

**Minutes of the  
Pacific Northwest Track & Field/USATF Pacific Northwest  
Board Meeting held January 21, 2019**

President Ken Emerick called the meeting to order at 7:00 p.m. at Seattle Parks Westbridge Building 4209 W Marginal Way SW, Seattle. The following were present:

P	Ken Emerick	YTH	Holly Genest	OTC	Bob Springer	A-L	Carole Langenbach
VP	Andy Newing	OPN		ATH	George Mathews	A-L	Carol Coram
SEC	Ed Viering	MAS		ATH	Katie Burnett	A-L	Patti Petesch
TR	Melita Aquino	COA	Kevin Jackson	ATH		A-L	Jim Ryan
IPP	Ivars Ikstrums	OFF	Geof Newing	ATH		A-L	Joel Pearson
	Bob Langenbach		John Patterson				Char Engelhardt
			Paul Bodenshot				

**I MINUTES AND EXECUTIVE REPORTS**

- A. Secretary's Report/Minutes: Ed Viering confirmed we had a quorum. The agenda and latest schedule were distributed. The minutes for the November meeting have been emailed and posted on our website. The minutes were accepted.
- B. Treasurer's Report: Melita Aquino presented her annual report. Report was accepted.
  - 1. Overall Total as of 1/9/2019: \$106,239.02. Group breakdowns:
 

General -	\$44,334.20	Masters -	\$ 6,421.95
Open -	\$12,890.62	Fred Dean Youth Travel -	\$ 2,613.00
Officials T&C -	\$ 2,129.59	USATF Membership -	\$37,849.66
- C. Membership Report: Carole Langenbach for Tracy Silva.
  - 1. In November, we didn't have all the deposits. Since then, we have exact figures. This is the final 2018 membership report (Attachment 1).
  - 2. As of 10/31/2018: Youth- 1864; Open- 325; Masters- 861; Clubs- 81.
  - 3. Relative to a year ago: Youth is up 128, Open is down 134, Masters is up 184, Clubs is up 4.
- D. Sanctions Report: Carole Langenbach presented the annual report. Net income was \$14,885 for 220 events plus a \$5,000 bonus for having no bad applications.
- E. Vice President's Report: Nothing to report.
- F. President's Report: Ken Emerick.
  - 1. Patti works in this building now. If it works, we will make this the new location.
  - 2. We received an email from the USATF Acting President on why he is not acting, as promised, on the Vin Lananna suspension. The decision was postponed until the February board meeting.
  - 3. National Office announced a new partnership with Toyota. Max has now brought in 14 new partners. They hired a new marketing officer.
- G. Office Manager's Report: Carole Langenbach. Nothing to report.

**II OLD BUSINESS**

- A. USATF Annual Meeting Close-out: Patti Petesch.
  - 1. No further backlog on official's background checks.
  - 2. I.T. is meeting with finalists for website contract.
  - 3. To make hiring decisions, please check disciplinary records of applicants on the SafeSport website—then don't talk about it. Don't mention their name. You may be held liable if they are ever cleared.
  - 4. We have to turn in our accreditation stats by Jan 31.
- B. PNTF Banquet: Chris Kunzelman via email.
  - 1. Saturday, March 2nd - Embassy Suites (same as past years).

2. There was an increase in the per meal cost by the vendor of \$1.36/per person. It is my recommendation that the PNTF continues to cover \$18/person and charge those paying their own way \$25/ea. Committees (Masters, Youth, etc.) would be charged the full \$43/person.
3. Awards for the committees will all be handled through Chris - please submit names of award winners in writing via email no later than Monday, February 18th. By utilizing a single vendor, we are ensuring that all awards maintain the same level of quality.
4. Committee chairs will be contacted to assist with obtaining photographs of the award nominees/winners. We will work to coordinate the presentation to ensure proper recognition is given to each award winner.
5. Door Prizes will again be given out - please start collecting items for this fun part of the evening. Once again, we'd like to have items that fit both our adult and youth attendees.

### III NEW BUSINESS

- A. Budget Approval: Carole Langenbach/Melita Aquino. 2019 budget was submitted (Attachment 2) and approved.
- B. By-laws proposal: Paul Bodenshot. Paul presented his proposal (Attachment 3) to switch over to 2-year terms for officers. This will be voted on at next meeting.
- C. Nominations for Contributor of the Year: Kenny Emerick. Three people were nominated: Paul Bodenshot, Jim Ryan and Anne McClure.
- D. Vote for Contributor of the Year: Kenny Emerick. A secret ballot was conducted which resulted in a tie between Anne and Paul. A second vote was held for those two nominees. Results will be announced at the Awards Banquet.

### IV COMMITTEE REPORTS

- A. Youth: Holly Genest.
  1. We had 505 athletes at JO Association XC; 774 at Regionals; 2,727 at Nationals.
  2. JO Associations are Jun 21-23 and Regionals are July 4-7. Both at Mt. Tahoma. Association Combined Events (09-14) are Jun 9, location TBD.
  3. Reno did a good job at Nationals. This was the bid we lost. We had 4 top-10 teams and 13 All-Americans.
- B. Open: no report.
- C. MUT: nothing to report.
- D. Masters: no report.
- E. Race Walk: Katie Burnett. There is an emergency meeting tomorrow to replace the 30K and 50K with 10K and 30K. National Championship 50K is Saturday. Logan Roberts, Amberly Melendez and Katie Burnett will compete.
- F. Athletes: no report.
- G. Coaches: Kevin Jackson. Level 1 training is this weekend. There are 23 signed up. In August, there is a Level 1 class at St. Martins.
- H. Officials: Geof Newing.
  1. Paul Everdell was named Official of the Year.
  2. We had our first Dempsey Meet. We sent lots of concerns to the UW staff. Moving the HJ created some runway issues. One scoreboard wouldn't connect. Some head officials didn't show up early enough to get set up.
  3. We have an account at athletic.net. Type "live.PNTFO.com" at the meet to get instant results.
- I. Officials Training & Certification: Bob Springer.
  1. Background checks are coming through now. Renewals are coming due now. We have 101 certified officials: 20 apprentice level, 27 association level, 33 national level, and 21 master level. SafeSport will be done at the time of recert. It is good through the cert period.
  2. National Office gave Bob 4 Outstanding Service Awards to hand out. They went to: Ed Viering, Melita Aquino, Rich Moore and Pat Kenworthy.
- J. Communications: no report.
- K. Associations Admin: Patti Petesch.

1. The committee likes the combined Youth/Associations Workshop.
2. The board is not moving as quickly as promised on Vin Lananna situation.
3. We were selected, along with 3 other associations, as a test group for a HS-age Recruiting database system.

Next meeting is here on April 15, 2019.

The meeting was adjourned at 8:43 p.m.

Respectfully submitted,

Edward Viering  
Secretary  
Pacific Northwest Track & Field/USATF Pacific Northwest

2018 Final Report

MEMBERSHIP		Starting Balance: \$0.00		Amount		Memo		Category		Check written to	
Date	Description			Amount		Memo		Category		Check written to	
1/3/2018	USATF DES: CASH DISB ID: INDN:USATF PACIFIC NORTHWES CO ID: 9987895001 CCD			4,527.84		CON 30 CL 25		Membership			
				\$4,584.84		Nov Membership		Membership			
1/30/2018	USATF DES: CASH DISB ID: INDN:USATF PACIFIC NORTHWES CO ID: 9987895001 CCD			1,742.50		CL 50		Membership			
2/9/2018	Deposit			\$1,792.50		Dec Membership		Membership			
2/20/2018	Deposit			\$30.00		Kathy Townsend USATF membership		Membership			
				\$30.00		Cheryl Stephan USATF membership		Membership			
3/6/2018	USATF DES: CASH DISB ID: INDN:USATF PACIFIC NORTHWES CO ID: 9987895001 CCD			4,912.50		CON 30 CL 75		Membership			
				\$5,492.50		Jan Membership		Membership			
3/30/2018	USATF DES: CASH DISB ID: INDN:USATF PACIFIC NORTHWES CO ID: 9987895001 CCD			3,174.59		CON 150 CL 225		Membership			
				\$3,549.59		Feb Membership		Membership			
5/1/2018	USATF DES: CASH DISB ID: INDN:USATF PACIFIC NORTHWES CO ID: 9987895001 CCD			2,277.50		CL 275		Membership			
				\$2,572.50		Mar Membership		Membership			
6/4/2018	USATF DES: CASH DISB ID: INDN:USATF PACIFIC NORTHWES CO ID: 9987895001 CCD			2,157.00		CL 250		Membership			
				\$2,407.00		Apr Membership		Membership			
6/29/2018	USATF DES: CASH DISB ID: INDN:USATF PACIFIC NORTHWES CO ID: 9987895001 CCD			4,727.92		CON 11 CL 150		Membership			
				\$4,888.92		May Membership		Membership			
8/3/2018	USATF DES: CASH DISB ID: INDN:USATF PACIFIC NORTHWES CO ID: 9987895001 CCD			9,261.87		CL 195		Membership			
				\$8,436.87		Jun Membership		Membership			
9/4/2018	USATF DES: CASH DISB ID: INDN:USATF PACIFIC NORTHWES CO ID: 9987895001 CCD			\$465.00		Jul Membership		Membership			
				1,230		CL 50		Membership			
9/28/2018	USATF DES: CASH DISB ID: INDN:USATF PACIFIC NORTHWES CO ID: 9987895001 CCD			\$1,280.00		Aug Membership		Membership			
				722.18		CL 25		Membership			
11/2/2018	USATF DES: CASH DISB ID: INDN:USATF PACIFIC NORTHWES CO ID: 9987895001 CCD			\$947.18		Sep Membership		Membership			
11/15/2018	Deposit			\$60.00		2 memberships - 2019-year		Membership			
11/30/2018	USATF DES: CASH DISB ID: INDN:USATF PACIFIC NORTHWES CO ID: 9987895001 CCD			1,212.76		CON 50 CL 50		Membership			
				\$1,312.76		Oct Membership		Membership			

TOTAL: \$2,025 Clubs - to General  
 \$ 371 Cont - to General  
 (\$13,048.00) Youth allotment of 2018 Membership funds  
 \$24,801.66  
 37,849.66  
 - 2,025.00  
 - 371.00  
 - 60.00 (2019)  
 \$ 35,493.66  
 \$ 35,493.66 Youth  
 - 13,048.00  
 - 9,350.00 medals  
 - 3,530.00 plan  
 - 3,455.00 Tracy  
 6,110.66 General

USATF Pacific Northwest Budget Report 2019  
January 21, 2019

INCOME CATEGORIES	PROJECTED 2018	2018 ACTUAL	2019 PROJECTED
USATF Indiv & Club Memb	\$ 36,000	\$ 37,518	\$ 37,000
Sanctions (200+)	\$ 15,000	\$ 14,885 + 5,000 bonus	\$ 14,500
Officials Training & Certification	\$ 2,000	\$ 1,404	\$ 2,700
PNTF Awards Dinner	\$ 3,000	\$ 3,705 109 pd own/youth	\$ 3,700
PNTF XC entry fees open & masters	\$ 1,200	\$ 2,662 assn/reg'l	\$ 1,200
Interest savings only	\$ 5	\$ 5.39	\$ 5
Contributions	\$ 600	\$ 271	\$ 200
Masters hammer cage grant		\$ 15,600	
Accreditation awards		\$ 1,250	\$ 1,250
Grants	\$	\$ 1,250	\$ 1,250
Total income	\$ 57,805	\$ 83,550.39	\$ 61,805
EXPENDITURES	PROJECTED 2018	2018 ACTUAL	2019 PROJECTED
Annual Awards Dinner in March	\$ 5,400	\$ 7,388 + 169 deco	\$ 7,500
Awards contrib/pres		\$ 312	\$ 350
USATF Assn Workshop exec comm	\$ 500	\$ 197	\$ 200
PNTF Annual Meeting in Sept	\$ 1,000	\$ food 540 GG no fee	\$ 1,000
Marketing		\$ 652	\$ 450
USATF Annual Meeting in Dec.			
Registration 2017		\$ 975 5 @ \$ 195	
2018	\$ 2,730	\$ 1,845 9 @ \$ 205	\$ 3,075 15 @ \$ 205
Delegate stipends 2017	\$ 3,500 (14 @ \$ 250)	\$ 1,250 5 @ \$ 250	
2018		\$ 2,700 9 @ \$ 300	
Athlete stipends			\$ 1,500
2018 Marcus Chambers		\$ 300	
2018 Norris Frederick		\$ 802 205+397+200	
President's stipend		\$ 400	\$ 400
Hospitality/caucus	\$ 255	\$ \$ 255 in 2017	\$ 300
Phone (12 @ \$ 33)	\$ 395	\$ 396	\$ 400
Internet (Fat Cow, Earthlink)	\$ 220	\$ 249	\$ 250
Network Solutions: Domain name		expires June 2019	\$ 114
Office supplies: ink, paper, postage, Quicken	\$ 500	\$ 217	\$ 250
Officials T&C: food/supplies/consumables	\$ 2,650	\$ 2,806	\$ 1,315
Officials T&C: dues/insurance to USATF	\$ 2,000	\$ 780 in 2017	\$ 400
Youth spending	\$ 12,247	\$ 13,048	\$ 13,000
Open spending	\$ 5,000	\$ 9,088	\$ 8,000
Masters spending	\$ 6,000	\$ 26,715	\$ 8,000
Board meetings hospitality	\$ 100	\$ 66	\$ 100
Webmaster contract fee	\$ 5,000	\$ 5,000	\$ 5,000
Sanctions Chair contract fee at \$10 per	\$ 2,400	\$ 2,200	\$ 2,200
Membership Chair contract fees	\$ 3,300	\$ 3,455	\$ 3,500
Total expenditures	\$ 53,197	\$ 80,770	\$ 57,304

Prepared by Carole Langenbach: PNTF Office Manager/Assistant Treasurer

**ARTICLE 8 • OFFICERS AND THEIR DUTIES**

- A Positions** The officers of PNTF shall be: President, Vice-President, Secretary, and Treasurer. They shall be elected by and from the PNTF delegates at the PNTF annual meeting. No person shall serve in the office of President or Vice-President for more than four (4) successive ~~one (1) years terms~~, or in the office of Secretary or Treasurer for more than eight (8) successive ~~one (1) years terms~~. Any partial year served when being appointed to fill a vacancy does not count against these limits. Elections will be for 2-year terms. The President and Treasurer elections will be held in odd years. The Vice President and Secretary elections will be held in even years, except the 2019 election will be for a 1-year term. There shall be no order of succession to any office; in the event an officer resigns, is removed, or is unable to serve, the Board shall name a successor for the unexpired portion of the term. The Board may make a one-year or two-year extension to the term limit at any regularly-scheduled meeting with at least 20 days notice (email acceptable).