

Board Meeting April 10, 2011

Name	Position	Name	Position
Frank Rodenbaugh	President	Linda Phelps	Vice- President
Noel Webb – Absent-Excused	Treasurer	Nicole T. Berry	Secretary
Cindy Long	Membership Chair	Bruce Long	Official Chair
John A. Knabb	Board Member at Large /Official	Joe Obeldobel- Absent- Excused	Board Member at Large/Official
OrondeShariff	Youth Chair	Liza Simmons	2 nd Youth Chair
Lowell Wetzel	Official /Member at Large	Mark Schwartz	Open/Masters

Meeting Started At 1:22pm

Motion was made to accept Board Minutes from January.

Treasurer’s Report – Distributed by Frank. Report does not detail required information for association. Report was not accepted. Recommendation was made to load quick book files onto two computers which will allow access for more than one individual. A request was made to submit reports on a quarterly basis. Linda suggested a regular meeting with Noel on a monthly basis to assist with treasurer’s report.

Budget – Approved for 2010 - 2011

990 Form– Is due by May 15th, 2011. Need correct categories to create report to include all information. All committees will make certain Linda Phelps receives information necessary to complete the 990 form no later than April 28th. Cindy will assist Linda with compiling information. Linda requested that all committee reports contain detailed description of each transaction which includes itemization. This format will assist treasurer with creating the overall report for our association. Additional comments- Accountability is very important in regards to utilization of proper money collection equipment. Creating a process in which money is handled for all aspects of events that include the handling money. Cash boxes prohibited.

By-Laws—John completed extensive research of By-Laws. He presented a proposal that will be distributed to the entire Three Rivers Membership. Every person attending the meeting will be able to vote. A separate meeting will occur in May to get By-Laws Approved for entire association prior to Annual meeting which is held in September. General Meeting will be scheduled Thursday, June 2, 2011. Notification of meeting will occur via web-site and post card sent to all adult USATF Three Rivers Meeting. John discussed change document to by-Laws to make sure Board Members are aware of the proposed changes.

Old Business

Final Report on Association. and Region 2 XC Championships – Report not available. Oronde will supply report at next meeting. It was suggested that a week time allowance is given for creation of report.

Association & Region 2 Championship Status Update .

Volunteers- Are being recruited to assist with Awards, Volunteers, Packet Pick –up etc.

Communication – Cindy has sent preliminary information to Associations to advise of meet location.

Officials – Offer Dorm residence and meals for Officials.

Travel Fund -A motion was made to discontinue the travel fund. John Knabb presented and read a proposal as to why the travel fund should be discontinued (see attachment). Motion was denied by majority of board.

A second motion was made regarding the over sight and administration of the travel (see attachment) JohnKnabb presented and read a proposal on the administration of youth travel fund. Proposal was second by Oronde with an amendment of (info included on proposal). - Approved.

Frank read email from Joe O. regarding travel fund. – (see forwarded email)

Returned Check, Check did not get to athlete, and parent had concerns of accepting money as the amateur status may be effected. See attached letter.

Mark mentioned that an out of season meet should not affect the amateur status of high school meet.

Additional discussion was held to determine how the checks would be distributed. Suggestions to give to coach's, athletes, and passed out at annual meeting. John Wrote Amendment.

Hy-Tek Update

Cindy mentioned youth committee update limitation on license only permitted to run meets required by association up to 15 meets. Developmental Preliminary meet hosted at ____ facility. This is the wording to be used for each meet. Paperwork has to be consistent. We have to pay Powered by Hy-Tek on our proposal.

Lynx Update

Buce said he spent \$14,800 to buy the system. We purchased the silver package. We need a person

USATF Indoor Association – No cost to Association to date and Association has met there requirement. Meet was a success and we did not assume cost. Open and Masters meet is on the Sunday of Youth Regional Meet. The Cleveland Classic will be held on June 26th and will not interfere with Masters Championship. Association will satisfy outdoor requirement with championship as well.

New Business

Equipment Storage and Management

Bruce would like to make a proposal to rent storage place for our property. Bruce will get a pricing on storage space and email to board meeting. For approval

Logo Usage – There has been inappropriate usage of USA Track and Field Logo. Penn State Barron campus has used the logo inappropriately. We will report to national office. Several colleges and schools are copying the logos. John wanted to make sure we reach out to the schools in our region to at least educate with some form of communication.

Road Race –The marathon will have 3 pacers to help women qualify both A and B standards. This will help our American athletes in qualifying with Olympics. Spoke Ron Green in regards to their 5k championship. April 15th a new web site coming along to advertise the race. An increase in American prize money . The race is early August.

Cindy requested approval to purchase new Association phone that will replace the old phone. The board votes Unanimously to approve purchase.

Meeting Adjourned – 4:38pm

PROPOSAL TO DISCONTINUE THE YOUTH TRAVEL FUND UNTIL PROPER ADMINISTRATIVE CONTROLS AND PROCEDURES ARE IN PLACE

PROPOSAL: In view of the problems with proper administration of the USATF – Three Rivers Association's (TRA) Youth Travel Fund, where some athletes received Travel Award checks in late December or early January 2011, but other eligible athletes did not receive checks until April 2011 and because the Youth Travel Fund Proposal approved by the TRA Executive Board in September 2010 has still not been resubmitted to the Executive Board in final form with all requested revisions discussed by the Board at the time of voting on said proposal, the TRA Youth Travel Fund is hereby discontinued until such time as proper administrative controls and procedures are in place to ensure fair and equitable treatment for all athletes within TRA. The revised Youth Travel Fund Proposal shall be resubmitted and a revote taken by the Executive Board before being reinstated.

PROPOSAL ON REVISION TO THE USATF- TRA BYLAWS

PROPOSAL: It is proposed that the attached Revision 7 to the USATF – Three Rivers Association Bylaws, dated April 10, 2011, be submitted to the membership of the Association for vote of approval. The attached Summary of Change should be provided with the Revision to the Bylaws for review.

PROPOSAL ON ADMINISTRATION OF YOUTH TRAVEL FUND

PROPOSAL: In view of the problems with proper administration of the USATF – Three Rivers Association's (TRA) Youth Travel Fund, the following additional administrative requirements are proposed:

- 1) Within two weeks on the completion of the National Junior Olympics competition, the Chairperson of the Youth Athletics Committee or designated committee member will submit a listing of all eligible athletes from TRA who actually competed in the respective Junior Olympics championship to the Association's Treasurer with a copy to the Association President and Membership Chair . The listing will identify the athlete's club affiliation/or unattached status.
- 2) The Membership Chair will provide a listing of addresses for clubs and unattached athletes listed and forward to the Youth Chairperson or designated committee member via e-mail within one week of receiving the listing.
- 3) The Youth Chairperson or designated committee member will prepare a forwarding letter (form letter) and envelopes addressed to each club that had eligible athletes and to all unattached athletes.
- 4) The Treasurer shall prepare checks for all eligible athletes and deliver to or forward to the Youth Chairperson or designated committee person by registered mail within one week of receiving the listing.
- 5) The Youth Chairperson or designated committee member shall insert checks into appropriate letters to clubs/ or unattached athletes and mail all at one time within one week of receipt of the checks.
- 6) Following mailing of the checks, the Youth Chairperson or designated committee member shall either call or e-mail the club contact persons to whom the club checks were sent and inform them of the mailing of the checks and request the club inform the Youth Committee when the checks have been received and distributed.
- 7) Within one month of mailing the checks, the Youth Chairperson or designated committee member shall issue a report to the Executive Board listing all athletes who were eligible to receive checks, their club affiliation/ or unattached status and confirmation that all clubs have acknowledged receipt of the checks.
- 8) The Treasurer shall include in the Association's Quarterly Financial Report the status of cleared checks for the Travel Fund until such time as all have cleared. The Treasurer may coordinate with the Youth Committee to have phone calls or e-mails made to any clubs/ or unaffiliated athletes who have not cashed their checks within a reasonable time.