

USATF BOARD MEETING – was called to order by Rubin Carter at 2:46 p.m. on Sunday, February 12.

The meeting was attended by Rubin Carter, President; Lanesa Ballew; TammyRa' Jackson, youth chair; Wayne Smith; Cindy Santiago; certification chair; Jon McClung; Colin Morrissey, LDR Chair; Erica Sousek, Vice President; Jim Clark, Treasurer; Suzie Pierce, Secretary. Meeting site was Bennett Martin Library in Lincoln, Nebraska.

No action was taken on the minutes.

Jim Clark gave an update on changes that were occurring within the association Treasury financial obligations. As of Oct 3<sup>rd</sup>, \$64,000 was transferred out of the account in Omaha and moved to Gothenburg State Bank. A little over \$8,000 was left in the Omaha account to cover outstanding expenditures during the transitional period. A new financial accounting system was put in place that identifies expenditures and deposits by the different association categories (youth, club, officials, LDR, etc.) Jim has put into the new system all of the payments that have been made since October 3<sup>rd</sup> and will begin the task of attempting to recreate a financial history for the association. One of the benefits of this financial system is that reports can be created for specific groups, such as Youth, LDR, Officials, etc. In creating this history, the chairpersons will be able to get an idea as to their annual budgets in the future. It was identified that additional category of "association" will be added to the system for expenditures that cannot be clearly identified to a specific group such as LDR or Youth.

The subject of outstanding checks was brought up by Suzie Pierce and whether public notice was given that these accounts have now been closed and what steps would be taken if someone still had outstanding checks. Jim stated that there were maybe just a few but that a notice could be put on the webpage that the payments will be honored up til a certain amount of time and then after that, they would be written off of the books.

There was also discussion about shifting out of cash in basis and pushing clubs and individuals to perform USATF membership signups through electronic funds (debit cards, pre-paid debit cards and or credit cards). There is some push-back on this issue, mainly Wayne and Cindy stating that there are clubs in Omaha that will resist to this change request and would prefer to operate in cash only. Where Cindy then stated that she would make that deposits were made three or four times a year with the biggest deposits in the spring. The broader issue is the association is placing itself in a financial risk by operating in cash funds. The safer-more protected means of doing business is electronic funds. Cindy stated that she and Jim Clark would work together to figure out a secure process of getting cash funds transferred from clubs and deposited into the bank.

One additional item from the Treasurer is that a policy and procedural change: if someone within the Association has a bill that needs to be paid, it is recommended that a time sensitive bill is scanned or a picture taken of it and it is then emailed to Jim Clark and the proper chairperson and or the Association President for prompt payment. In non-time sensitive issues, the original document can then be turned in or mailed at a later moment. This action is so alleviate tardiness in payments to vendors and individuals.

The President's report was offered through an email contact to all Board members and chairpersons. This report will also be attached to this report. The key items addressed were Association Championship meets and the sanctioning. President Carter would like to emphasize that we need to have more volunteers assist with and a more active promotion of all of the association championships. There is one issue with the association championship meets from 2016 in that there were no open and master's race walk championships contested. Historically, in the past, the Cornhusker State Games had been used as the sanctioning criteria for these events, however, the State Games track meet no longer contests these events. Wayne brought up the naming factors in

these championship events must meet very strict criteria for accreditation purposes. There was also some brief chatter about getting meets accredited, the number of athletes and the post event reporting. TammyRa' stated that she would check to see what the criteria is for a "championship" level track meet at each level, youth, open and masters. We want to make sure we are identifying meets correctly. One last statement from the president had to do with defining job duties and positions of the Board and chairpersons. Having these job duties defined and a set of policies and procedures attached to them could be put into the bylaws as a revision or simply as an amendment. The goal of course is to give guidance to incoming officers and for the Nebraska USATF population to understand the roles of each position. The direction isn't to put it in a book, but to have an active living document on the web.

Budgets were then discussed as there was some confusion as to what the board wants as far as a "budget". TammyRa' Jackson mentioned that they had never worked within a budget in recent history. Items were purchased on an 'as needed' basis and were turned in to John Wissler. To address today's Board request to have a budget, she wrote down some items that she knows she will need to purchase (throwing implements, walkie talkies, awards banquet, annual meeting stipends) and then also documented some other items that would be or maybe purchased such as a timing system. So the question was where does the forward motion begin? Jim Clark laid out a conceptual plan of estimating budgets with the numbers set to the items in year 1, then in year 2, a better idea as to what expenditures will be, and then year 3 the picture is starting to solidify.

A side bar marketing conversation developed regarding LDR and master level memberships occurred out of the budget conversation where some ideas were addressed as possible growth opportunities. This then went into another short side bar into growing more meets in western Nebraska at all levels.

Annual meeting Reports were put out on the web for perusal, however, not all of them had been submitted at the time of this meeting. Youth and Cross Country had been submitted. Erica actually brought her Race Walk report to the meeting, which she then presented to the Board.

#### New Business

YOUTH Report: TammyRa' Jackson brought the timing system brought up, but there are still questions as to whether the association hires a company to do the timing, or whether a system is purchased and then used by the entire association. More information will come from the youth meeting in March when Tony has a chance to present his findings to that group. Jim Clark might have some connections that could be brought into this conversation as well. There was continued conversation regarding the purchase of a timing system and how the costs would be divided up, who would be trained on it (possibly a group of three) and who would transport it. The Association Junior Olympic championship will be held at Benson High School in Omaha, NE on Father's Day weekend. The Youth track schedule is in place at this time. Implements need to be purchased. Jim Clark asked TammyRa' to put together a list of implements that are needed and he will work with vendors to get better pricing. Background screenings are working again.

RACE WALK – A race walk clinic for youth will be held at the Lincoln Youth Track Meet in May with Tim Vasquez. The idea is to have race walkers work on the backside of the track while 100m prelims are going on. A championship meet for youth, open, and masters is being planned for August or September in Hastings, Nebraska in hopes of drawing more competitors. The club in Kearney is interested in possibly hosting a Race Walk event included with their meet they want to host in April.

LONG DISTANCE RUNNING (LDR) Races have been set up, the first being April 1<sup>st</sup>, a trail championship, (the events are listed on the LDR website). The Lincoln Marathon will be the marathon championship on May 7<sup>th</sup>. There was discussion about the naming of the events for championships. Cornfield to Cornfield will be the 10K championship in Omaha on June 17<sup>th</sup>. There was discussion about post event reports for LDR events. October 29<sup>th</sup> is the Good Life Halfsy. The meet is on hold in the sanctioning process because the national office is waiting for insurance at this time. May 27<sup>th</sup> and May 28<sup>th</sup> a 5K and 10K will be held on the track, with one race on each day, so that the competition isn't compromised. Cross country will be held in conjunction with the youth cross country championships on the same day like this last year. That seemed to work out very well. Prize money is available for these championship races. It's not much at this time, but it will be available.

SANCTIONS – Cindy Santiago reported that she didn't print up a report because nothing has really changed since the last report in September Membership report hasn't changed since last report. There are 340 members as of 2-12-2017. There were 1604 members at the end of 2016 year. The topic of the stipend was brought up. Cindy receives a payment of \$2,250 is paid out annually, usually at the meeting in September. It has been previously paid out twice a year, but Cindy opted to have it paid out once a year. She also stated that she and Darwin were contract employees and that she did not have a budget. There was no written contract, but more of a verbal agreement. The board determined that we will need both Cindy and Darwin submit a written contract that includes their duties that is approvable by the board.

A side conversation grew out of this report about the possibility of opening an office with a part time employee that could collect mail, answer phones, house equipment, etc. The possibility of contacting the Cornhusker State Games offices to see if space would be available within their offices was brought up.

ASSOCIATION CHAMPIONSHIP SERIES – Youth has been set, the race walk is still being worked on, and the LDR has most of their races for the year established already, but the identifying of championship meets within these races will need to be determined. Wayne Smith mentioned that the naming of these events are critical in getting them recognized at the national office and offered to assist with the getting the correct titles down for these races.

At this time, the library was closing and so Rubin closed the meeting with the remainder of the agenda being moved to the next meeting.

Respectfully submitted by Suzie Pierce, Secretary