

AEC Meeting

November 29, 2006

Alan called the meeting to order at 11:10 am.

Small discussion on the new logo.

Alan asked Jackie Calendar to discuss his proposal for the new grievance procedure.

- Explained the process and timeline proposals
- Jackie will be meeting this week with Bill Roe, Andy Martin, Alan Roth and Scott Irwin to clarify and amend any changes to be presented on the grievance process.
- Addresses conflict of interest with the grievance committee if the zone reps would be part of the panel.
- Appeal would be to the NABR.
- Alan added his comments concerning Jackie's proposal.
- Discussion of the proposal among the AEC committee.

Moved on to the accreditation from Harry Simonis.

- 2 of the 3 associations that had been suspended are now provisional.
- Wyoming is still suspended.
- The Accreditation subcommittee is making a proposal to move the hosting of association championships from the "Other" category to a required standard. They have drafted a proposal/motion that was presented to the AEC before handing it forward to the USATF Board of Directors for approval of the change. The motion is below and a discussion ensued among the AEC members. A footnote is to be added that criteria need to be built into the proposal. A straw vote was taken since the committee did not have a quorum for a formal vote.

Motion: *The Accreditation Subcommittee recommends an endorsement to the Organizational Services Committee and AEC that it proposes to the USATF Board of Directors that the accreditation category, "hold association championships in each athletics sport discipline" be moved from a standard that is categorized as "Other" to "Required."*

Rational: *Encourages associations to broaden their programs so all members have a championship to compete in. Additionally, this would require an association to host a championship in all sport disciplines as a condition that an association receives full accreditation. Currently this is not the case.*

The next item is the General Competition Division meets on the 30th from 8 am to 10 am. During that time Alan announced that since the Youth Committee has full elections, the Master's Committee will be holding an election for the Chair position and the Associations Committee has full elections but no contending candidates, that we spend the full two-hour session in a forum for the Chair candidates of Youth and Masters T&F. Alan invited the two committees, Youth and Masters T&F, to this informative session. Between the Youth and Master's committees there are six to seven candidates to address the issues.

It was suggested that two topics of discussion would be:

1. Site Selection
2. How to bring groups together within an organization and work within the confines of that organization.

Next item was to encourage individuals to join the three subcommittees: Association Services headed by Linda Bommicino, Ethics/Conflict of Interest headed by Clif McKenzie and Workshops headed by Karen Krsak.

Next topic was review of the remainder of the agenda items for the remainder of the week:

1. AEC second session on the 29th from 4 – 6 pm.
2. Thursday – first 30 minutes devoted to meeting of zones, approximately 20 minutes for part of Andy Martin's report which will include an update on background checks.
3. Friday – Facilities access and rule change #55 allowing cones to be used when rails are not available. Forum on issues that the associations have identified as major problems.
4. Saturday – AEC elections to be held at 10:30 am. Both sessions would include the normal business meeting, completion of Andy's report and 30 minutes for the zone reps to complete their business and hold elections.

A representative from the Connecticut Association questioned the membership fee increases. A discussion ensued concerning the process that evolved to the current fee structure.

Andy announced that he would like to have a training session with the screening agents for the background checks sometime in January or February in Atlanta. There will be more to come on this topic.

Alan recessed the meeting at 12 noon with the meeting to resume at 4 pm.

Association Committee Business Meeting Session I

December 2, 2006

Alan called the meeting to order at 10:15am

Elections were held at 10:30 am with the following results:

- Chair – Alan Roth
- Vice Chair – Clif McKenzie
- Vice Chair – Karen Krsak
- Secretary – Linda Bommicino
- Treasurer – Kountez Moore

Leanne Myer and Brian Jones explained the AADP Program and the requirements and benefits of the program. This program is pointed toward post collegiate athletes to have the experience of a national championship. Soon after this Annual Meeting bid forms will be going out to all the associations. Bids and elections are handled over the months of January and February each year for notification for the athletes.

Wisconsin was announced as the Most Improved Association and Val Foss was the winner of the Horace Crow Award.

A disk was handed out to each association which includes association-specific logos. Ivan Cropper explained what the requirements are and these will appear on the disk. This will be an 18-month transition. A question and answer session followed the information given. The disk is permitted for reproduction for internal use. This was designed by Nike with the vision from USATF and the logo does not belong to Nike but to USATF and at no cost. Crown Metals has a 3-month turnaround with the new logo. Andy discussed the various signs and banners that can be used.

Alan spoke to the statement of the Code of Ethics for the Associations Committee members, which mainly deals with conflict of interest. Alan proposed we establish an Ethics Subcommittee. The motion was made and seconded and passed with a unanimous decision. (Document attached). Clif McKenzie will Chair the new Subcommittee

Alan then spoke to the change to L & L with regards to the grievance process. There was a discussion of the handling of the grievances at the local level and the time periods in which they are completed. This will need to be added to all bylaws within each association by the Annual Meeting of 2008. Several questions followed.

Martha Harris was introduced as our Sports Medicine and Science Committee liaison. Martha had taken some time off to deal with serious problems she and her family had with Katrina.

Pat Pretty announced that all Coaches Ed schools are online now with forms and ability to register for the classes. You must be a USATF member to register. The information can be located on the USATF website under Coaches Education. Notification of the school location is sent to the President and Secretary of the association. Pat only needs to get notification that you received it. He stressed the importance of informing him that you received it.

Currently the course is not online but they are still working with that goal and it could be another year out. Video materials that Coaches Education had were of poor quality and they needed to be upgraded and we no longer have the money in the budget to do the work required. However, there is a good opportunity here for sponsorship which could make it work for us in a shorter timeframe.

Association Business Meeting Session II

Alan called the meeting to order at 4 pm.

Irene gave a presentation on the insurance program that officials have requested. This information is for the Officials Committee within each association. The same information will also be presented to the national Officials Committee today. This will be a master policy at \$12 per person but must be purchased by the association for all officials. This policy is with Essex Insurance. To obtain this insurance you must be a member of USATF. Only those who are members will be covered and that is the number that will be submitted for coverage. An association needs to make a rough estimate of the number of officials since the number changes during the year.

Alan's next topic was on the subcommittees:

1. Communications: Alan is looking for individuals who have experience such as webmasters who are interested in this type of activity. He would like to have five to six people who

would be willing to work as members of the Subcommittee. Alan has had two individuals volunteer who would like to work on the Subcommittee but still needs someone to chair it.

2. Association Services: Linda Bommicino needs individuals to work with her.
3. Membership: Katherine Branch is also looking for anyone who is interested.
4. Workshop: Karen Krsak is also looking for individuals to work on that Subcommittee.

Alan stated that there is an Officials Certification Clinic program specific to LDR that takes about a half day. This is an ideal activity for those associations that are interested in getting more involved with LDR.

A period of time was provided for questions and answers regarding the background screening program. A company, TCQ, will be charging about \$22 per person because they do all the work including administration. ChoicePoint's plan with us requires the association to do the work but they do have a more expensive service that includes doing all the administrative work.

Alan adjourned the meeting at 5:15 pm for completion of the zone meetings.

AEC Session II

Alan resumed the meeting at 4:10 pm.

Alan came back from the board meeting with items for update.

Andy passed out a flyer on membership restructuring. Alan also asked about the feelings on the new logo that appeared on the flyer. This particular logo is going to be marketed with merchandise and we will have 18 months to move from the old logo to this new one. The response was favorable.

Karen Krsak brought up the proposal that Tim Baker wants all membership fees to go to the sport committees for them to disperse to associations if they felt the associations would use it appropriately. Alan has spoken with Tim and expressed his doubts that this could ever get adopted since it is so negative for grass roots which has voting power, but Tim feels that he wants to continue with the proposal. It will be our job to ensure that we voice our disapproval of this proposal.

Alan read the list of issues that came out of the Jacksonville meeting where associations listed their biggest problems. Alan is now asking which ones to be included in our Friday meeting.

1. Getting people involved
2. Facilities access is currently being surveyed with a taskforce.
3. High School State Senate is currently having meetings in Indianapolis this week. USTCA (Women's) has not paid their dues and has been suspended. (See below)
4. Getting clubs and individuals to meetings.
5. Sponsorships (big or small)

3A - Alan is proposing that all high school and youth teams have their coach provide all the names of the team members to a USATF website. The team members would go to our website and read through some paragraphs on anti-doping, click through the paragraphs, the last of which is the Be a Champion oath, and then click a button that reads "I AM CLEAN". When all the athletes have

completed the document the team will receive a fancy certificate that says they are a certified USATF Be a Champion team.

3B - Alan is also proposing a service similar to YouTube with videos of athlete performances that could be uploaded to our website by the athletes, parents, friends. Criteria would need to be used for saving the video so that other individuals can easily find the videos they are looking for. Criteria could be age group, gender, event, location, date, name of athlete, etc.

Communications subcommittee needs to be expanded to improve our communications with each other and across associations. Alan will provide additional information in a later meeting. He has a number of ideas for this.

Alan has two survey questionnaires for Facilities Access in draft form. Alan is asking that a few individuals review either the managers questionnaire or the facility users questionnaire. Several individuals offered their help to review them. They need to be returned to Alan by the end of the annual meeting.

Val Foss and Paul Morency reviewed the informed consent from the “stretch study” and felt that it was in form for it to fly as is for English at an 8th grade level.

Alan summarized the discussion from this morning to Scott Irwin on the grievance process that we want to put before the L & L committee and then the USATF Board of Directors. Before it can be handed to the L & L Committee, additional work on the language needs to be completed.

TCQ will be making a formal presentation to the Youth Committee in reference to background checks. Harry Simonis had brochures on the company used by the Oregon Association.

Alan asked again for help developing questions for the General Competition election forum Thursday morning. We had two from this morning and need additional items:

1. How to bring groups together within an organization and work within the confines of that organization
2. What are you going to do in conjunction with diversity? (gender, ethnicity, race, age, language, etc.)
3. What would be your plan to increase communication with the broad range of associations and outside organizations?
4. How do you view your role in working with the Board of Directors?
5. How do you plan to work within the General Competition Division to make it successful?
6. What actions will the Masters T&F Committee take to implement its strategic plan?
7. What is your view of the age change category for masters?
8. How are you going to grow the participation of youth athletes at the association level versus the current focus of the Committee on the national championships?
9. How will you find a way for Masters T&F athletes to contribute to the sport as a whole?
10. How do you view the management of regional coordinators and new association chairs and facilitate the transition of new association chairs and coordinators.

Alan adjourned the meeting at 6:35 pm.

Associations Committee General Session I

November 30, 2006

We are now over the 90,000 membership mark which is **2%** over last year and membership continues to increase. 66% of members joined on line during this year. It continues to increase about 25% on line over the past several years.

Alan called the meeting to order at 10 am with the first order of business to devote 30 minutes to each of the zones.

Meeting resumed at 10:45 am.

Alan announced that Andy Martin would give a report on his activities during this past year. Alan also provided information on the remainder of the sessions.

Andy announced that on Saturday, CDs would be provided to all the associations with association-specific versions of the new logo.

Andy talked about his boys getting into running and now understands from the parent and coach perspective.

Andy reflected about the last 8 to 10 years and the successes during that time. Many new and exciting items such as a benefits package, on line memberships, updated Associations Manual, better working relationship with RRCA, America's Running Routes, Criminal Background Checks with workshop in the planning for January or February, accreditation program which gives great insight into each association, addition of Club Council, and T & F Club Championships. There are many more that each of you can think of.

Membership fee increases included a commitment for increased services. A brochure on this is available to the membership. On January 1st the background checks become mandatory and the new logo is being introduced during this Annual Meeting.

2007 still gives us more to do. The Masters T & F Committee is being provided additional assistance. The athletes that are involved in WMA competition are handled through Indianapolis. The mailings, emails and event information are being set up as well.

We are now over the 90,000 membership mark which is **2%** over last year and membership continues to increase. 66% of members joined on line during this year. It continues to increase about 25% on line over the past several years.

Andy stated that Katherine Branch is doing an excellent job with the member benefits package. All the information is up on the website with discounts being offered.

Club benefits were a little slow going out this year due to a change in staff. The office is fully committed to making that up this coming year.

Andy is expecting 4700 sanctions by the end of 2006.

The new Global Crossing conference call service is a major new opportunity for event race directors to communicate with individuals working out on the course during an event. USATF is leading in suggesting that conference call service be used for race management as this has not been used. Also, USATF now offers a low rate through Global Crossing of \$.055 per minute per person per minute without any setup fees or service fees. A sanctioned event can sign up for this service on the Global Crossing website. This low fee is also being made available for all USATF conference calls and for association conference calls.

Carmen Triplett is a gold medal winner when it comes to her service to associations on the processing of sanctions.

Andy talked about the 2006 Workshop and thanked the Three Rivers Association. We had 43 associations and 143 individuals attending. Andy discussed the agenda during that Workshop. Unfortunately we may not be able to handle the Workshop in Indy during 2007. A request for proposals will be going out within the next couple of weeks.

We awarded \$20,000 in grants for 2007 and the deadline for grants in 2008 will be the end of May.

\$20,000 was provided back to associations for D&O insurance. This will be awarded again this year to each association. Forms will be provided to each association.

Relationships have been established with three additional regional running publications. They provide us with two pages for sending the message to runners, which include LDR. In some cases members will receive them for free which covers about 60,000 people, members and non-members.

Andy reviewed the accreditation standards and how many associations have full accreditation, provisional and suspended. The outstanding associations Gold, Silver and Bronze awards were given out during the Workshop this past summer.

Andy talked about the National Club Marathon Relay Championships and the various other club championships. The Cross Country Council will be awarding the Cross Country Championship on Friday.

Work for 2007 continues with the Workshop location, grants, background checks, club championships, etc.

Additional staff members are being hired to handle the work that will be needed with the programs from the increased fee structures.

Andy also thanked the membership and his staff.

Alan introduced the members of the AEC. Alan talked about the additional subcommittees that need members. This will help identify people who have leadership skills for the future.

Currently the Communications Subcommittee doesn't have a chair. Alan is looking for both a leader to chair it and other people to populate it. Alan has new objectives and goals for the Subcommittee.

Alan then moved to discuss the Facilities Access survey and hopes that some will review the draft survey forms and provide feedback.

The Stretch Study is another topic that Alan provided a summary of information. We've been working on this for over a year and want to implement this winter if possible with a full roll out in the spring.

Alan announced the candidates' forum this evening that will be held from 6 – 6:50 pm.

Alan recessed the meeting until Friday.

Association General Session II

December 1, 2006

Alan called the meeting to order at 10:15 am.

Alan made the announcement that from 9 – 10 am tomorrow during the General Competition session a summary will be presented on background checks. We are looking for a way to find out if an individual has been arrested multiple times without a conviction.

The subject matter today is discussion of some major problems facing the associations:

1. The Facilities Access Task Force should have a report available next year at the time of the Annual Meeting. Alan was offered a Co-Chair opportunity yesterday with Patti Petesch and Darlene Hickman taking leadership of the Task Force. Currently Malone College has taken this on as a project and the Sports Management course students developed two survey instruments in the Fall semester. One is for facility users and the other for facility managers. The survey forms will be finalized by the Malone students during the next semester and will be distributed during the semester. We will need to get them into the hands of clubs and other facility users as well as facility managers within each association. The USATF 5E members will also be helping to distribute the forms, especially the one for managers.
2. Harry spoke to rule item #55 speaking of using cones for tracks that don't have rail. Many schools don't have rails. Currently a track must have rails for national records to be set. Harry wants cones to be equally respected for records. Harry is asking that the Associations Committee endorse the change. Harry asked for discussion on the item. Endorsement was given to Harry.
3. An open forum was used for the subject, "How do you get people involved":
 - Suggestion made to get those in college involved early.
 - Go after parents who have young athletes like the bantams and midgets.
 - Meeting held to encourage parents to help at meets instead of asking the kids to sell various items to raise money.
 - Monies given to clubs who help out with the meets.
 - Use retired individuals to help with various duties that use their expertise.
 - Partner with the various coaches' associations.
 - Have awards dinners with or without a guest speaker.

- Think non-mainstream or outside the box.
- Look for sponsors for events to get the groups together.
- Share with the middle and high school coaches what you can do to develop their athletes through a summer program. Take all skill levels to build well-rounded clubs. Build valuable experiences through relationships and travel.
- Work with the various college facilities; talk with coaches and athletic directors for weeknight meets.
- Put on clinics for specialized areas such as LDR or Race walk to reach out to officials with specific areas of expertise.

4. Sponsorship:

- Andy is preparing a packet that will include the new logo design to be used in marketing packages.
- Talking with local business to investigate what common ground can be identified.
- Partner with established races to aid with sponsorship and involve with community activities.
- Identify individuals within your community who are former track people or who love track & field. They may become benefactors to your local association.
- Produce articles for local papers that allow families to read about what is going on in the community.
- Ability to communicate.
- Break it down into reasonable pieces such as refreshments, medals, etc.
- Do your homework about the company you are reaching out to.

General meeting was adjourned at 11:50 am.