

# Associations Executive Committee Meeting

## USATF Association Workshop

### Pittsburgh, PA

### August 17, 2012

#### **Attending:**

Karen Krsak, Richard Messenger, Jim McKee, Mike Heinz, Pam Fales, Thom Confer, Marlene Atwood, Willie Banks, Katherine Branch, Andy Martin, Jackie Callendar, Herb Nichols, Ruth White, Bill Roe, Ed Koch, Scott Erwin, Sherry Quack, Steve Vaitones

#### **Guests:**

Inez Finch, Henry Hodgeman, Bill Quinlisk, Kim Haines

**Call to Order:** 12:00 p.m.

#### **AGENDA:**

#### **Minutes - August 19, 2011:**

No revisions. Unanimously accepted.

#### **Financial Report:**

Richard – the committee has spent \$345.79 to date. \$324 was for planning for this meeting. The envelopes that were given to committee members are for reimbursements from the workshop. Please return to Richard within two weeks – email is best method.

#### **Updates from Andy Martin:**

- **Sanctions Taskforce:** Met last August and again in January. Some concrete decisions were made but still working through some items. Looking at the lack of uniformity across the fees associations are charging. The taskforce was created to look at the program and come up with policies. Items that have been discussed:
  - There is a mix of static fees and escalating tier fees across the Associations. The National fees are based on escalating fees. The Taskforce decided that Associations could not charge more than 50% of the national fee for a sanction, i.e., a \$100 National sanction fee would only allow a \$50 Association fee. That will affect about 16 associations. 12 (based on net assets) will have no impact. Rationale: The numbers of sanctions are increasing and the revenue is increasing annually.
  - Some associations are providing member discounts and there is a huge disparity on what these discounts are. The Taskforce decided that a discount of \$50 would be the maximum that an Association can extend. This will start in 2013.
  - Late Fees – The Taskforce looked at the current late fee structure and has determined an escalating late fee structure that starts at \$25 for less than 30 days, all the way to a last minute submission with a \$200 late fee. With online sanctions, this should not be an issue.
  - Approval process for online applications - sanctions chairs will still approve sanctions as they are local and have that information on local events. With online sanctions, sanction chairs can review for any discrepancies and accept or reject. Events will be provisionally approved until Sanctions Chair has approved. Sanctions Chair will have 4 days to approve. If it is not approved during that time period, it goes to Carmen Triplet to approve. Online sanctioning will be ready by November 1. Jackie expressed concern about sanctions chairs denying sanctions based on proximity in scheduling events.
  - Safety requirements for events (Baby strollers, dogs, for example), and minimum coverage – need further discussion. In the process of setting up policies and making sure these policies get into event waivers.
- **Club championships** – hosted by Team Nebraska. Numbers were very low. (On even years when they are held in the West Coast, numbers are lower. They are higher when held in NY.) Regional Open T&F championships were bid in all seven regions this year. Benefits were \$1,000 toward expenses, and \$600 travel allowances for the winning teams, plus medals. Pushing to have a solid schedule where association meets feed into regional meets that feed into national meets.

Further discussions on rotating championships, having a set date each year, etc. Andy passed out a report on participation numbers from this year's regional championships:

Region	Date	Location	Athletes/Event Entries
West	6/2	Los Angeles, CA	402/580
Southeast	6/3	Atlanta, GA	186/331
Northwest	6/9	Seattle, WA	78/116
East	6/10	New York, NY	354/451
Mid-America	6/10	St. Louis, MO	110/147
Southwest	6/16	Houston, TX	101/148
Midwest	6/17	Waukesha, WI	55/89

- **Association Website Reviews** – 16 Associations are using the website template. Working on creating templates for events and sample language for the different types of meets. Several meetings are scheduled at the workshop to cover website sessions.
- **Wyoming visit** – Andy and Mike Heinz will be visiting this Association in August to help them with some issues.
- **Membership stats for 2012** – In 2011, we had 98,200 members. We currently have 107,632 members. Projecting 10% increase in membership for 2013. Club memberships are up by 120, now at 2917 clubs. Will be doing a membership promotion this year. Through the membership drive in 2011, we registered an additional 2500 members.
- **Membership cards** – Working with a fulfillment house to get membership cards out sooner this year – especially for multi-year members.
- **Delivra Marketing** – 20 associations are actively using this service at no cost to the associations. Have provided 7 different training sessions this year. Will be posting a User's Guide on the website shortly. Both Sherry and Andy get copies of outgoing emails and monitor for anything not standard. Some issues with formatting going awry. Will have a general overview session tomorrow during the workshop.

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 Chair Karen Krsak requested a closed session for 10 minutes. Meeting attendees reconvened after that.  
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**Communication Report – Jim McKee:**

- Posting Regional Minutes/Documents – Linda Bommicino will have read/write grants to the page at Main Page/About/Associations Committee. She will be able to post meeting minutes, newsletters, etc. for the region coordinators. A discussion to be scheduled between Jim and Andy regarding the region coordinators using the conference call service.
- Working with Sherry on scanning credentials. Badges will be used at the workshop and the annual meeting. (This will resolve the issue of associations coming to meetings and missing the sign in sheet.) Barcode is printed on both sides. Sherri has tied this to national member database. Members can look at their profile for any changes needed. Any other changes to delegates would be done at registration by national staff. Associations and Officials Committees are currently using this method. Youth Committee has it own method.

**Accreditation Report/Updates – Ed Koch:**

- The Subcommittee met this morning and went through 2011 statistical numbers/standards. Follow up letters will be sent to those who are still deficient. Generally, there has been some improvement. Subcommittee will meet again the day before the convention starts in Daytona Beach. Some associations will be invited to these meetings. Ed encouraged the regional reps to work with the associations to get their PFI's submitted in time.

- Taskforce has been very active the last couple of months, making a fair amount of progress. Direction the taskforce is going in is:
  - Trying to simplify the standards, trying to combine/merge down to about 12 key items and those will be the standard.
  - Tweaking the numbers on the standards. Looking at trends and distribution of how the associations have done over the years. For example: The number of sanctions over the last few years has doubled.
  - Trying to clarify some of the numerical standards. Looking at Coaches Ed requirements as they have their own standards. Also looking at Officials' standards.
- Ongoing discussions on how the organization can help the associations improve these areas. (Herb Nichols, Pam, Linda Bommicino, Ed Koch. Bill Roe is serving as scribe.)
- There is a questionnaire in workshop packets this weekend to be filled out by the ranking officer of each Association. This is designed to get additional feedback and comments.
- Will continue with conference calls in the fall. Hope to have a final report in November prior to convention. Report will be submitted to Associations Committee, Accreditations Committee, and the BOD. Effort will hopefully result in revised standards. Want to create more specificity for each standard. A good number of the standards are not very specific.

#### **Board Meeting Update – Willie Banks:**

- Board Meeting last Wednesday. Had much success at Olympics. We were looking for 25 medals, we brought in 29. Working on relationship with USOC. Stephanie's meetings with them were fruitful. Max was there – it was an opportunity to network and put together coordinated efforts in many different areas.
- Financial situation is healthy. Merchandise sales have been off the charts with 40% increase. This is attributed to a new organization that is overseeing and pushing the sales.
- Some changes in the staffing at USATF. Renee Washington is new COO. Staff is going back to focus on goals, and looking at how different areas can be improved. Working on "Smart Goals" - where we need to be and how they can contribute to the overall success. Having a permanent COO that has the confidence of the President and the Board has really helped.
- Gearing up for the annual meeting in Daytona. Hoping to have some unique external activities that members can participate in.
- Willie expressed that he was very positive about Max and the impact he will have.

#### **Discussion of Timeframe for Annual Meeting and Workshop Session:**

- Suggestions for workshops at the annual meeting should be submitted to Karen.

#### **Nomination Committee for Annual Elections:**

- National Elections this year. Looking for someone to be on the nominating committee from Organizational Services.
- Per Ed, election process has changed this year due to shorter convention schedule. (Change from last year – process will start on Friday with a nominating session for committee officers. If there is only one nominee, we can go ahead and confirm that appointment as non-contested.) Working on centralizing the process so that when you check in you will get your ballot to vote for President and other officers.

#### **Grievance Procedures:**

- Karen advised that the grievance process was tabled last year. Discussions on the grievance timelines and other aspects went out of control. There were too many fingers in the pot providing input. Karen wants Scott to let Judge Murphy know that we are taking it off the table. We will rely on regional coordinators to help move things along.

#### **Regional Rep Evaluations:**

- Karen got 7 responses in total from the seven regions. The feedback is nothing that Karen can act on. Need to encourage the associations to submit their regional rep evaluations. Karen will reiterate this at the workshop meeting this weekend.

#### **Level I School - Scheduling Conflicting Classes:**

- Pam and Steve will have a discussion with Pat.

#### **Membership Data Privacy Policy:**

- Andy provided a draft policy to the Legal Department a few months ago. This sets/clarifies policy on who has access to the membership database.

#### **Disabled Sports Committee:**

- Karen received an email from Steve Cuomo who is proposing that his committee be recognized as a sports committee that will have representation in each sport (as opposed to an administrative committee). He is asking for this committee's support. Willie Banks advised that the board is looking at the situation and it is fairly complicated. We need to step back and let the Board assess the situation first.

#### **Background Screening:**

- Have one association in California that is not using TC Logic. Pacific is using the Live Scan program. It uses one more piece of criteria over and above TC Logic. TC Logic is the Youth Committee national standard. Coaches Registry also has their own screening process; however they are accepting renewals using TC Logic.
- Lionel, Pacific Association and Norm will need to have further discussions on this.

#### **Regional Reps Updates:**

- Regional Reps will have 5 minutes on Sunday to provide updates from their regional meetings.

#### **Men's T&F:**

- Tim Baker is asking for information about athletes, coaches' names, phone numbers, email addresses, etc. Recommendation is to have him go directly to the national office. Karen will ask him to cease/desist.

#### **Association Workshop Topics:**

- Karen advised that workshop topics should be related to administration of an association. She got several suggestions for this workshop that did not appear to be related.
- Mike requested that events such as the Youth Administrators Workshop, Association Workshop, Coaches' Podium, and other similar events be posted early enough for individuals to make plans to attend.
- Karen would like to nail down the workshop topics early. Workshop next year will be in Indianapolis at the Sheraton.

#### **Sanction Application Waivers:**

- Pam expressed that the USATF waivers cannot be as long as they exist today. There are samples of waivers from some of the larger races that are far smaller than the USATF waiver. Andy advised he will look into this.
- Per Andy, Essex advised him that race directors are allowing online waivers from the registration provider (Active.com, etc.). Need to ensure that USATF sanctioned events are using USATF waivers.

#### **Meeting adjourned 4:05 p.m.**

Scribed by:

Marlene Atwood

USATF Southeast Regional Rep

(On behalf of Secretary Linda Bommicino who was not in attendance at this meeting.)