

# MINUTES

## APSO Executive Board Meeting, 8 November 2017



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| Meeting title     | <b>APSO Executive Board Meeting</b>                             |
| Date              | 8 November 2017   |
| Time              | 9:00-13:45 CEST   |
| Venue             | HM King Hussein I Building, Ch. de la Joliette 8, 1006 Lausanne |
| Chair             | Sabrina Ibáñez  |
| Executive Summary | Malina Gueorguiev, Executive Assistant                          |

### Attendance List

| Participants                                 | Title                | Governing Body |
|--|----------------------|----------------|
| <input type="checkbox"/> Ms Sabrina Ibáñez   | President            | FEI            |
| <input type="checkbox"/> Mr Tom Dielen       | Vice President       | WAF            |
| <input type="checkbox"/> Mr Colin Grahamslaw | Member               | WCF            |
| <input type="checkbox"/> Mrs Maureen Orchard | Member               | IWBF           |
| <input type="checkbox"/> Mr Henk van Aller   | Treasurer            | IBSA           |
| <input type="checkbox"/> Raul Calín          | Guest                | ITTF           |
| <input type="checkbox"/> Mr Francisco Lima   | Senior Legal Counsel | FEI            |
| Invitees                                     |                      |                |
| <input type="checkbox"/> Mr Andrew Parson    | President            | IPC            |
| <input type="checkbox"/> Mr Xavier Gonzalez  | CEO                  | IPC            |

| Agenda   |  | Annex    |
|----------|--|----------|
| <b>1</b> | <b>APSO GENERAL ASSEMBLY, ABU DHABI (UAE), 4 SEPT 2017</b>         |          |
|          | <b>1.1 Statutes</b>  | <b>X</b> |
|          | <b>1.2 Draft Minutes</b>   | <b>X</b> |
|          | <b>1.3 Appointment of APSO Vice President &amp; APSO Treasurer</b> |          |
| <b>2</b> | <b>APSO ADMINISTRATION</b>   |          |
|          | <b>2.1 Address &amp; Dedicated Staff</b>                           |          |
|          | <b>2.2 Tax exemption Process</b>                                   |          |
|          | <b>2.3 Bank Account</b>  |          |
|          | <b>2.4 Appointment of Auditors</b>                                 |          |
| <b>3</b> | <b>INTERNAL PROCEDURES/POLICIES</b>                                |          |
|          | <b>3.1 Travel Policy</b>   |          |
|          | <b>3.2 Budget 2018</b>   |          |
|          | <b>3.3 Bookkeeping</b>   |          |

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| 4 | <b>APSO/IPC AGREEMENT</b>                           | X |
| 5 | <b>APSO LOGO &amp; WEBSITE</b>                      |   |
| 6 | <b>IPC GRANTS</b>                                   | X |
| 7 | <b>APSO MEETINGS (EB &amp; GA 2018 and onwards)</b> |   |

| Minutes  |   |   |
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|          | The President welcomed the Executive Board (EB) members for their first in-person meeting, the main objectives of which were to determine ways of cooperating with the IPC and set the key meetings dates for 2018. |   |
| <b>1</b> | <b>APSO GENERAL ASSEMBLY, ABU DHABI (UAE), 4 SEPT 2017</b>  |   |
|          | <b>1.1 Statutes</b>   | The President had forwarded the Statutes to the APSO members for approval. Philippe Boss – the lawyer, who had helped drafting the Statutes – had offered to continue providing help free of charge.  |
|          | <b>1.2 Draft Minutes</b>  | It was requested to include the vote count from the founding meeting.<br><br>The minutes should be amended to reflect the fact that the Executive Board was authorised to enter into agreement with the International Paralympic Committee (IPC).   |
|          | <b>1.3 Appointment of APSO Vice President &amp; APSO Treasurer</b>  | Tom Dielen was elected as Vice President and Henk van Aller as Treasurer.   |
| <b>2</b> | <b>APSO ADMINISTRATION</b>  |   |
|          | <b>2.1 Address &amp; Dedicated Staff</b>  | Further to discussions with the EB, the President had approached Andrew Ryan, Secretary General of the Association of Summer Olympic International Federations (ASOIF) with the request to use ASOIF's address as APSO's official address and ASOIF's staff for administrative coordination. Andrew Ryan had agreed in principle. |
|          | <b>2.2 Tax exemption process</b>  | Filing for tax exemption would cost approximately CHF 2'000 to 3'000.<br><br>In an email sent to the EB members after the meeting, the President informed them the authorities of the city of Lausanne and canton of Vaud had agreed verbally to help APSO obtain tax exemption.  |
|          | <b>2.3 Bank Account</b>   | The Banque Cantonale Vaudoise (BCV) was deemed the most suitable for APSO's needs.  |
|          | <b>2.4 Appointment of Auditors</b>  | It was agreed the EB had the authority to appointment auditors. An auditing company should be selected.   |
| <b>3</b> | <b>INTERNAL PROCEDURES/POLICIES</b>   |   |
|          | <b>3.1 Travel Policy</b>  |   |

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|                   | <p>An EB meeting would take place on 19 April 2018 in Bangkok (THA) in the framework of the SportAccord convention. This would also be an opportunity to meet with the IPC President.</p> <p>Daily passes for Henk van Aller and Maureen Orchard would be secured.</p> <p>APSO funds would be used to pay for flight and accommodation. Various options were reviewed and it was decided that plane tickets paid for by APSO would be in economy class. Participants would be able to book their tickets, which had to be approved by the Treasurer. APSO would only pay for the tickets of member organisations which were not ASOIF or GAISF members.</p> <p>The treasurer was requested to draft a travel policy. Various reimbursement policies, including the allocation of a lump sum to cover e.g. meal expenses or reimbursement based on receipts, were discussed.</p> |
| <p><b>3.2</b></p> | <p><b>Budget 2018</b></p> <p>During the discussion with the IPC, which took place during the second half of the meeting, it was agreed that the IPC would provide APSO before the end of the 2017 financial year the sum of EUR 25'000 as a start-up money for the establishment of the organisation as expenses had already been incurred. The bank details would follow in due course.</p> <p>In order not to burden financially smaller members, the EB members decided membership fees would be invoice only for 2018 and not for the remaining months of 2017.</p>   |
| <p><b>3.3</b></p> | <p><b>Bookkeeping</b></p> <p>It was agreed that financial information could not be kept confidential as it was part of the accounts which were public.</p> <p>The Swiss franc (CHF) would be used as the APSO's currency.</p>   |
| <p><b>4</b></p>   | <p><b>APSO/IPC AGREEMENT</b></p> <p>The proposed agreement was reviewed first with the help of the FEI Senior Legal Counsel and then with the IPC President and CEO, who joined the meeting at a later stage.</p> <p>Small adjustments were made to the draft.</p> <p>The APSO/IPC draft agreement with the proposed modifications and additional suggestions by the IPC was sent to the IPC. Once the IPC's comments had been received, the agreement would be finalised so that it could be signed before the end of 2017.</p> <p>In addition, it was agreed that the IPC would discuss with the IPC Governing Board the possibility of including the APSO President as a co-opted member of the Board.</p>   |
| <p><b>5</b></p>   | <p><b>APSO LOGO &amp; WEBSITE</b></p> <p>The FEI graphic designer presented four proposals and explained the concepts behind them. One of the designs, which did not make use of IPC's colors, met with the approval of the EB members and the IPC President and CEO. It would sent to the IPC for formal approval.</p> <p>A website containing basic information about APSO would be developed. Maureen Orchard and Raul Calín would look into developing one. If necessary, part of the APSO funds could be allocated to the creation of the website.</p>   |

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| <b>6</b> | <b>IPC GRANTS</b><br>The IPC agreed to provide each of the 19 Paralympic sports a flat fee of EUR 25'000 per year as the IPC's annual contribution. The sum of EUR 25'000 would be processed by the IPC directly to each sports organisation in the first quarter of each year and would be made in one instalment. APSO would be responsible for collecting from its members and providing the IPC with the annual amounts invested/spent by each para-sport including a cut-down of the expenses. No further requirement or process would requested from the IFs to obtain the IPC grant.                        |
| <b>7</b> | <b>APSO MEETINGS (EB &amp; GA 2018 and onwards)</b><br>It was decided that APSO would hold a General Assembly every year.<br><br>In the years when the IPC held a General Assembly, the APSO General Assembly would take place at the time. In the years when the IPC did not hold a General Assembly, APSO would hold its General Assembly during the annual IF Forum taking place in Lausanne in November.<br><br>APSO would not cover travel and accommodation expenses in relation to the General Assembly. Members, who could not travel to the General Assembly, would be offered to join by teleconference. |

Date:

23/2/2018

Approved:



APSO Chair