

**Minutes of the Pacific Northwest Track & Field / USATF Pacific Northwest Association  
Board Meeting held June 17, 2024**

Treasurer Melita Aquino called the meeting to order at 7:10 p.m. online via Zoom as the President was delayed in getting on the call. V.P. signed on @ 7:20 & virtual gavel was passed to Carol Coram for the remainder of the meeting. The following were present at some point during the meeting:

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

## I MINUTES AND EXECUTIVE REPORTS

- A. Secretary's Report/Minutes. Noted that a quorum was present. Draft minutes for the April meeting were emailed out and feedback was incorporated. Motion made to accept the April meeting minutes; the minutes were accepted.
- B. Treasurer's Report: Melita Aquino: The summary as of June was presented. PNTF has a solid balance sheet of \$146k, including \$83k in the General Fund. Motion was made to accept the Treasurer's report, motion passed & report was accepted. (See attachment 1 below)
- C. Membership Report: Tracy Pleiman presented her report & noted that we've seen YOY growth in Youth, Masters, & Open, however a few of our existing clubs have not re-joined for 2024. (See attachment 2 below).
- D. Sanctions: Carole Langenbach reported we have 171 sanctioned events so far in 2024, an increase of about 50 compared to the same timeframe in 2023.
- E. Office Manager's Report: Carole Langenbach. Nothing to report.
- F. Vice President's Report: Carol Coram. Still working to fill the last Athlete Board position.
- G. President's Report: Ron Atkins. Nothing to report.

## II OLD BUSINESS

- A. **PNTF Budget:** Lots of discussion on options for the awards banquet, which was quite expensive this past year with cost increases over prior years. Ed Viering presented the case for not having an annual awards banquet & simply recognizing folks on line. Several others noted the value of the in-person event, the building of community, youth athletes getting a chance to interact with open/masters, plus the overall benefits of increased engagement of membership within PNTF as an organization. Some discussion around having non-honoree guests pay a portion of the costs (currently board members + 1 guest of the honorees are 100% subsidized by PNTF), or simply having a less expensive in-person event (e.g., light snacks, dessert & coffee, possibly at a different, less expensive venue than a hotel meeting space). Motion to form an ad-hoc subcommittee to study overall PNTF budget & finances passed; & will consist of Melita, Carole, Kenny, Trisha, Tony, Holly, & Jim. They will bring back recommendations to the full board at a future meeting.
- B. **PNTF Website Maintenance.** Melita had contacted an independent firm to gain an understanding of typical costs for website maintenance as compared to the level of service from our current provider (sent details in an email to board members). Bottom line is we are getting a pretty good deal with Exclamation - even with the cost increase this year, and if we migrated to another provider it would be even more expensive. A motion was made to stay with our current provider. Motion was seconded & passed.

## III NEW BUSINESS

- A. **Safe Sport Compliance, Youth clubs & meets.** Kenny Emerick. Noted that USATF is planning to start performing audits of meets starting next year, to help ensure that Safe Sport requirements are being complied with at the Association level. We would get 10 days advance notice of an audit. There is a checklist that is available now that National will be using. Kenny has some materials printed (posters) for Holly to use at J.O.s this year. Kenny will also provide flash drives for each of the clubs with Safe Sport requirements, information, and printable items for their use. Ron Atkins asked about our responsibilities as an Association, and how we can do enforcement. Ron will generally be at all the club meets. Carole Langenbach noted that the person applying for a USATF sanction for their club meet

must be Safe Sport 3-step compliant, and that can be verified online. We would need to report Safe Sport non-compliant coaches within our Association. Motion to form an ad-hoc subcommittee to study and report back on the overall implications of Safe Sport enforcement at our Association level: Seconded & passed. It will consist of Ron, Carole, Kenny, Patti, & Holly. Kenny will lead it as our Safe Sport focal.

#### IV COMMITTEE REPORTS

##### A. **Youth:** Holly Genest.

- Great season of youth developmental meets, > 1000 participants each, downside is that the meets have been finishing quite late.
- 1300 athletes entered for Assoc. J.O.s
- There's no individual notifications from National for the SafeSport training requirement at 18 years old. Questions about how requirement would be enforced, may be tied to [athletic.net](https://athletic.net) at some point in the future (not set up yet), which would not allow athletes (>18) to sign up for meets unless they are Safe Sport 3-step compliant.
- A level 2 coaching scholarship has been awarded to Darwin Peters from King Cobras.

##### B. **Open:** Tony Monroe.

- Working on college & HS outreach to get more athletes to sign up for open meets
- Suggested we consider having a USATF/PNTF "table" at the Shoreline all-comers meets to get athletes who aren't already USATF to join.

##### C. **MUT:** Trisha Steidl.

- Youth trail project. The first race was held June 15 at Tiger Mountain. The 2nd race will be at Seward Park on July 9. The 3rd Youth race in the series will be part of the PNTF trail championships at Cougar Mountain, & held along with the Open/Masters races on August 10th.
- Andy Martin helped set up a website: <https://pnwyouthtrailproject.com/>

##### D. **Masters:** George Mathews. Thanked officials that supported the Patti Petesch Seattle Parks Preview Open/Masters meet. Successful overall with participation equivalent to the 2019 event.

##### E. **Race Walk:** Katie Burnett not present. No report, however Carol Coram mentioned she was working with Katie on starting up some race walking clinics at the elementary school level.

##### F. **Athletes:** No report.

##### G. **Coaches:** Kevin Jackson not present. No report, however Holly mentioned there will only be 1 level 2 training course offered in July this year.

##### H. **Officials:** Geof Newing.

- State HS meet had issues with several of the Field Lynx laptops & the data as submitted to the timing tent. We need to make sure we have trained Field Lynx operators at all field event venues in the future.
- Noted the lack of participation in the running events at the Patti Petesch Seattle Parks Preview meet; for example several events only had 5 signed up but then only 2 of those athletes actually participated - which isn't much of a competition. Suggested making it a meet with field events only - which had better participation.
- Geof encouraged greater use of ad-hoc subcommittees to study issues & bring back recommendations to the board, rather than discussing everything at these meetings in such detail, in an effort to keep the meetings from going late.

##### I. **Officials Training & Certification:** Bob Springer.

- Keeping track of officials that will need to update their SafeSport & background checks.
- We did get some of the officials from our clinics earlier this year signing up for USATF.

##### J. **SafeSport:** Kenny Emerick. Discussed previously (New business item), nothing additional to report.

##### K. **Communications:** Vacant / No report.

##### L. **Associations Admin:** Patti Petesch. Next Exec. Committee meeting will be focused on by-laws updated & Safe Sport in Youth athletics.

Noted that several board members will be out of town on Aug. 19. Motion was made to move the next meeting to August 5th to allow better participation. Motion passed.

The meeting was adjourned at 8:52 p.m. The next PNTF board meeting will be via Zoom on August 5, 2024.

#### Attachments:

- 1) Treasurer Summary
- 2) Membership Report

Respectfully submitted,  
Paul Kiehn,  
Secretary, USATF Pacific Northwest Association

## Attachment 1 - Treasurer Summary, June 2024

Description		Summary Amount	PNW TF Treasurer Summary – June 2024		
Checking balance as of 01/01/2024		\$12,396.35	1/1/24 Starting balance	2024 Transactions	Balance as of 6/17/24
Total credits		\$65,734.60	Youth:	\$0.00	\$0.00
Total debits		(\$30,102.39)	Open:	\$10,341.35	(\$1,444.48)
Checking Ending balance as of 6/17/24:		\$48,028.56	Masters:	\$17,987.87	(\$2,386.64)
Savings Ending balance as of 6/17/24:		\$100,151.69	Officials T&C:	\$5,652.67	\$0.00
<b>TOTAL BANK BALANCE:</b>		<b>\$148,180.25</b>	Membership 23(11/22-10/23):	\$3,861.00	(\$3,861.00)
			Membership 24(11/23-10/24):	\$0.00	\$32,518.00
			Sum:	\$37,842.89	\$24,825.88
					\$62,668.77
Checks written not cashed:		\$2,160.00			
Mastercard outstanding charges:		\$0.00			
<b>Cash Balance:</b>		<b>\$146,020.25</b>			
<b>General Fund Total*</b>		<b>\$83,351.48</b>			
GFT* calculation: Cash Balance less Committee Balances					
<b>Outstanding Checks</b>					
Status	Check #	Amount	Memo	Category	Check recipient
WRITTEN	1421	(\$1,500.00)	Extreme Speed TC 2022 Grant distri	General	Extreme Speed
	1411		?		
	1420		?		
WRITTEN	1419	(\$100.00)	5k Road Champs prize (rewritten on check 1428?)	Masters	John Phillips
WRITTEN	1428	(\$560.00)	3 meet director stipends/2 6/1 official stipends	Masters	George Mathews
	1430-1444		10K 6/15 prize monies		

## Attachment 2 - Membership Report

### June 2024 (current):

Youth - 2089  
 Open - 606  
 Masters - 703  
 Clubs - 82

### June 2023 (Comparison)

Youth - 1869  
 Open - 557  
 Masters - 633  
 Clubs - 86

### Oct 31, 2023 (EOY - reference)

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