

USATF Board of Directors

20 February 2019

MINUTES PREVIOUS MEETING/REVIEW AGENDA

- 16 January 2018 – approve as written; Jennifer motioned; Nancy 2nd - approved

ACTION	RESP	TARGET	STATUS
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PUBLIC COMMENT PERIOD

- Nancy raised possible need for Parliamentarian to join meetings

ACTION	RESP	TARGET	STATUS	
1	Nancy and Tina to investigate feasibility of Parliamentarian	16 Jan 2019	20 Feb 2019	Proposal tabled at present; revisit if necessary

PRESIDENT'S REPORT – MARCO ANZURES

- Paul Greer announced that Marco Anzures has resigned as President owing to medical concerns
- Paul at in a Chair for President; noted that President does not run Association; the Board runs the Association
- Paul accepts responsibility until 1) special election or 2) next election November 2020
- Hunter raised concerns regarding Marco's departure and effect on financial matters
- Recent financial transactions have been undertaken on a unilateral basis and decisions; Hunter noted that the best interest of the Association was to have multiple communications among appropriate individuals prior to any financial transactions/decisions; advocated transparency and oversight to include designation of individuals approved to request and receive funds; this will also avoid payment delays - it was noted that the official receiver is identified on website
- Hunter also noted the need for succession planning
- Jay noted that is imperative to identify and formally place another BoD member on the bank account
- Jennifer noted transparency as executive board – Chair completes reimbursement form which is then sent to Treasurer; Chair of each Committee has oversight and responsibility for funds pertinent to their Committee
- Tina questioned process for "cash advance" – reimbursement explained
- Paul is comfortable with responsibility and committed to 2020; he requests that the search commence for a person to serve on the Board; if an interested party is identified, have this person attend meetings to become familiar and learn the process

ACTION	RESP	TARGET	STATUS	
	Tina will amend website to correctly reflect current Bod	17 Oct 2019	17 April 2019	In process
	Jennifer motioned that Paul should remain in Chair until the November 2020 election; Tina 2 nd	20 Feb 2019	20 Feb 2019	Unanimously approved
	Question arose from Jay regarding process to replace abdication of President	20 Feb 2019	20 Feb 2019	Decision to install and f/up with Annual General meeting

TREASURER REPORT – HUNTER DANIEL

- Hunter noted difficulty to understand and properly categorize income as it arrives "in stream"
- **Current interest rate is 0.06%** and is therefore investigating a better repository for monies to earn higher rate; place funds into a higher yield account
- Current balances: checking: \$55,000 and savings \$83,000
- Tina noted our current mail box is not central and questioned feasibility of renting a central location;
- Hunter noted that services for 1099 allowed is \$600; this has not been adhered to and needs to be implemented; cost for tax prep last year was \$2200; same CPA will be hired for this year however, Hunter is seeking a new CPA with more reasonable rates
- Accreditation has been submitted for association

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	ACTION	RESP	TARGET	STATUS
	Hunter and Paul to meet with Marco for a financial hand-off report	20 Feb 2019	17 April 2019	In process
	Hunter and Paul to investigate and obtain; mailbox to be monitored at least weekly	20 Feb 2019	17 April 2019	

MEMBERSHIP

- Tina noted that Jay needs to renew Background Check
- **Membership Numbers** as of February 19, 2019: 1. Youth 18 & under: 346 2. Adult 19+: 421 3. Clubs: 27
- **Social Media:** Facebook: 579 followers @usatf.sandiego.imperial Instagram: 432 followers @sandiegousatf hash tags #sandiegousatf and #usatfassociation44 The Social Media sites are a great way for members to see the events our Association Sponsor, Adult and Youth Championships, LDR Series and Summer Nights. Photos and stories are always welcome. Please email the Membership Chair.
- **Membership:** Contact information: - 619-784-8456 leave a voice message - email: membership@sandiego.usatf.org –
- 2019 Membership and Club Renewals are due. A gentle reminder was sent to Club Contacts on December 28, 2018.
- Club Payment Issues? Contact Customer Service at the National Office to renew Club Membership 317-261-0500 to renew over the phone.
- Youth Club Contacts, Coaches, Officials and Board Members have been personally notified that Background Checks are due to expire.
- Background screenings must be passed by each individual in order for a Youth Club application to be approved, and for the club to be covered by the General Liability for practices
- Current year individual Memberships must remain active (be renewed prior to expiration date), in order for Background Screening status to remain valid and club membership to remain active.
- What is 3 Step Compliant? Have a current USATF Membership/Background Check and SafeSport. All SafeSport expires at the end of 2020. Background checks need to be renewed every 2 years.
- Club Transfers within our Association and Transfers from outside of our Association into San Diego Imperial contact: membership@sandiego.usatf.org for assistance.
- **January 27 USATF SD Luncheon:** Wonderful turn-out. Stone Brewing is a great venue and everyone had a wonderful time. Plans are set for next y; now restricted to 3rd Wednesday ear, same location, January 26, 2019. All 2018 Season award winners can be found on our USATF SD web page <http://www.sandiego.usatf.org/About/Awards-Banquet.aspx>

	ACTION	RESP	TARGET	STATUS

SANCTION REPORT – JENNIFER NANISTA STEPHENS

- No report

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COMMITTEE REPORTS

- Track & Field – Paul noted an event director needed an event director for Association Championships – he has approached Tracy Sundlun; another thought is to approach Sean Ricketts of Mesa CC and possibly offer donation to Mesa program; also need event director for Chuck McMahon Masters Meet – Paul suggested approaching Wes Williams with suggested fee of \$200-\$250; Paul to communicate with Wes and Sean Stevenson
- Paul reported Summer Nights is going very well - ~200 athletes; next meet is 16 March at SDSU; marketing cards distributed at RRS, Milestone, Runner's Wall
- For Summer Nights, Hunter suggested 1.5 mile event to encourage military participation
- XC – Dirt Dog meeting to be held in March – Paul to send invites
- Road Series – Roger reported - mile Navy Bridge Run, Jennifer to handle sanction for race; discount if they are part of the Road Series
- Roger requested list of Dirt Dog Race Directors to facilitate communication with teams and market the Road Series Events/encourage participation; next event is 3 March
- Roger considering “Iron Dog” type award for series – Hunter suggested that this is considered for next year when income can be assessed; Tina will check on using the USATF logo for an award with Team Name – restrictions apply
- Paul announced he is hosting the USA XC Championships for 2020 and 2021
- Officials: Jay noted there are 29 events this season; 5 added via Chula Vista TC; Officials = 170 to draw from however, many events are concurrent
- Officials receive \$75 stipend; Association receives \$100 administration fee; March line-up has been sent

		RESP	TARGET	STATUS
	Marco to speak with Jay Beltz re directing meets	16 January 2019	TBD	In process – email sent without reply as yet
	Nancy to discuss Chuck McMahon Masters Meet with Jessie McBride	20 Feb 2019	17 April 2019	In process
	Need new Chairs for: T&F, Masters, Communications	20 Feb 2019	TBD	In process

volunteers

OLD BUSINESS

- None discussed

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NEW BUSINESS

Discussion Points / Decisions Made:

- By Laws – Paul proposed adding 5 new voting positions to BoD – Webmaster, MUT, Membership, Sanctions and Communications
- **BoD Meetings** - Additional revision addresses the frequency of BoD meetings – current language states meetings 3rd Wednesday every month; revision will state:
- The Board shall conduct its business at meetings on a day to be determined by the BoD – a subsequent meeting will be scheduled before the conclusion of each BoD meeting
- Meetings must be held at least quarterly
- Additional meetings will be scheduled at the behest of the President or upon the written request of 50% of Board members which will include a minimum prior notice
- Jennifer noted that, per XIX, USATF By Laws Amendments can be made at any meetings and shall be effective immediately
- By Laws revisions for next meeting: amend to address instance of Presidential abdication, add language for Committee transitions to include responsibilities
- San Diego-Imperial County USATF has been awarded a \$1900 grant for the “Learn By Doing” clinics. This is a grant Marco submitted on behalf of the Association last year. Marco has found a coach at Del Norte HS who is interested in helping support 3 clinics per year – additional information is forthcoming; Marco will continue to foster and support this grant and clinics
- Officials certification fees are no longer being sent directly to the National Office (per a notification to the President). Fees are to be collected by the association and the national office will invoice the association
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	ACTION	RESP	TARGET	STATUS
	Nancy motioned to add positions to By Laws as voting members as noted; Roger 2nd	20 Feb 2019	20 Feb 2019	Approved unanimously
	Jennifer motioned to accept By Laws changes as presented; Hunter 2nd	20 Fe 2019	20 Feb 2019	Approved unanimously

GOOD FOR THE ORDER

- Tina to send Roger, Nancy and Hunter the link for the Volunteer Form
- Web edits should be sent to Lish Bache

	ACTION	RESP	TARGET	STATUS

NEXT MEETING: 17 April 2019

Jennifer motioned to adjourn; Hunter 2nd – ADJOURNED 2024