

Board Meeting April 10, 2011

Name	Position	Name	Position
Frank Rodenbaugh	President	Linda Phelps	Vice- President
Noel Webb – Absent-Excused	Treasurer	Nicole T. Berry	Secretary
Cindy Long	Membership Chair	Bruce Long	Official Chair
John A. Knabb	Board Member at Large /Official	Joe Obeldobel- Absent- Excused	Board Member at Large/Official
OrondeShariff	Youth Chair	Liza Simmons	2 nd Youth Chair
Lowell Wetzel	Official /Member at Large	Mark Schwartz	Open/Masters

Add: Joe Sarver LDR Chair

Meeting Started At 1:22pm

Motion was made to accept Board Minutes from January. The motion was approved by vote of the Board.

Treasurer’s Report – Distributed by Frank for Noel who was unable to attend the meeting. Report does not detail the required information for an association financial report. By consensus, the report was not accepted. Discussion was held on the continuing need to get the Association’s financial affairs in order. Recommendation was made to load quick book files onto two computers which will allow access for more than one individual. A request was made to submit reports on a quarterly basis. Linda suggested a regular meeting with Noel on a monthly basis to assist with treasurer’s report. Linda presented the results of the audit teams review. The audit team continues to work on last years records.

Budget – Linda noted that an update of the approved budget has been posted on-line.

990 Form– Is due by May 15th, 2011. Need correct categories to create report to include all information. All committees will make certain Linda Phelps receives information necessary to complete the 990 form no later than April 28th. Cindy will assist Linda with compiling information. Linda requested that all committee reports contain detailed description of each transaction which includes itemization. This format will assist treasurer with creating the overall report for our association. Additional comments-

Accountability is very important in regards to utilization of proper money collection equipment. Creating a process in which money is handled for all aspects of events that include the handling money. Cash boxes should be prohibited as they leave open the potential for cash to disappear.

By-Laws—John K. completed extensive research of By-Laws. He presented a draft revision to the by-laws that will be posted on our web site for the entire Three Rivers Membership to review. A separate meeting will occur to get By-Laws Approved by the association membership prior to Annual meeting which is held in September. This is necessary as the voting requirements in the current by-laws need clarification before the annual elections. A General Meeting of the Association will be scheduled Thursday, June 2, 2011. Notification of meeting will occur via web-site and post card sent to all adult USATF Three Rivers Meeting. Every person attending the meeting who held a valid USATF TRA membership in the month that ends more than one full month preceding the meeting (i.e. end of April) will be able to vote. John discussed the changes summary which discusses the changes made to the by-Laws to make sure Board Members are aware of the proposed changes. John made a proposal (attached) that the proposed revision 7 to the by-laws be submitted to the membership of the Association for vote of approval. The motion was seconded and approved by vote of the Board.

Old Business

Final Report on Association and Region 2 XC Championships – A financial report on the Association and Regional championships was not available. Oronde will contact Brenda to present the report at next meeting. It was suggested that in the future a week time allowance is given for creation of reports of championships after they end.

Association & Region 2 Championship Status Update .

Volunteers- Are being recruited to assist with Awards, Volunteers, Packet Pick –up etc.

Communication – Cindy has sent preliminary information to Associations to advise of meet location.

Officials – Bruce discussed the idea of offering dorm residence and meals for officials from other associations who work the regional championships. After some discussion, Bruce was tasked with making a proposal and presenting it to the Board. (UPDATE: Bruce has presented ideas via e-mail and discussions are ongoing).

Travel Fund— Oronde was asked to give a report on the Travel Fund. John asked whether the original Travel Proposal, approved at the September Board meeting with comments had been updated as requested at the time of approval and was available for presentation to the Board. Oronde stated that he had not updated the proposal. Additional discussion was held on the status of providing travel awards to all eligible athletes. The checks were written in December and some athletes received their awards in the December /January time frame but there were some athletes who did not receive their awards till recently or not at all.

Frank read email from Joe O. regarding travel fund. – (see forwarded email attached)

Returned Check, Check did not get to athlete, and parent had concerns of accepting money as the amateur status may be effected. See attached letter.

Mark mentioned that an out of season meet should not affect the amateur status of high school meet.

John Knabb presented and read a proposal as to why the travel fund should be discontinued until the original proposal was updated and proper administrative controls and procedures put in place to ensure fair and equitable treatment for all athletes within TRA.(see attachment). The motion was seconded.Linda requested a roll-call vote on the proposal. Roll call vote was as follows: In favor (Lowell, John, Joe); Opposed (Liza, Nicole, Oronde, Linda, Cindy, Bruce) ; abstaining (Mark). Motion was denied. Prior to his vote, Joe Sarver voiced concerns with the administration of both the travel fund and the association's financial situation as a potential for legal action by personnel within the association.

A second motion was made by John to provide detailed oversight and administrative controls on administration of the travel fund (see attachment). Discussion was held on the motion. Linda suggested an option to have checks for the track and field championship competitors handed out at the annual meeting in September with all remaining checks to be mailed immediately after the meeting. The motion was amended to include this requirement and seconded by Oronde(info included on proposal).The motion was voted on and approved.

Hy-Tek Update

Cindy reported that an association license with upgrade of the software for Hy-Tek to version 3.0 had been obtained. Cindy further mentioned the youth committee information on the limitation on license which only permitted it to be used to run meets required by association (up to 15 meets). This year's youth developmental meets will be listed as: Developmental Preliminary meet hosted at ____ facility. This is the wording to be used for each meet. Paperwork has to be consistent. We also have to display: Powered by Hy-Tek on our website.

Lynx Update

Buce said he spent \$14,800 to buy the Lynx timing system. We purchased the silver package with some additional items to include a computer. Update: Since the meeting, the system has been received. We need persons interested in learning how to operate the system. Bruce noted that Mark Richards (Stallions) had already volunteered. Additional personnel are needed.

Mark S. reported on the Indoor Association Championship at the Geneva, Ohio facility we helped to sponsor.— No cost to Association to date and our Association has met the requirement for conducting a championship. Meet was a success and we did not assume cost. Mark further reported that the outdoor Open and Masters meet is on the Sunday of Youth Association Meet on June 26th. The Cleveland Classic will not interfere with Masters Championship. Association will satisfy outdoor requirement with championship as well.

New Business

Equipment Storage and Management

Bruce discussed plans to make a proposal to rent storage place for our property. Bruce will get a pricing on storage space and email to board meeting for approval. Update: Bruce has made a proposal and it has been approved by vote of the Board.

Logo Usage – There has been inappropriate usage of USA Track and Field Logo. Penn State Behrend campus has modified the USATF logo in a manner that may be inappropriate. Cindy will report to the national office and request guidance on action to take. Several colleges and schools are copying the logos. John wanted to make sure we reach out to the schools in our region to at least educate with some form of communication.

Joe S reported on Long Distance Running.—The marathon will have 3 pacers to help women qualify both A and B standards. This will help our American athletes in qualifying with Olympics. Joe spoke about the Ron Green Race in regards to use as our 5k championship. April 15th a new web site coming along to advertise the race. An increase in American prize money . The race is early August. Joe spoke of also again holding our ___K Championship in conjunction with the Veterans race November 5th.

Cindy requested approval to purchase new Association phone that will replace the old phone. The board voted unanimously to approve purchase.

Meeting Adjourned – 4:38pm