

**2003 Association Minutes
Annual Meeting–Greensboro, North Carolina
Submitted by Karen Krsak
AEC Executive Meeting**

Alan Roth, Chair, called Executive Meeting of Associations to order on December 3, 2003.

The minutes from the workshop were reviewed. A motion made by Ron Mascarenas to accept the minutes. Ruth White offered a second. The committee approved the minutes.

Kountez Moore gave the treasurer's report. Harry Simonis made a motion to accept the report, seconded by Gertrude Thomasson. The report was approved. If the 2004 budget is not approved, it may need to be an agenda item for the conference calls.

Accreditation Committee report was given by Gertrude. Currently 11 associations are under suspension. However it was noted that many would be able to clear up any issues during the meeting. Two currently will not be seated. Earl Williams stated that it would be appropriate that the zone rep be notified so that help may be offered to the association if they want it. Alan took this opportunity to announce that Linda Bommicino will be heading the Association Services Subcommittee.

Ed Koch stated that whenever an NABR matter is brought up, the zone rep should be notified for follow-up. Alan stated that panels are not well informed and a drafting of Reg 11 is under way with Bill Hickman heading the re-write. They are looking for clarity since the regulation has been around since 1989 and needs work.

Currently PVA is challenging what has been done to date regarding the resolution of their bylaws grievance matter. Andy stated that either Earl or Jackie might need to go to PVA and mediate the two factions. However, Earl doesn't want to get involved at this late date and feels that National Headquarters should handle the "mess". At this point Alan stated that he will need to identify individual skills within the associations so that they can be utilized when these types of issues arise.

Alan stated that member benefits takes considerable staff time. They need to run background checks on the companies being considered. However the follow-up with these companies has not been very efficient. Robin Beamon has taken this on to help out and is currently waiting on follow-up from Andy.

Andy stated that Keith has made progress with the online services. Everything is being pulled into one database and is being expanded. The hope is for online club entry in 2005.

Karen informed the committee that she had only received one subcommittee job description by the November due date and that was from Scott Erwin. A new deadline for the submission of job descriptions is January 20th, 2004.

Alan brought up the topic of the Facilities Access Task Force. This committee currently needs a co-chair to serve with Scott Davis. The issues need identification and resolutions offered.

During the meeting Ron Jackson brought up the issue of shared jurisdiction. Currently the AEC is aware of three. Agreements should be place and a primary association should be named. Ron is stating that there is nothing in writing in their situation and a primary association has not been named. In Article 6 the verbiage is found to identify a primary association.

Michael Roth suggested that Ron write up a document and submit it to the AEC that would offer suggestions and options.

Andy stated that his time has been spent on the club championships since August in three different areas, the Marathon Relays, Track & Field and Cross Country. The dates were announced for the 2004 championships. Andy feels that the Marathon Relays is an area to build on and is working with local meets that would provide funds to travel to a national level meet.

Marathon Relays - October 2, 2004 in Akron – They are putting their bid in for three years.

Track & Field – Dates are needed from the Region Managers

Cross Country – Portland but the date may shift to the following weekend after the annual meeting.

Bob Fine has worked extensively on the Club Handbook. With the majority of the work completed, an editing group is now needed. If you have background in editing, please contact Alan or Andy.

Andy informed the group about the changes for the online merchandise store. We need the ability to keep prices low and have the store up 24/7. Additional items will be added in the store and currently the price of the polo shirt is \$11 and the T-shirt is \$3.75. Promotion of the brand within the associations is key according to Alan.

Andy is also trying to tie in the banner program but since it's a different company, it may be difficult.

Andy has been working on the medals program and accepting bids. To date he has received 10 and each association will have two options to choose from, an expensive medal and a cheap medal. Bob Fine has been the force behind the design change for the medals.

Communication with several companies has been ongoing to establish a sanctioned event benefit program. These benefits then would also be offered to the associations.

Coaches Education has been another important topic for Alan this year. Alan and Sharreffa Blair joined the conference call with the Development Division to offer suggestions on the 45-page business plan that was drawn up by CE. Brooks Johnson chaired the call. During the call Alan objected to several items within the plan. Boo agreed that the associations should be involved in the decision making on the schools. The online course would be very lengthy and would provide a Level 1 Coaching Certificate. Alan thought that a one-day face-to-face w/coaches would be appropriate prior to certifications, which was agreed to.

Another area of concern was the financial side of CE Level I. The cost of \$125 and where that money would be going was in question. Jim Elias was on the call and described the process so it was clear that the financial aspects are appropriate.

Alan plans to meet with CE while at the Annual Meeting. Alan found out that Boo has resigned and Troy Engle has replaced him. It was voiced that Troy is good to work with.

Scott Erwin stated that L & L has an amendment that National Headquarters must notify the association within 10 days after an activity in the territory is known.

Coaches/Volunteer Screening will be one of the most important topics for the associations at this year's meeting. Alan has stated that it's not where he wants it to be for the criteria for screening and as of yet has not seen a report from Robin and Patti. Patti Petesch was given the task to look at the criteria, the services available and ease of use. Robin Beamon offered her staff services to help test the online

services available. Alan stated we couldn't wait another year. Alan was not aware of a meeting between Patti, Robin and Lionel to see what they've put together to go along with the criteria.

One issue is California due to the number of databases used by the state. Currently Alan thought \$25 was being charged due to the extensive search that needs to be done. Use of rapsheet.com would be \$1.75 for each search.

Scott Erwin stated that L & L doesn't like the current language and Alan had no problem if in the end Scott needed to make adjustments to language. Scott stated that the legislation is difficult at best to write and move the liability back to the clubs although that the liability may fall on USATF.

The L & L issues were then addressed. This was conversation on the list serve as to the intent of putting national clubs back on the table. Ed Koch stated that R10 has a slim to no chance of passing while R08 states that the elite athlete wants the option to use either their club name or sponsor or both.

Michael Roth brought up that elite athletes want the option to use either sponsor or club and avoid the issue of the 90-day rule when they are using the sponsor's name. Scott agreed to notify Alan if R10 looked to be getting enough support to pass.

The discussion then evolved around the re-write of Reg 11. Ed Koch stated that it has been revised piece meal over the years and now needs to have clarification on issues and more clarity around the NABR panels and their ability to work effectively and efficiently.

A discussion ensued on the suspensions of athletes and the mechanism that could be used by National Headquarters for notification to the association involved. The associations could then offer their recommendation back via the form. The athlete could decline the hearing as well and wouldn't necessarily need the hearing to convene.

To speed the hearings up Ed Koch is recommending that the NABR panel should have a pool of chairs, athletes and at large members who can convene quickly and make decision efficiently. According to Article 18, the association can make a recommendation.

It was felt that the zone reps may be able to mediate the process first using Jackie as the Grievance Subcommittee Chair. Several discussions ensued and participation was very good with numerous viewpoints.

The AEC meeting was adjourned.

December 4, 2003 General Meeting

Alan opened the meeting stating that an open forum discussion would be the focus of this session since the feedback from the workshop indicated that more time was needed for this type of activity.

Alan requested topics for the discussion:

1. Membership system on-line and override and transfers:

Andy stated that some upgrades have been made over the last 16 months. Keith has been working on a "customer database" which batches all memberships together for clubs and combines the various databases that are currently in use. This will be an on-going project and is important that the lines of communication stay open. An open discussion then occurred with the mention that there is legislation to eliminate the population requirement. This then created additional discussion.

2. Club registration options:

The discussion was around the entry of low dollar volumes and high volume transactions, which banks tend to question. The charge to Alan and Andy was to try to locate a bank that would accept this type of activity without question for the club entries. Andy is still working on a method to handle the multiple transactions with one fee. Club entry cannot be handled online so those are still being faxed to National Headquarters but the associations have seen increased efficiency in the turn around time.

3. Verification of birth records

Once verified by the association, it is not needed again. Age verification is necessary for competition but not as a member of USATF. The membership chairs provide their list of age verification to the various meet directors.

4. Financial differences

The membership application entered online will give the rebate of \$1.00 back to the association versus sending the paper copies for entry to the headquarter office. This has been in effect for approximately three years.

5. Duplicate memberships

Andy stated that the current system would tell you if you are entering a duplicate membership application. If a duplicate is entered, both or either number would be good to use. However avoid sending lists of duplicates to headquarters for them to remove. This is time consuming and please don't ask that the membership be extended. Andy will work with Keith to see if a process can be created that will avoid downloading duplicates for the reports or at least merge them together.

6. College eligibility

No discussion on this topic.

7. Different styles of volunteers

Volunteers should be professional even though they are unpaid staff. The expectations should remain high and look to a quality pool of individuals and young people within the association. Say thank you in a variety of ways such as awards banquets and certificates.

8. Budgeting

Some associations have quarterly meetings with the chairs of their committees and form a budget that the various committees will be using throughout the year. Some associations only use their budgets as guidelines as situations come up that require adjustments of that budget. Some use that as

the spending authority for that chair so they don't need to bring back requests to the board. All agree that each association should have financial policies.

9. Insurance

Team drivers were the focus of this discussion and the concerns over the liability insurance that needs to be carried by those drivers. The question of what is adequate and reasonable came into the discussion. Rental companies only carry the minimum of liability insurance. The 15 passenger van was discussed at length and in the State of California the need for \$1.5 million in liability insurance is required.

It was also advised that each association protect their directors and officers with D & O Insurance.

10. Athletes w/Disabilities

Barbara Chambers discussed the topics of associations being more involved with the athletes with disabilities. She passed out forms to the associations present and requested they be turned back in to her prior to the business meeting on Saturday. She would like to recognize those associations who have programs and events pointed at athletes with disabilities.

December 5, 2003–Coaches/Volunteer Screening

During this session we will be discussing the coaches and volunteer screening process. Robin Brown Beamon and Patti Petesch came prepared with their report for the group which was handed out. (attached)

The report contained:

- Survey results
- Draft application
- Draft certification
- Recommendations

Robin tested various companies' websites that can be used for background checks. Rapsheets.com was found to be the recommended site due to being user-friendly, password-protected and customer service was readily available.

Jill Pilgrim provided an eight-page documentation to Patti and Robin on the topic. Alan requested a vote of consensus, which was overwhelming on the fact that this needs to be done. Discussion ensued on how it should be done. One suggestion was that an independent entity should handle them but there wasn't much support for that.

The group wanted national standards, hire one company nationally if headquarters didn't have staff or time to complete them and a pilot program to work out the issues.

To complete the pilot, four associations were identified and each has appointed one person to conduct the background checks for a period of one year. It was agreed that one individual within each of the associations would be bonded and sign a non-disclosure statement and would provide the association with only a pass or fail letter on each person checked. Alan gave his authorization to proceed with the pilot once Jill Pilgrim has approved all elements and Bob Flint of the Youth Committee concurs. If other associations want to join the pilot, Robin will supply the information needed.

A list was then started stating the various criteria that we as an organization would want to see on a background check: The definition of a felony is spending more than one year in jail.

- DWI – Felony within the past 5 years
- Sexual assault on anyone
- Crimes against children
- Drug conviction within the past 5 years in use, distribution or possession
- Class 4 domestic violence (was removed from the list)
- Any felony crime (was removed from the list and as more specific items were needed)
- Weapons convictions – weapon used in the commission of a crime
- Physical assault (would be reviewed on a case-by-case basis)

The screening would be of all adults in clubs who have private time with children not their own. A mailing will be sent to all the coaches that they must provide a list of all individuals as the season progresses if the individuals were not on the original list provided by the coach when requesting membership.

The agreed price was \$1.75 charged by rapsheets.com, the association will charge each individual being screened \$5.00 and \$.25 will be sent to National Headquarters by rapsheets.com, more to keep track of association screening than as a money earner.

A thinking point would be for the associations who may not be functionally able to handle this would have an outlet for someone else or company to complete this important process for them. It was agreed that those associations that were piloting the program would give a detailed update at the August workshop.

Scott Erwin then left to request that L & L table the items until the following year until appropriate data could be provided to the group on the ability to handle and execute the background checks.

December 6, 2003–Business Meeting

Pacific Association gave a brief presentation on their experiences with the background checks they have been conducting for the past 5 years.

Several questions arose and a brief conversation ensued.

Kountez gave her Treasurer's report for 2003 and the projected budget for 2004.

Alan introduced the regional reps:

North – Ruth White

South – Jackie Callender

East – Earl Williams

West – Harry Simonis

Alan briefly mentioned the topics listed below:

- Member benefits – Should see many new companies in the coming year.
- Club benefits – Moving toward more benefits such as with MF Athletic a minimum order of say \$500 would get a club a 20% discount.
- Sanctioned event program – List of benefits of products and services to events. There will be an exception for existing contracts of participating companies with events. It's up to the participating company whether they want to extend the discount to an existing customer.
- Club Handbook – Alan stated that this has been a long drawn out process and we had paid a person half up front to do the work. However, it hasn't been completed so Bob Fine took up the challenge and put much work into the process since the workshop. However we are now down to the editing process and Alan is looking for individuals who have expertise in this field to help with the editing.

Jackie Callender gave a Grievance Subcommittee report – Jackie stated that the common theme of issues is losing sight of the common good of the association and instead replaced with working for the interests of oneself. He has seen issues as simple as how to run a meeting with Robert's Rules of Order, Reg 15 and chain of command.

Ed Koch noted that a revision to Reg 11 would provide a more responsive approach for the NABR panels to handle their grievances. The delays have been taking as long as six months to a year to resolve and they are looking to increase the pool from which they can pull panelists.

George Regan gave the Men's LDR committee report – He stated that he advised the committee of our activities and the questions we've presented. The LDR committee as well has asked what we do with money received from an LDR event and does it go back to the LDR committee within the association? George explained that when an association is producing LDR events and a strong LDR program exists within the association, the money is used to continue those programs and develop new ones.

Many of the associations didn't know much about the AADP (Association of Athletes Development Program) and what the criteria is for being a member of the group. As an update the LDR committee assured the associations committee that the criteria would be posted on their website prior to the end of the annual meeting. The associations also told George that it's important that the Association President and office is notified of these programs that are available.

George reviewed the four championships for 2004 which will be announced at the closing session and available on the website.

Steve Vaitones gave his report on Racewalk and the Cross Country Council – Steve talked to the cross-country events and the developing of more regional and association level meets. He also discussed the success rates that they have been seeing.

Steve then requested that Michael Roth present a Racewalk report. Michael is seeing a more consistent schedule, which follows a calendar for the coming year, and a handout should be available during the closing session for anyone interested in additional information.

Ruth White explained how the awards are given. The associations have an opportunity to nominate a candidate; ballots are distributed with a deadline. The ballots are tallied and then the awards are made at the annual meeting.

Ray Vandersteen gave no report on programs but noted that he had turned in the job description for the position.

Gertrude stated that the Accreditation Subcommittee arrived in Greensboro early to review the documents submitted by the associations. Three associations would not be seated: West Texas, South Carolina and Alaska.

Scott Erwin gave his report on L & L – Tabled the screening process until the completion of the pilot program. Item R08, which allows an elite athlete to use either his club affiliation or sponsor or both when in competition. The remainder was tabled, R10. Clarification of Reg 15 with the re-write is in process.

Harry Simonis led a discussion on the review of by-laws with the group. Andy stated that three different individuals reviewed the by-laws provision by provision. If two of the three voted that the item was okay as written, the association didn't need to make changes.

Some associations needed to provide a plan for improvement and it will be monitored for at least one year.

Barbara Chambers reported that the sessions on the athletes with disabilities had gone very well this week. She also wanted to note the associations who filled out the survey and returned it to her. The associations that are including athletes with disabilities are as follows:

- Connecticut
- Long Island
- Pacific
- Georgia
- Oklahoma
- Kentucky
- Nevada

Eric Zemper has developed a PowerPoint presentation that officials will be able to download from the official's website around the end of January. Barbara has also been discussing high school athletes with the federation to identify rules and adapt those rules for students on teams now.

Ron Mascarenas gave his report from the workshop that was held in August at Miami. The call for agenda items was put out on the list serve but did not get much attention. He noted that 146 individuals participated and he mentioned some of the agenda items that were discussed during the workshop.

At the end of the workshop, evaluations were handed out. Of the 146 individuals attending, he only received 27 with feedback. He has encouraged those who have not mailed their evaluation back to do so for planning next year's workshop in Indianapolis. If you have agenda items you want included for the 2004 workshop, please notify Alan, Andy or Ron.

It was agreed that Miami was a great host and a discussion occurred on what types of items need to be addressed at the workshop and what needs to be addressed during the annual meeting.

Everyone was encouraged to register on the list serve.

Andy began his report with the suggestion that Ed Koch made back during the May conference call. Produce a spot with the "I'm a Member Theme". Mark Springer and Andy got together with a company in Indianapolis to shoot those spots while in Greensboro. The filming was completed over a two-day period and four elite athletes were used in conjunction with our youth and master athletes. The four elite athletes were as follows: Allen Johnson, Kevin Young, Stacy Dragila and Deena Drossin Kastor. Andy is hoping that the 30-second clips will be ready for the first Golden Spike event in January. The four clips will also be on the website for viewing.

Andy noted that there were some failures in getting the cards out late and this year not all member benefits will be ready when the cards go out. Those will be mailed at a later time.

Craig began tracking calls to each department to see how many they get. Andy stated that by far his staff of 2.5 people received the most calls, but managed to return them in a timely manner. Andy suggested that e-mails be sent to Craig and Bill stating the appreciation and how much more we would like to see if the staff grows. This also applies to Keith's group as well.

Andy talked about the online apparel store that will be available for the associations to not only increase profits but to put the brand out in the public eye. When the company receives an order, they will confirm with Andy that the individual ordering is authorized in that association to avoid clubs taking advantage of the deep discounts.

Andy also discussed the tents and banners and gave two banners to the North Carolina delegates.

Andy discussed the medals and the two options that will be available. One will be the cheaper medal with no color and very basic. The other medal will be raised with color and will cost a little more. They should be available early in 2004 and they will need to be ordered in batches.

Discussion of the on-line calendar came up and its ability to identify sanctioned events. Andy would like to have the associations add to the calendar to save time. He also noted that there are now 11,000 course maps available on line. If you use the course certification number it will link to the appropriate map.

There were 13 grant requests received totaling \$24,000. The total of the grants this year will be \$20,000. He will be coordinating a conference call for next week with the grant committee. Grant applications will be out earlier in 2004 and the associations should start working on theirs now. You can pull the form from the website and start filling it out now. The maximum per grant is \$2,000.

Several of Andy's report items can be located in the Thursday minutes of this document.

Alan stated that there was a major change with Coaches Education. In the past few months a weekly conference call has been held to work out the details which drew from a proposed 45-page business plan. As stated in a previous area of this document, Alan was concerned about the online course that was to be established, the importance of associations in the process, and how finances were to be managed. On Thursday, December 4th, Alan attended a special meeting on Coaches Education. It was decided that the online school would be equal to the Level 1 and no face to face one-day meeting would be needed. Associations would be notified of any proposed school in their territory on receipt by the National Headquarters of an application. Pat Pretty will be the associations' point person and will be communicating information to the various associations.

Andy was unable to complete his report as it was necessary to vacate the room.

The meeting was then adjourned at 3:30 pm

Submitted by:

Karen Krsak
AEC Secretary