

**USATF Three Rivers Association**

**Board Meeting 1-30-2011**

**DRAFT**

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

**Meeting was called to order by Frank Rodenbaugh at 3:19pm.**

- Approval of Minutes from Sept. 2010 Meeting with recommended changes: John Knabb suggested that each committee chair provide and submit a summary report to the secretary for inclusion into the meetings. Committee Chairs are also expected to include all reports prior to meeting for inclusion on secure board site. Any proposals made during a meeting should have a summary prepared by the originator. Proposals should be submitted and attached to minutes.
- **Annual Delegates** –The list of TRA members who attended the 2010 USATF Annual Meeting was amended to: Mark Heckel, Marty Goldberg, Frank Rodenbaugh, Joe Sarver, Justin Clickett, Oronde Shariff , Mark Schwartz, Liza Simmons, Linda Phelps, and Nicole Berry.
- **Annual Meeting** – Reports will be distributed by email in advance of meeting.
- **Audit Report** –**Linda Phelps** - Report not available at this time however, Linda is ready to have a meeting for the audit report. Will provide Cindy and Noel with packet to review. Report has details to track payments vs expenses. Linda is still reviewing deposits from previous years and will provide complete findings upon completion.

- **Finance Procedures/ Report – Noel Webb** – Review P&L statements. Categories within statement may not appear in proper area. Noel requested assistance with identifying what category to put specific checks /payments. Pass through income needs identified properly to determine which category to apply income. Joe suggested that we develop a form to be utilized when money is given. Oronde will provide Cindy with the youth deposit and reimbursement form to review and make enhancements for the association to utilize moving forward. Additional edits to the P&L statement will be reviewed at a separate meeting with Linda and Cindy with outreach made to those that can contribute to identifying or creating categories on statement. **Reports accepted**
- **Budget** – Linda Phelps – Noted that the cross country budget includes 2010 expenses for both Association and Region 2 Championships since the budget year commenced September 1, 2010. Report is estimated. **Cindy** advised Linda to increase the timing line item for the 2011 regional track meet expense to \$3,400. Budget is a collection of information that was sent to Linda from each committee to determine yearly expenses. Bruce advised grant was awarded to Association in an amount of \$2,000. The purpose of the grant was to help purchase the Lynx timing system. Linda suggested that a budget gets developed of \$20,000 to plan for hidden costs that may arise. The association will budget for \$18,000 and use \$2,000 from grant. Linda will include a special line item on the budget to include purchase. A motion was raised from Linda to approve \$20,000 purchase. Youth Travel will be included under Athlete Support and the amount budgeted is \$5,000. **LDR** prize money is changed to \$2,000. Create new category under administrative budget \$2,000. The new total is \$60,075.00. **Budget Approved.**
- **Youth Travel Fund** – Frank Rodenbaugh requested a report on the status of issuing checks to the youth athletes who competed in the 2010 National Junior Olympic Championships in accordance with the Youth Travel Fund Proposal approved in the September Executive Board meeting. Noel Webb acknowledged disbursement and cashing of some of the checks. However it was noted that checks for some clubs had not been sent pending the clubs identifying correct contact points. Also checks to unattached athletes had not been issued. Cindy will provide Noel with list of unattached athletes to send checks. All checks should be issued in the near future. Discussions were held on whether to include cross country travel. Linda Phelps suggested that we defer the decision until our association financial situation is clarified and then revisit this issue.
- **By Laws Changes/Updates** – Discussion was held on the type of ballot (open meeting or balanced budget) to be used for Association elections. A recommendation was made by Cindy to update the Three Rivers By-Laws for alignment with the National USATF Governance Manual. Our Association's current by-laws have multiple ways to select officers. A meeting will be held to amend the by-laws. John Knabb volunteered to review our current by-laws with regards to election procedures and to draft initial changes for review with Frank, Linda and Cindy. Once

prepared the proposed amendment will be sent to the entire board and discussed at the next quarterly board meeting prior to a special association meeting in May to amend the by-laws for the 2011 elections.

- **Association Goals/Strategic Plan for 2011 – Cindy** advised that the National office is beginning to take a tighter look at how associations operate. As a result Cindy suggested that we begin to create a strategic plan for our association. Cindy suggested that we meet at least quarterly to meet to help get back to developing goals. Linda suggested an internal review of the 990 before being submitted to ensure everything is in order and balances. Major goals is to ensure tracking of finances continues, adopt quarterly meetings schedule and market to high school coaches and amendment of our association's by-laws to reflect how our association is actually functioning.
- **Associations Grants/Timing System Purchase –Bruce** – A dedicated person is required to operate the timing system. Joe suggested we offer a stipend to get a committed person throughout the season. Bruce will include with officials clinic email. Additional **Notes Included in Budget.**
- **2011 TRA Championship – Oronde Shariff** – 2011 TRA Championships will take place at Cal U. Lodging and meal arrangements are still being discussed. Roger Kingdom has offered a multi year deal for booking future TRA championship competitions. The meet has been confirmed for Saturday, June 25 and Sunday June 26<sup>th</sup>. We will utilize Cal's timing system for TRA Championships but not for Region 2 Championships. It was suggested that we use the Niagara Association's timing vendor since they have adequate equipment to handle a large meet. Cindy is working on event schedule. Cindy has also emailed all Region 2 associations to obtain a consensus on the number of athletes that can qualify from associations to the Regional competition. The number of place medals to be awarded at the region championships was discussed. It was noted since now the top five individual place winners advance to Nationals that we should provide medals up to 8<sup>th</sup> place. Everyone agreed with this suggestion. Cindy noted that while national provides the medals for 1<sup>st</sup> through 3<sup>rd</sup> place we need to provide for places 4 through 8 and that more medals will need to be purchased. Action was assigned to Oronde Shariff. Action to check current inventory of 4th-6th medals assigned to Oronde, Cindy will purchase needed medals after inventory report.
- **Mark Schwartz** – Discussed Masters Championship entry forms for upcoming Feb 6<sup>th</sup> meet to be held at the Great Track Facility in Geneva Ohio. Masters did not have to pay for sanctions or medals in lieu of keeping entry fees. Thirty people entered overall for Masters' championship meets. Holding this indoor championship will help the masters division meet their meet requirement.
- **JO Cross Country Bid** – Cindy mentioned looking into locations for a bid in December 2012 for the 2014 JO National Championships. Several potential locations were discussed however it was concluded that the only viable location within our area is Coopers Lake. Bruce suggested we bring in someone that is an expert in determining what we need and can tell us if we have a

viable site. **Oronde made a motion to get the expert. Noel seconded it and the motion was approved.**

- **Utilizing Pittsburgh USATF Foundation members – Cindy** noted that we have two USATF Foundation members in our area and suggested incorporating as part of our goals to utilize these individuals to help support with our meets.

**The next Board meeting has been tentatively scheduled for April 10, All Board Members are asked to check schedule and confirm via email. Our TRA Association meeting will be scheduled in May.**

**Special Note as Requested by Linda** - Association Name change is still required to be filed with the state we are still listed as TRAC Three Rivers Athletic Congress. It needs to be changed to USATF Three Rivers.

**Software** - Cindy mentioned we do not have a 3.0 Hy-tek License. **Linda made motion to approve \$500 to up grade our system and obtain a current license. Lowell Wetzel provided a Second. Motion approved.**

**John Knabb proposed** that future meeting minutes are to be drafted and submitted via email to all board members for review within 72hours of meeting. Board Members should provide comments within 1 week of the submittal by the secretary. Any comments should be made in red and sent to all board members. **Motion second by Cindy and approved.**

**Meeting adjourned 7:25pm**