



## USATF AL ASSOCIATION BI-ANNUAL MEETING

March 2, 2014

Following are the Minutes of the Bi-Annual Meeting:

- I. Meeting was called to order by President Molly McGregor. Molly introduced herself and requested that all present introduce themselves and what roles they represented. Molly stated that Gene Tomlin is appointed standing parliamentarian
- II. Roll call and Eligibility of Board of Managers –Membership Chair, Mary Birdwell determined that all present would be eligible to vote with the exception of Toni Vines, parent of an athlete.
- III. Requested Approval of the minutes from the Association Meeting Sunday, September 29, 2013 – minutes were inadvertently posted on the website as ‘accepted’; requesting approval at this meeting. Motion to approve by Gene Tomlin. Seconded by Bill Murray. Approved by those present.
- IV. Membership Report – Mary reported that we had 422 members; 225 are over 18 yrs of age). 28 clubs are registered; 3 waiting for background checks to be completed. USATF new requirement that all coaches and athletes must be registered in Coach O by the time the association meet registration closes. This is for age verification. Coaches will not be able to add athletes between the association and the regional event – this is a change that there will be no alternates added. Regional coordinators determined that 8 (eight) will be advanced from the association to the regional automatically. The group also discussed advancement for multi-events.

Mary provided a new phone number for coaches to use to text birth certificates: 205 9192825. She will not be charged to receive the text.

Sanctions – 11 sanctions paid for on line already – this is an excellent start.

Volunteers – must be background screened. TC Logic only. This includes assistant coaches. This will insure insurance coverage will be in effect.



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### IV. Finance Report – Treasurer Angela Vail

Molly indicated that the Association is transitioning from Quicken to QuickBooks for non-profits in order to provide more accurate and real time report functionality. Kevin Wallace, non-profit consultant, has been hired to help us transition and get the budget set up correctly. Molly discussed additional ways of getting funding including grants and fund raising to cover other costs that would be outside standard operating expenses. Angela proceeded with the financial report:

All accounts are with Compass Bank. The end of year statements for 2013:

- Compass checking account           \$ 7,835.65
- Money market                           \$35,027.00
- Certificate of Deposit                 \$ 5,260.95

Jeff Jackson asked how much was spent: Molly explained that Angela has gone through every single receipt in order to prepare the budget. Revenue and expense is now detailed by account numbers. This will be posted on the website. Molly referenced other points:

- \$4K difference in membership – national sends us our revenue but must show their withholding in the expense line.
- \$35K revenue in 2012, since then revenue has declined. Going forward, the association, rather than a club, will be running the association meets. Clubs that wish to make money may supply volunteers and they will receive a percentage of the proceeds.
- Losses for the past two years needed to be taken from the reserves. Once the revenue and expense statements are finalized, performance statements will be provided to the Board of Managers on a regular basis via the website.
- Annual association budget - The association will be using a zero based budget approach; the budget was approved by the Board of Managers earlier today. A question was asked about returning money to the reserve. Molly stated that any surpluses will be returned to the organization's coffers. It is critical to have reserves in place. The Finance Committee will be outlining a Fiscal Controls policy, modeled after policies in place by National. Walt Bell mentioned that options have been evaluated to maximize revenue for reserve monies.



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Meet/Event budget form - A new reporting procedure has been outlined. A budget must be submitted in advance for association meet expenses to Molly for review and approval. This will ensure accountability. Committee chairs will do the same.

### VI. Sports – General Committee Reports

- Youth Chair – Jim Pugh submitted a report that stated he plans to attend association and elementary meets as these will be good venues to promote the association cross country meet.
  - Question was asked about National meets – it is understood there is interest by National to change the percentage of the gate amount that they will receive from a national meet. This topic was discussed in closing session of the National meeting and the recommendation was voted down. Mary will report out any changes as she is made aware of them. The bid amounts have increased significantly.
  - An LLC was formed this past summer in anticipation of bidding on a meet at this past national convention (out of cycle); \$40K to submit a proposal. It was clarified that the LLC was initiated as there were no nominations in place prior to the convention. In 2010 we made \$80K; the proposed changes would only net us \$15-20K
  - AL is eligible to submit a nomination in 2015.
- Men and Women’s Track & Field – James Fakunle discussed his committee was getting ready for a state meet. Evaluated the possibly of holding the meet in the Shoals area. Determined instead that this championship will piggy back off of Mary’s event in May. If confirmed, the date needs to get this on the calendar.
- Men and Women’s LDR – Alice Biggs – sent a letter to Birmingham Track Club regarding sanctioning their four events; possibly one of the sanctions could be designated an LDR association meet.
- Men and Women’s Masters – Bill Murray met with the Masters committee before the zonal meet. The committee discussed holding an indoor track and field event as there is sufficient interest by Master athletes. Bill has talked with the Crossplex, and the venue cost (\$8K per day) is much higher for the Master event per day than the Youth events. Bill will be negotiating with the Birmingham Visitors Convention Bureau to see what



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could be available as enticement to bring approx 1000 athletes in for 3 days. Bid on May 2017-18 indoor championships.

- Race Walking – Jeannine Kaiser discussed coming to clubs to teach about the sport of race walking. AL games will have race walking events (3K and 1500m) in June. The association championship will be either 9/13 or 9/20 in Guntersville. Will go to Mobile if there is sufficient interest – can do both a certification clinic and clinic on how to race walk. May 10 is on hold. Books are available on loan. David Bullock mentioned that there would be a live stream webcast of national race walk on 3/9 a.m. from USATF.
- Coaches Education Paul Brueske– Molly and he have exchanged emails. Paul and Lars Porter are going to offer a Level I Certification Clinic 7/18. Question - Will there be a Level II clinic available? Molly will follow up with Paul. It is costly for coaches (6 days). The Crossplex is ideally suited to hold this type of training. This takes a lot of coordination to ensure appropriate instructors are available.
- Officials Certification – Ben Vail finished 2013 with 116. 43 Apprentices; 33 Association Level; 24 National Level; and 12 Master Level. There are four new officials already in 2014 plus 5 inquiries. AL has had over 200 certified in the past. Ben is working with the Kentucky association who is planning a class on sanctioning road courses. Ben mentioned that the NCAA is going to require USATF certification chairs to run clinics – this is currently on hold. Ben has been approved as the D2-D3 indoor coordinator. He is pending D1 coordinator. Ben has also been approached about running for National Certification chair. There is still a shortage of officials across all venues.

VII. President's Report – Molly McGregor reviewed with the Association what she has been focusing her time on:

- Grievance and Arbitration Panel – A grievance against Molly, Angela, Mary and all USATF was submitted by Jeff Jackson. The grievance is to overturn the September 2013 election. A question was raised if Jeff was the only individual on the grievance – response: Yes.
  - As this grievance is includes all USATF, Molly has spent a significant amount of time on behalf of the association preparing and providing a response to this grievance.
  - An arbitration panel has been formed and includes: Patti Smith, retired Supreme Court justice, Phil Mulkey, Masters athlete and real estate developer and Ken Harkless, local HS guidance counselor. Bios are available for review upon request.



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- Question was asked by Jeff about a scheduled Hearing conference call. Molly replied that this was between the panelists to discuss logistics.
- On the business side, Molly has worked on the following:
  - Budget – previously reviewed
  - Needed policies (conflict resolution, ethics, diversity, and fiscal controls) have been on hold due to the amount of time needed to address the grievance
  - Strategic planning – this is a matter of course in a non-profit organization. We don't plan for the future, just react. There is a need for a plan to be in place for the next 3-5 years to guide the organization. Following are some of the areas of the strategic plan:
    - Accreditation standards – need to make sure the association remains in good standing.
    - Adopting policies (ethics, diversity, fiscal, and conflict resolution);
    - Developing sponsorship avenues;
    - Coaches education at all levels;
    - Continued recruitment, development and certification of officials;
    - Marketing plan for membership and meets;
    - Collaboration with other track and field entities within this state;
    - Collaboration with elementary schools for the development of athletes;
    - Training of coaches and the strategic sanctioning of meets (revenue generation and brand of USATF AL);
    - Development of volunteers through club participation;
    - Website development as the primary tool for communication and marketing of the individual sports within track and field.
- By law review is critical. By laws are out of date and are conflicted. David worked with the California association and will be a chair. An email has been set up for members to submit their input: [USATFAlbylaws@charter.net](mailto:USATFAlbylaws@charter.net). The committee consists of Joe Henderson, Dale Beard, Gene Tomlin, John Bahakel and David Bullock. Allison Black-Cornelius, Blackfish, a non-profit governance organization, will assist this group ([www.blackfish.org](http://www.blackfish.org)). Allison is an expert in this area. For \$1000 she will ensure we will be in compliance. The committee schedule for work will last until August 2014. The committee will post prospective changes to the bylaws for membership review no later than one month before the Annual Meeting scheduled for September 21, 2014.
- Zonal Meet – Mary Birdwell, Inez Finch, Jim Pugh and the Officials all did a great job. Athletes had great competition and many favorable comments were received. The



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Association has committed to the Crossplex to hold this event for the next two years (2015 and 2016).

- Molly mentioned that on 3/10 Boys and Girls club Jackie Joyner Kersee will be in Birmingham and will have a tour of Crossplex. She is on the National Board.

### VIII. ByLaws Sub-Committee Report David Bullock

The Committee met twice – once by conference call and in person at the Crossplex. The Committee has reviewed all the other 57 associations by laws in the US. Input from the membership body is important. Email your input. We want everyone to be involved in the process – Molly doesn't want to hear complaints later. This association is about the kids; make sure track and field is well run and that there is a high level of participation.

The group was broken down into work groups that were assigned sections of the by-laws to discuss. Discussion guides were provided. Each group took approximately 30 minutes to discuss their area, generated notes for the Committee to review and then each group reported out to the membership in attendance.

The report out discussion: Molly stated that the mission of the breakout exercise was to:

- 1) Give feedback to the ByLaws Subcommittee Chair;
- 2) Train on the importance of the bylaws;
- 3) Differentiate bylaws and operating guidelines

Based on her prior experience leading non-profits Molly explained that:

- Bylaws need to be very clear – they are an official document of the organization; they outline the purpose and functions of the organization.
- Operational or governance guidelines state how the functions are carried out.

The Association bylaw changes are required to be submitted to the Secretary of State. As the AL Association operates as a sub non-profit of USATF, their bylaws supersede our bylaws.

Sub team report out (all suggestions were provided to the bylaw sub-committee for consideration in their work)

#1 – David – definitions: Board of Managers; brainstormed how the board could be more inclusive of the total membership.

#2 – Laura – meeting; notification – 2 weeks prior; special meetings – what does national do? Redundancy and cost to notify by mail is a concern. Email and website preferred communication options. Open conduct vs closed executive session – what does national say? Need to follow state laws as well. Otherwise we need to be transparent in our conduct.



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#3 – James – nominating process; 18 yrs of age by start of current year; nominators must both be members and at least 18 yrs of age; typo my =may; conduct of voting – very complicated; restructure Board of Managers; hold till this definition is clear; committee chairs-try to get the board more involved while giving the president the ability to choose who they believe is qualified; president could nominate, but board could also nominate and vote. Good leadership is needed – we need more involved on committees. Athletes and officials are not represented in the Board of Managers; voting and election protest – complex, and needs to be reviewed. The bylaws are really geared to larger association, we should be mindful of our size.

#4 – merged with #7

#5 – Officers and committee chairs holding more than one major office - need to make sure not a member of a conflicting organization. Duties of treasurer – shouldn't be on the audit committee. The Audit committee should be a separate function. Eligibility should be broadened for officers in general. Succession vacancies requires 2/3 vote – could electronic voting help so that we didn't have to meet in one location.

#6 – Angela – board of managers; needs to be revisited. Management of association is by the board of managers. Composition is up for debate – only one member per club represented and the membership fluctuates. Seems like a large number. What is their function? Current composition doesn't represent the association. Chairs, officers, clubs and athlete representatives should be involved in the running of the association but the number needs to be manageable. Championship – remove 'best'. Sport committee chair concern – what is their requirement as the committee chair? 30 day notice should possibly be 90 days.

#7 – Ben – fiscal matters; reporting timeframe – who makes this decision; split roles of Secretary – treasurer; signature level and number of signatures needed - this is an operating matter. Bonding – should be in place. Club membership fee – keep it reasonable, due on January; move to April but add \$20 late fee. Athlete fee – clarify? Club delegates that drive extensive distance – form a committee to determine how we might be able to offset. Athlete fees – what is allowable?

Molly commented that an Executive committee is not referenced in the bylaws. She believes that one needs to be in place to act on behalf of the Board. The 'Board' of a non profit runs and owns the organization. The membership (1100) should insist on a representative Board and that Board needs to know what is going on. Duties and responsibilities of a board of management must be understood. Goal is to have the bylaws done or most critical items address by the Annual Meeting.

IX. Strategic Planning Process – Molly McGregor



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Due to the length of the meeting, this activity did not take place. Three questions were provided as homework and input should be submitted to Molly:

- List top three strategic issues of the association
- Give one goal for each sport or committee to be completed by 2015
- Describe in three sentences what the AL association will look like in 2020

X. Future meetings: Association Annual Meeting: Sunday, September 21, 2014; Shelby County Services Center– Pelham, AL. Shelby Co is the center of the state.

XI. Other Business: Nothing identified

XII. Adjournment – Molly stated that she was pleased with attendance today. I will work diligently to ensure agendas and minutes are done in advance. James Fakunle made the motion to adjourn; Ben Vail seconded.