstock</td>
<td>200</td>
<td>3%</td>
</tr>
<tr>
<td>Tyler</td>
<td>150</td>
<td>2%</td>
</tr>
<tr>
<td>Schmitt</td>
<td>100</td>
<td>1%</td>
</tr>
<tr>
<td>Gittins</td>
<td>50</td>
<td>1%</td>
</tr>
<tr>
<td>Johnson</td>
<td>25</td>
<td>1%</td>
</tr>
<tr>
<td>Vega</td>
<td>10</td>
<td>1%</td>
</tr>
</tbody>
</table>
Election Votes by Region

Regions that had more than one candidate on the ballot were Central, Eastern, Gulf, Mid-Atlantic, Mideastern, and Mountain. All other regions had one candidate on the ballot. This was also the first election since the reapportionment between the Western and Mountain regions. In general, multiple candidates per region tend to have a higher voter turnout and fewer write-in candidates than regions with only one candidate on the ballot. Only 1 foreign vote was by paper, all the rest were electronic.

<table>
<thead>
<tr>
<th>Region</th>
<th>Population</th>
<th>Votes(%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>USPA National Director Candidates</td>
<td>37785</td>
<td>5880 (15.56%)</td>
</tr>
<tr>
<td>Central Region</td>
<td>2007</td>
<td>440 (21.92%)</td>
</tr>
<tr>
<td>Eastern Region</td>
<td>3424</td>
<td>569 (16.62%)</td>
</tr>
<tr>
<td>Gulf Region</td>
<td>1882</td>
<td>558 (29.65%)</td>
</tr>
<tr>
<td>Mid-Atlantic Region</td>
<td>3611</td>
<td>578 (16.01%)</td>
</tr>
<tr>
<td>Mideastern Region</td>
<td>1621</td>
<td>453 (27.95%)</td>
</tr>
<tr>
<td>Mountain Region</td>
<td>2737</td>
<td>409 (14.94%)</td>
</tr>
<tr>
<td>North Central Region</td>
<td>1143</td>
<td>208 (18.2%)</td>
</tr>
<tr>
<td>Northeast Region</td>
<td>1458</td>
<td>248 (17.01%)</td>
</tr>
<tr>
<td>Northwest Region</td>
<td>1794</td>
<td>266 (14.83%)</td>
</tr>
<tr>
<td>Pacific Region</td>
<td>1945</td>
<td>231 (11.88%)</td>
</tr>
<tr>
<td>Southeast Region</td>
<td>3550</td>
<td>399 (11.24%)</td>
</tr>
<tr>
<td>Southern Region</td>
<td>1529</td>
<td>174 (11.38%)</td>
</tr>
<tr>
<td>Southwest Region</td>
<td>1198</td>
<td>184 (15.36%)</td>
</tr>
<tr>
<td>Western Region</td>
<td>3274</td>
<td>331 (10.11%)</td>
</tr>
<tr>
<td>Foreign</td>
<td>6612</td>
<td>592 (8.95%)</td>
</tr>
</tbody>
</table>
The chair thanks staff members, Clint Vincent, Elijah Florio and Ed Scott for their hard work, attention to detail and meeting all deadlines. Committee members also are congratulated on their hard work.