

AEC Meeting at the Annual Convention December 2, 2010

Goals and Mission Statement - Karen passed out a list of goals we accomplished in 2010, as well as our Mission Statement (attached below). Jack Wickens, one of the USATF Board members, commented on #5 in the Plan, 'Hold Association officers accountable for operations at the local level'. He is also concerned about this issue and how we do it better across the entire organization. Karen commented that the foundation of any successful organization is respect – that you must respect each other. Once you respect each other, then you can look at the person's abilities without regard to gender, race, age, religion, etc. Until we build a respectful group within each Association, it's going to be very difficult for people to get along. Karen is appalled by what she gets emails on because people do not like each other. Nobody wants to place nice in the sandbox, and the Association members must hold their Board members accountable. Karen feels that those Board members who are not respectful need to be voted out, but she does not know how we do that. Jack agreed that most of our problems are all about people issues. Linda commented that there needs to be more stringent guidelines or policies at the National level that apply to the Associations. When an Association tries to get an answer about how to deal with a situation, there do not seem to be any clear cut rule to be followed. In short, there needs to be more control coming down. Karen stated that it is very difficult for the four Regional reps to help everyone in their area. So, she is proposing changing our 4 Zones to 7 Regions to align with the Masters.

Member Benefits – we need to do more promotion. We've added a few items this year, such as the members only aisle on the website.

Communications session – will feature the website requirements and email etiquette. The Pacific Association will give an overview of their very active Communications Committee. Andy really wants this to be an open session to hear from the Associations.

Sanctions Taskforce – will meet in mid January in Indy to compile results.

Regional Grievance Panels – discussed setting up Grievance Panels at the regional level to be available to help out when an Association cannot handle a grievance on their own.

Membership Report – We reached 100,670 members this year, a 4k increase from 2009. Most Associations had an increase. Club memberships were up 150 clubs, with 37 associations seeing an increase. Sanctions were also at a record high – 371 increase. The \$10 membership renewal promotion went well.

Background checks – the youth committee voted against moving to the Coaches Registry vendor. Andy responded that we will most likely be going to one vendor, but we do not know who that will be. The decision of who passes/failes also needs to be made at the vendor level.

Website Compliance – In June, we had 3 Associations who met all criteria. In October, we had 13 in compliance. Therefore, only 13 Association's will meet the criteria for a viable website.

USATF Truck – we need a better communication process for setting up the truck and van. There is an issue if you have a vendor at the event. Associations should be aware if the truck will also be at their event since this is a competing merchandising program.

Horace Crowe Award – discussion on the original intent of this award – being for a volunteer. The criteria does not now state it is a volunteer award. **Quorum was present and we voted to change the wording to include volunteer.**

Additional Award from Associations Committee – awards that actually mean something to someone. Association Chair Service Awards.

MOTION: Pat Pretty moved that the chair be able to award service awards at the Convention. Motion was seconded and approved unanimously.

Regional Reps – Harry suggested that we set the term to 4 years to coincide with the terms of the other committee officers.

MOTION: Harry Simonis moved that the 7 region reps be appointed for a 4 year term commencing with the election of officers, with an annual review based on feedback from each association. Scott will reword and present tomorrow at the first session to be voted on on Saturday.

Communications – we replaced the paper forms this year with fillable pdf forms. We had an issue this year with being able to save the form that was subsequently resolved. On the whole, it went very well this year. We used the barcode scanner at the Association meetings at the Annual Meeting as a trial. It worked very well. Next year, the name badges will contain the barcode so it will not be necessary for the membership to have their cards with them. We are working on an email blast capability for the Associations.

Annual Newsletter requirements – we discussed that this requirement can also include any electronic communications, such as email blasts. It does not need to be mailed.

Rules – Steve reported that the Club Council submitted several rules on representation. Most of the other rules are on the technical end. Steve submitted a change to eliminate the sub bantam age group for cross country.

Standard By-laws – discussion on standard by-laws for all Associations, which is a top priority for Karen. Ed suggested that Karen start discussion with Jim Murphy to request assistance from some of his committee members to make this happen. This would just be for things like Reg 15 that must be in all bylaws.

L&L - Nothing substantive to report from L&L for this year.

Credentials – Alaska, West Texas and Wyoming are suspended. Several other Associations have issues to discuss with Sherry before they can be fully accredited.

Accreditation – We are investigating disbanding the West Texas Association. Florida and Snake River will get letters in 2011 that they will be suspended unless their issues are addressed. West Virginia has shown significant improvement and we will look at transferring the panhandle area back to West Virginia from Three Rivers. Letters will go out to both Associations and will be reviewed in 2011.

Centralized Balloting for 2012! Envision that nominations will still be at the committee level, but the committee elections will be held in conjunction with the General Elections.

Site Selection – Five finalists for 2015 & 2016 – Houston, Dallas, Atlanta, Ft. Lauderdale and Orlando. The full Organizational Services committee will meet on Saturday to vote.

Coaches Education – will connect with the National High School Federation for an on-line coaches education program for Level 1. Plan is for Spring 2011.

Submitted by
Linda Bommicino, Secretary

Associations Committee 2010 Goals Accomplished

1. Continue monthly conference calls with AEC, fourth Sunday of each month except for August, November and December of each year. The calls will be at 8 p.m. ET unless otherwise noted. Discussion for 2011 on calls less frequent.
2. In 2010, have a workshop within a workshop at the annual Association Workshop held in Buffalo, NY. This year's workshop will be the RRTC holding a workshop on Saturday with an expected group of 20 participants.
3. Athlete transfer review committee up and running in the first quarter of 2010 with an announcement to all members of the process.
4. In 2010 we will again have two workshop sessions to be held at the USATF Annual Meeting in Virginia Beach, VA. 1. Effective Communication and 2. Fiscal Management.
5. Sanctions Task Force has completed their survey and report to be given at the annual meeting.
6. Contract with an electronic carrier via the National Office to provide a national discounted communication tool for all Associations to use. This will be presented at the Communication workshop at the USATF Annual Meeting.
7. All delegation forms shall be provided to the National Office in electronic form, eliminating paper. The new electronic forms will be sent to each secretary of the 57 Associations with the ability to complete within the PDF. The form then will be emailed back to the National Office.
8. Develop scanning process of membership cards for attendance at committee meetings. Each committee could purchase a scanner that would link to the national membership database. This would eliminate the need for sign in forms. The scanning of membership cards for 2010 will be a pilot by the Associations Committee for their meetings. A secondary goal for 2011 is to have the membership number barcode on the annual meeting credential.

USATF Mission Statement

The mission of USATF is to provide vision and leadership to the sport of track and field in the United States, and to promote the pursuit of excellence from youth to masters, from grassroots to the Olympic Games.

USATF Association Committee Mission Statement

The mission of the Associations Committee of USATF is to disseminate timely and useful information to the individual Associations, to strengthen all facets of our sport – track & field, long distance running, cross country running, and race walking at the local level, promote grass root participation among youth, open and masters, and rely strongly on volunteer efforts to unlock the potential in all members.

USATF Association Committee Vision Statement

By the end of 2012, the Associations Committee will ensure; that all Associations have achieved a minimum of provisional status for representation at the Annual Meeting. All Association bylaws will achieve a specific level of standardization and a members' benefit package will be developed that other NGB's will envy.

USATF Association Committee Values Statement

Our Associations are critical to our success. We value their proficiency, expertise, knowledge and vision. We know that driven by the imagination and enthusiasm of our Associations, - the potential of each of our member's is unlimited. We treat all members with respect and trust, and lead through competence, creativity, and teamwork.

External Analysis

The **external environments** are any of the 'outside of the Association' conditions that occur, such as cultural, political, technological changes, and demographic trends and patterns. One part of the external environment of an Association is the competitors of the Association.

Considerations include:

1. Financial and travel limitations
2. Roles of high schools, colleges and universities with facilities
3. Age demographics from youth to masters
4. Inability to find individuals with technology backgrounds
5. Competition from other sports groups (i.e., Little League, soccer, etc)

Internal Analysis

The **internal environments** are those 'inside the Association' conditions that affect how the Association operates, such as changes in membership, member needs, and differences in the clients. It is also important to review what resources the Association has and employs as part of an internal review.

Considerations Include:

1. Aging demographics
2. Diverse personalities
3. Regional differences (areas of the country)
4. Inability to accept change/lack of visionary leadership
5. View of member benefits for dollars spent
6. Inconsistent policies and procedures throughout USATF's member associations.
7. Future improvements
8. Programs that drain financial resources

Strategic Issues

There must be goals and targets set for the 57 Associations. It is the job of the committee to help the Association achieve what they want to achieve and where they need to be.

Job descriptions are a vital part of each Association moving forward. Each person running for a position within an Association should understand their role and responsibility.

Election notification is a vital responsibility for each of the Associations to produce. The committee shall oversee the production of election notices to ensure that members are notified of elections in the proper manner. This can be accomplished in several ways.

Create a list of all Associations including their dates of elections, and a list of positions up for election. A "tickler file" can trigger the notification process.

AEC monitors elections by the regional rep being involved in the process to ensure proper procedures are followed.

2011 Goals to Accomplish the Plan

1. Change zone reps to Regional reps and add three (3) additional regions to allow the reps better ability to contact each Association within their region, to aid in the accreditation process with respect to bylaws and/or an action plan for improvement. This change will allow for the use of improved communication.
2. Ensure that West Texas and Wyoming become viable Associations again by 2010 or 2011.
3. Review and discuss opportunities for more standardization of Association bylaws that will allow for fewer changes due to USATF Bylaws changes. This is to be discussed and accomplished before the 2011 annual meeting.
4. Work with the Member Benefits chair and National Office to add value to the membership package in 2011.
5. Hold Association officers accountable for their operations at the local level. The AEC will expect to receive a calendar of elections from each Association annually. Any changes to the officers of an Association will be reported to the National Office and chair of the Associations Committee no later than 30 days after the election.
6. Complete the Association Handbook prior to the August workshop 2011.
7. Eliminate the need to have a "mailed" newsletter from each Association to their members. National office is to provide mailing lists of those members who do not have e-mail so that a PDF file can be printed and mailed to each of those members. All other members would receive the PDF file via email.
8. Discuss with the National Office the need to have grievance panels up and running efficiently and timely in order to handle grievances brought by Associations.
9. Set up regional grievance panels to avoid delays at the local level. If an association were unable to seat an agreed up panel, the regional rep would convene the regional panel to hear the grievance.

Submitted by:

Karen Krsak
Chair, Associations Committee
1/16/2011