

**Minutes of the Pacific Northwest Track & Field / USATF Pacific Northwest Association
Board Meeting held January 15, 2024**

President Ron Atkins called the meeting to order at 7:05 p.m. online via Zoom. The following were present:

PRES	Ron Atkins	YTH	Holly Genest	OTC	Bob Springer	A-L	Carole Langenbach
VP	Carol Coram	OPEN		ATH	Trisha Steidl	A-L	Ed Viering
SEC	Paul Kiehn	MAST	George Mathews	ATH		A-L	
TRES	Melita Aquino	COAC	Kevin Jackson	ATH		A-L	Patti Petesch
IPP	Ken Emerick	OFF		ATH		A-L	Jim Ryan
Other Assoc. Attendees			Suzanne Kiehn		Teo Smith		Bob Langenbach

I MINUTES AND EXECUTIVE REPORTS

- A. Secretary's Report/Minutes. Noted that a quorum was present. Draft minutes for the November meeting were emailed out & feedback was incorporated. The minutes were accepted.
- B. Treasurer's Report: Melita Aquino: Noted that PNTF has a solid balance sheet with total of \$114,547 cash available (vs. \$139,416 in Jan 2023), reflecting a draw down of about \$25k during 2023. Still have \$3k in outstanding credit card charges. Still working on the budget for 2024. Report was accepted by the board. (See attachment 1 below)
- C. Membership Report: Tracy Pleiman not present. E-mailed report (See attachment 2 below). It was noted that numbers generally start low early in January, then increase as more athletes & clubs renew their USATF memberships.
- D. Sanctions: Carole Langenbach reported we had a total of 190 sanctioned events in 2023, and have 75 so far in 2024.
- E. Office Manager's Report: Carole Langenbach. Completed & submitted our IRS tax exemption form. A big thank you to George Mathews who referred us to his CPA who was able to complete the submission for \$800 (vs. \$5k for a lawyer). That \$800 + the \$600 IRS filing fee will be reimbursed by USATF as we were able to get it done prior to their deadline of the end of the year.
- F. Vice President's Report: Carol Coram did not have anything new to report.
- G. President's Report: Ron Atkins. Ron has already been to indoor meets at the Podium & at the Dempsey. Looking to increase the participation from Open athletes within our Association.

II OLD BUSINESS

- A. **Awards Luncheon:** The event will be held at Embassy Suites in Tukwila on Feb 25th. Check in @ 12:30, lunch served @ 1:00, awards ceremony to follow lunch. Carole will get the details to Andy Martin to post on our website along with an online signup form. Cost to PNTF will be \$46 / head. In prior years, we've subsidized that to make it more affordable for athletes & parents to attend. Motion was made to cap participant cost at \$25 / head, with the rest to be paid out of PNTF funds. The motion was accepted.
- B. **Nominations for Contributor of the Year.** Floor was opened for nominations. Nominees were discussed. Motion was made to close nominations, motion passed. A vote was taken and the winner will be announced at the awards luncheon on Feb. 25.

III NEW BUSINESS

- A. **PNTF by-laws status.** Patti Petesch. The updated diversity statement (required by National) was accepted by the board & our by-laws have been updated. Need a copy of the latest version to be uploaded to Wufoo for this year's accreditation. Discussion about some other updates possible for 2024, which will be considered further at future meetings. May convene an ad-hoc committee to work on the specific by-laws language once basic changes (if any) are agreed to by the board.
- B. **Accreditation 2024.** Paul Kiehn. Noted that we need to get information uploaded by the end of January via Wufoo portal. Reviewed 2024 Wufoo data requirements & who has the actions to complete (see attachment 3).

IV COMMITTEE REPORTS

- A. **Youth:** Holly Genest.
 1. 677 finishers at 2023 J.O. Association XC championships @ Magnuson park
 2. 654 finishers at 2023 J.O. Regional XC championships @ Athol, ID

3. Total of 3000+ finishers & 273 teams competing @ 2023 J.O. National XC Championships in Louisville Kentucky. PNTF had 15 clubs & 203 athletes competing, with 21 athletes from the Pacific Northwest association earning all-American honors. The West Seattle Road Runners 9-10 Girls ran to the national team title, with Martina Rodriguez-Villen from Rain City Flyers winning the individual title. 2 teams from the Rain City Flyers left Louisville as runner-ups for team titles. There's also a great write up on our PNTF web site with additional details, here's the link: <https://pacificnorthwest.usatf.org/joxc23recap>
 4. 2024 Youth schedule: There are 7 developmental meets scheduled. Association J.O.'s combined events, steeple, hammer & race walk will be June 9 @ West Seattle Stadium. Association J.O.'s for the other events will be June 21-23 @ Mt. Tahoma HS. J.O. Regionals will be held at Mt. Hood CC in Gresham OR Jul 4-8. For the 2024 XC meets: PNTF Assoc. Youth XC meet will be Nov 16 @ Magnuson Park; Regionals Nov 23 @ Chambers Creek.
- C. **Open:** Tony Monroe not present. No report.
- D. **MUT:** Trisha Steidl. Working on setting up a 3 race series this coming summer for Youth, in Jun, Jul, & Aug. Will be meeting with HS coaches. Holly offered to communicate with the youth clubs to help advertise. Expect this series to be welcomed by HS coaches as a training opportunity for their athletes ahead of the HS XC season.
- D. **Masters:** George Mathews.
1. Working on getting a joint meeting set up with Open committee to discuss meets for upcoming season. Planning to schedule 2 meets for 2024, working around the JO championships & other meets. Noted that USATF will host both the Masters National indoors + Masters World indoors at the same facility in Gainesville, FL in 2025. <https://www.usatf.org/news/2024/2025-indoor-championships-awarded!>
 2. Bob Springer mentioned the dates for the WA State Special Olympics meet: June 8-9, 2024 (in context of looking at possible dates for Open/Masters meets)
- E. **Race Walk:** Katie Burnett not present. No report.
- F. **Athletes:** Trisha Steidl noted that our Assoc. 5k LDR championship was held on Dec. 23rd, and that the Christmas holiday week was bad timing for a championship, as so many potential participants can't compete due to the holidays. Carole Langenbach took the action to review & look at other options for next year.
- G. **Coaches:** Kevin Jackson. Noted that there are a number of upcoming Level 1 training sessions available via Zoom. No level 2 sessions scheduled yet. USATF link to coaches training schedule & registration: <https://www.usatf.org/programs/coaches/calendar-of-schools>
- H. **Officials:** Geof Newing not present. No report.
- I. **Officials Training & Certification:** Bob Springer. Recertification for the next Olympiad (2025 - 2028) can start this August. Bob indicated that the OT&C committee has funds available to pick up the re-certification fee, but that officials would still need to pay for their underlying USATF membership & the background checks. Schedule for new officials training clinics is still being worked, however there is 1 set for March 3rd @ Juanita HS, and Club Northwest is working a setting one up at the Brooks office - date & details TBD.
- J. **Communications:** Vacant / No report. Lots of discussion on the ongoing vacancy for this position, Ron noted that we need to redouble our efforts to recruit someone to fill this.
- K. **Associations Admin:** Patti Petesch. Noted there are a number of noteworthy items coming out of the USATF Annual meeting held in Orlando FL, but that she will spread her report out over several board meetings. Items she discussed:
1. National is pushing for term limits of 8 years in 1 committee position, and 20 years total service on any one committee. Patti noted that if adopted, this could mean >3/4 of the National Rules committee would be forced out, and if adopted for Associations, that it would be a particular hardship for the smaller Associations.
 2. National has not been following their own by-laws & rules regarding some decisions they made unilaterally. One specific example was signing a long term contract to have the USATF Annual meeting in Orlando for 5 years. That should have been put to membership for a vote. While it's good to have warmer location for the December meeting, it places an unequal burden on Associations for travel & airfare, potentially impacting participation from some Associations, vs. rotating locations between FL, TX, & CA (for example) to even it out.
 3. Some of the actions and proposed rule changes by National appear to be a power grab, and it was noted that the Associations will need to work together if they hope to enable a more democratic governance of USATF.

The meeting was adjourned at 8:55 p.m. The next PNTF board meeting will be via Zoom on April 15, 2024.

Attachments:

- 1) Treasurer Summary
- 2) Membership Report
- 3) Accreditation Actions list

Respectfully submitted,

Paul Kiehn,
Secretary, USATF Pacific Northwest Association

Attachment 1 - Treasurer Summary

PNW TF Treasurer Summary – January 2024		1/1/24 Starting balance	2024 Transactions	Balance as of 1/15/24	
Description	Summary Amount				
Checking balance as of 01/01/2024	\$12,396.35				
Total credits	\$17,000.00				
Total debits	(\$11,306.53)				
Checking Ending balance as of 1/15/24:	\$18,089.82				
Savings Ending balance as of 1/15/24:	\$100,134.92				
TOTAL BANK BALANCE:	\$118,224.74				
		Youth:	\$0.00	\$0.00	
		Open:	\$10,341.35	(\$585.28)	
		Masters:	\$17,987.87	(\$700.00)	
		Officials T&C:	\$5,652.67	\$0.00	
		Membership 23(11/22-10/23):	\$3,861.00	(\$3,861.00)	
		Membership 24(11/23-10/24):	\$0.00	\$0.00	
		Sum:	\$37,842.89	(\$5,146.28)	
				\$32,696.61	
Checks written not cashed:	\$677.09				
Mastercard outstanding charges:	\$3,000.00				
Cash Balance:	\$114,547.65				
General Fund Total*	\$81,851.04				
GFT* calculation: Cash Balance less Committee Balances					
Outstanding Checks					
Status	Check #	Amount	Memo	Category	Check recipient
WRITTEN	1369	(\$100.00)	Association XC Champs	Masters	Emmet Hogan
WRITTEN	1370	(\$100.00)	Association XC Champs	Masters	Blair Cossey
WRITTEN	1373	(\$100.00)	Association XC Champs	Masters	Megan Heuer
WRITTEN	1411	(\$100.00)	5k Road Champs prize	Masters	Ben Mangrum
WRITTEN	1417	(\$100.00)	5k Road Champs prize	Masters	Kathi Sleavin
WRITTEN	1419	(\$100.00)	5k Road Champs prize	Masters	John Phillips
WRITTEN	?	(\$77.09)	5k Road Champs sanction addl fee	Open	Tahoma Doyon

Attachment 2 - Membership Report

Jan 2024 (current):

Jan 2023 (Comparison)

Oct 31, 2023 (EOY - reference)

Youth - 539
Open - 283
Masters - 726
Clubs - 38

Youth - 567
Open - 317
Masters - 505
Clubs - 51

Youth - 2417
Open - 464
Masters - 530
Clubs - 90

Attachment 3 - Accreditation Required Actions:

2022 990 Form	Choose File no file selected	Action Req'd: Melita
2022 990 Proof of Submission	Choose File no file selected	Action Req'd: Melita
2023 Annual Meeting Minutes (or substitute meeting indicating rescheduling to later date)	Choose File Minutes - P...Sept 17.pdf	Completed: Paul 1/17
Association Bylaws	Choose File no file selected	Action Req'd: Patti / Carole
Proof of Active Business Status from your Designated State	Choose File no file selected	Action Req'd: Carole
Current Association Bank Statement (must be within the past three months)	Choose File no file selected	Action Req'd: Melita
Association Newsletter #1	Choose File 2023 eblast... Awards.pdf	Completed: Paul 1/17
Association Newsletter #2	Choose File 2023 eblast ...ual Mtg.pdf	Completed: Paul 1/17
Submit		