



## Board of Directors Meeting

Tuesday, November 17, 2011, 6:30 PM

USATF Adirondack Association Office  
Troy, NY

Attending: Jim Bowles, Rick Choppa, Rick Dolins, Pat Glover, Vince Juliano, Don Lawrence, Rob Moore, Jack O'Brien, George Regan, Pete Sheridan, Chris Rush, Joe Shufelt, Ken Skinner, Charlie Woodruff.

I. President's Remarks:

II. Approval of the September Board Minutes: **Motion to approve (Moore/Skinner)**  
**Approved Unanimously.**

III. Old Business:

1. **Freihofers' RFW Proposed Budget:** George Regan presented a proposed budget for the 2012 FRW. Discussion followed: questions about the basis for projected surplus, and staff reimbursement. It was questioned whether the Finance Committee had reviewed the proposed budget and was the committee prepared to approve it? Finance Committee Chair, Rick Dolins noted that the budget had been reviewed and, recognizing it was a best estimate of revenues and expenditures, was prepared to approve it. He also indicated that the Finance Committee would continue to monitor the income and expenditures. **Motion was made (Moore/Skinner) to approve the proposed budget for the 2012 FRW. Motion passed: 13 Yays, 0 Nays, 1 abstention.**

2. **Status of Association Relationship with Liberty Sports Group**

Don Lawrence reported that he had been unable to reach Anthony Mills to discuss the issues. Discussion followed: concern was expressed with LSG's continued inability to meet financial commitments. It was noted also that the Association's

Executive Committee passed a motion at its October meeting not to renew the contract with LSG for 2013 and beyond, and also to postpone any endorsement of the Sports Council currently being by LSG, pending further communication.

**Motion made (Skinner/Rush) that Adirondack Association will not renew the contract with LSG beyond the summer of 2012. Motion passed unanimously.** It was further moved (Sheridan/Shufelt) with friendly amendment (Dolins) **that the Association make contact with LSG to explore discontinuing any further contractual obligations immediately. Motion passed 13 Yays, 0 nays, 1 abstention.**

3. **USATF Annual Meeting:** President Lawrence reported that there were 7 delegates committed to attending the USATF annual meeting in St. Louis. An eighth delegate is still being sought. Ken Skinner, VP for Youth, will be attending a pre-meeting workshop on youth programs.
4. **Board Reorganization Proposal Action:** Pete Sheridan presented the proposed language to amend the by-laws in order to reduce the overall size of the Board. He noted that the full Board, in its current form totals 25 in number, is unwieldy and, as a result, frequently lacks a quorum. The proposed amendment would reduce the number to 14. This would be achieved by amending Article 5.A Board of Directors. The proposed amendment has already been approved by the Executive Committee. **Motion was made (Moore/Skinner) to amend Article 5.A of the by-laws as follows:**  
The business of the Board of Athletics, Adirondack Association, Inc. shall be conducted by the Board of Directors which shall be comprised of the officers as described in Article 8 hereof, the Director of Race Management, the Certification Chair of the Officials Committee, the immediate past president of the Association Board of Directors, ~~the chair of each standing Sports, Administrative and Special committee(s) as described in Article 10 hereof,~~ four representatives elected from the Association's member clubs – two from adult clubs and two from youth clubs, and two at-large members elected and representing other Association constituencies such as committees and race walking participants.

**Motion passed unanimously.**

After some discussion regarding how to fill the positions of the two at-large members, a further motion was proposed (Rush/Bowles): **Move to amend Article 9.A of the By-laws, adding the following sentence:**

"Further, the President is authorized to appoint persons to fill any vacancies occurring between elections, such appointments

being subject to approval by the Board at its next regular meeting."

**The motion passed:** 13 Yea, 0 Nay, with 1 abstention.

5. **Update: Association and Region 1 Cross-Country:** George Regan reported that there were 155 youth participating in the Association JO meet, and he anticipates a surplus of approximately \$1,000. More than 850 participants are expected for the Region 1 meet. He noted in particular the strong support from Bob Underwood and the Queensbury school staff. An announcer with sound system and a photographer will be present. Pete Sheridan, who is handling apparel sales, expressed thanks to Fleet Feet and Charlie Woodruff for the donation of a monogrammed hats which will be offered for sale.

#### IV. New Business:

1. **Finance Committee Initiatives:** Rick Dolins provided a written report, together with the goals set forth by the committee (attached). In response to a question about the cost of a potential audit, Rick indicated that he had been advised by a CPA that, depending on the detail and length of time to prepare it, expect to pay \$5,000 to \$7,000.

Joe Shufelt prefaced a budget and finance overview by presenting Pat Glover with a citation recognizing him as the USATF Adirondack Outstanding Official for 2011. Joe then presented a power-point composite overview of the past three years of income and expenditures for each of the sports committees, Freihofers Run for Women, and Road Race Management. . He also distributed budget worksheets to members responsible for preparing budgets for each of the sports committees. Joe recommended that the VPs begin work on proposed budgets for their respective areas, using the proposed data set and budget format. **ACTION ITEM: VP's for Youth, Track and Field, and LDR/Cross Country should have draft budget sections ready for presentation to the Executive Committee at its December Meeting.**

2. **Indoor Track Program:** A discussion pointed out that no plans were currently in place for any indoor meets absent a continuing contractual relationship with LSG. Chris Rush reported that dates were being held open at SUNYA for February 26 and March 24, pending the clarification of the University's relationship with LSG. Pete Sheridan pointed out that there were other possible sites, e.g. Union College, HVCC and RPI, to be explored. **ACTION ITEM: President Lawrence proposed**

**a work group made up of the following individuals: Chuck Terry, Ken Skinner, Jim Bowles, Charlie Woodruff, and Gretchen Oliver, to determine and plan an Indoor event or events, with proposed dates and sites, to be presented to the Executive Committee at its December meeting.**

3. **Tax Reporting:** George Regan reported that Al Maikels, CPA who has prepared tax reports pro bono for the Association in the past will be charging the Association for services going forward.
4. **Awards Night:** A suggestion was made that, if acceptable to Charlie Woodruff and Fleet Feet, the Grand Prix Awards Night be expanded to recognize outstanding performances for the year by track and field athletes who are Association members. Issues of type of awards, numbers and cost were raised.  
**ACTION ITEM: Chris Rush will provide VPs for LDR , Track and Field and Youth with some suggestions of type and number of awards, for their consideration and discussion at the December Executive Committee meeting.**

#### **V. Officers' Reports:**

1. **Executive VP:** Pete Sheridan reported that he will again be making a presentation to the associations' oversight committee at the annual USATF meeting. His report will include an updated profit/loss statement prepared by Rick Dolins.
2. **Secretary:** No report
3. **Treasurer:** No report

#### **VI. Sports Committee Reports:**

1. **LDR/ X-Country: Report Attached,** presented by Pat Glover  
Vince Juliano reported highlights from the Stockade-athon: all-time record of number of participants, of which 164 were USATF-Adirondack members. New Men's 80 year old world record set by Ed Whitlock, Pat Glover noted that financial support from Fleet Feet Sports and HMRRC helped make the 2011 Grand Prix series a success.
2. **Track & Field:** No report
3. **Youth:** Ken Skinner reported on the highly successful Association Junior Olympic X-Country meet held on November 6<sup>th</sup> at Queensbury. There were 144 finishers in 6 age groups. Ken noted the excellent support from Bob Underwood and the staff from Queensbury High School, in measuring and marking the courses, and generally hosting the meet. Queensbury High

School will also be the site for the Region 1 JO X-Country Championship on November 20<sup>th</sup>.

4. **Race Walking:** Don Lawrence reported that in conjunction with the 2012 FRW, USATF Adirondack will host the 5K National Race Walk Championships.

## **VII. Administrative/Special Committee Reports:**

1. **Sanctions:** Report Attached:
2. **Officials:** Report Attached. Joe Shufelt noted that there are currently 44 certified officials on the Adirondack roster. Board members are urged to become certified officials to bring the Association up to nationally prescribed minimum standard of 50.
3. **Road Race Management:** Report Attached.
4. **Road Race Technical:** No Report
5. **Public Relations:** Rob Moore reported that a USATF Adirondack had a booth at the Stockade-athon Expo at Proctors, and would also have a booth at the Adirondack Winter Sports Expo in Saratoga. A large collection of shirts and shoes was collected at the Stockade-athon Expo and delivered to the City Mission.

Adjournment: 9:08 PM

Respectfully submitted,

C. Christopher Rush, Secretary

## Finance Committee Report – 11/15//11

Since its creation, the Finance Committee has met four times at the offices in Troy. At the outset, we created an initial set of goals and objectives, appointed a chair and verbally reported to the Board at its September meeting.

Since that time we have met several times in Troy and members have spent substantial additional time combing through financial records to establish a base for budgeting and to establish patterns for the income and expenses of the organization a task spearheaded by Joe and Nikki. I met with an independent CPA to help establish the potential base for an independent review and what it can/cannot do for the association. A lot of time has been spent learning the processes, record keeping and history of financial operations and the requirements of USA T&F. A great deal of assistance has been provided by George and Bruce as association employees. To date we have:

- Prepared a profit and loss statement for Pete to present to the national office. This included notes and explanations to help explain the report.
- Reviewed and amended the FRW proposed budget including the introduction of the concept of funded depreciation.
- Started the preparation of the association budget which is complicated by the fact that its format and that of FRW is different.
- Started planning for the integration of all sub-programs, including FRW, into an overall budgeting and financial operations system.
- Started planning for an association inventory of all equipment.
- Through Joe's efforts a three year pattern of income and expenses was created for our planning use.

There are obstacles to our progress. We currently extrapolate some reports/data that are not readily available from the bookkeeping system we use. Association programs and FRW are not integrated into the financial system although they are processed in an identical manner. The duties, responsibilities and authority of the finance committee has not yet been established although support for our efforts clearly is present. Input is necessary from the various committee chairs in order to properly prepare an accurate association program budget.

USATF Adirondack LDR/XC Report  
Tuesday, November 15, 2011  
Submitted by Pat Glover

**LDR**

With 11 of the 13 races in the 2011 USATF ADK Road Race Grand Prix completed, here are the numbers of competitors who have **scored** in each of the 6 divisions to date:

Open Men	29
Open Women	24
Men 40-49	28
Women 40-49	26
Men 50+	39
<u>Women 50+</u>	<u>26</u>

Total 172 (Numbers do not reflect the Stockade-athon, which is being scored now.)

Below are the numbers of USATF ADK members who have **competed** in these first GP 11 races:

Runnin'	133
Bill Robinson Masters 10k	50
Delmar Dash 5 mi	101
GF Memorial Mile	16
Kinderhook OK 5k	47
ADK Distance Run 10 mi	75
Dunkin'	33
Arsenal City 5k	41
MHR Half Marathon	34
MHR Marathon	43
<u>Stockade-athon 15k</u>	<u>164</u>

Total 737

The next and final race in the Grand Prix will be the **Troy Turkey Trot 10k** on Thanksgiving, which serves as our Open Men' Championship. There will be \$3000 in individual and team prize money for USATF ADK athletes.

**XC**

A very successful ADK ASSN JO XC Championship was held on November 6th in Queensbury. We will be working with the Youth Division to host the Region I JO XC Meet this Sunday, November 20th in Queensbury.

**November 15, 2011**

**SANCTION REPORT**

117 sanctions issued for 2011 (104 issued 2010).

There was one issue or complaint with the sanction program in 2011. It stemmed from a javelin event and is currently under review for action, no formal complaint was made. The board should elect 3-5 USATF members to an arbitration board. One must be an athlete, none Exec Board members and (my personal recommendation) one should have either legal or arbitration experience. It is imperative that these members be above reproach so they should be appointed before an incident.

USATF continues to provide very responsive service. USATF is staffed very thinly however the work continues to increase with the greater emphasis on insurance and proof of insurance (Certificates). Rates and forms are staying the same for 2012.

If any committee members would like learn more in general about the sanction program New England Asn. has some good information on their site. <http://www.usatfne.org/member/insurance.html>.

Many races advertised locally have no insurance or only provide limited coverage. We do not contact events and solicit / educated them on the USATF program due to manpower. When they do learn of the program they are very receptive.

My email changed in 2011 (the Verizon account was closed) which cause some confusion. USATF may want to open a [sanctions@usatf-adir](mailto:sanctions@usatf-adir) account to control information into future. The current [racesanction@roadrunner.com](mailto:racesanction@roadrunner.com) is a personal email attached to me. I receive only one annual email and one letter with updated sanction numbers from Nat'l office.

The largest organizations for sanctions are: HMRRC – 23 (approx. 30 events), Liberty – 11, Shawangunk – 6.

Largest certificate requests Ragnar Relays – over 30, Adirondack Marathon, HMRRC marathon, Granville Lion 5k Run – all at 8 ea. Average 2-3 certificate requests per sanction.

Many thanks to Bruce at USATF office for back-stopping this program.

Respectfully submitted,

Lee Pollock, Sanction Chr.  
17 Sylvan Ave., Queensbury, NY, 12804  
518-798-4066 cell 518-210-3581  
Email [racesanctions@roadrunner.com](mailto:racesanctions@roadrunner.com)

# Adirondack Association Meeting November 15, 2011

## Adirondack Officials Committee Report

Covers the Period since September 20, 2011

### 1) ISSUES:

- a) RJO's – RPI still not compensated by LSG
- b) RJO's – One visiting official appears to have been incorrectly charged for his room: LSG was informed in July and their help requested, it is believed that they have contacted the official.
- c) Three AOC officials expressed concerns about late or non-payment by LSG for LSG events
- d) Preparing for the national Convention (Expensive air-fare and hotel)

### 2) CERTIFICATIONS:

- a) **44 “member officials”, all are certified, National is up to date.**
- b) “Optimistic best guess” based on potential additions from recruiting (below) - we may get to 46 certified officials. **JUST 20 of them do meaningful officiating = = = = = available for 6 or more of 22 track events**
- c) Additional Certification Concerns
  - i) Determining what to do when officials are over certified or inactive (not time critical, (intend to discuss at the convention certification chair meeting)...

### 3) RECRUITING:

- a) Added two members since the September meeting.
- b) Written membership invitations (a sequence of 12 documents) were previously extended to more than 60 candidates.
  - i) 4 Lapsed Officials plus two who should be on the list are below, those underlined have stated that they will soon be completing their test, some on several occasions...

(1) <u>Jim Egan</u>	(3) Jim Bowles	(5) <u>Don Lawrence</u>
(2) <u>Rob Moore</u>	(4) Dave Herrington	(6) Pat Lynskey
  - ii) **Optimistic Guess – From all these we may net an additional 2** (Jen, Jim Libruk, Robin & Clark)
- c) A Recruiting Pamphlet for Handout to Prospective Officials **is now available**.

### 4) MARKETING:

- a) Late August –an e-mail message offering officiating services to all area collegiate institutions targeting AD's as well as coaches:
  - i) Resulted in adding two XC meets, the ECAC DIII XC Champs at Williams College and the Empire 8 XC Champs at Saratoga Park (will repeat in 2012).

### 5) TRAINING:

- a) T&F Safety - emphasizing Throws Safety was provided at the Yearly Officials Committee Meeting
- b) Practical Factors Training – Planned for the UAlbany Intra-squad scrimmage on 12/5/11.

### 6) EQUIPMENT:

- a) **Weights and Measures equipment - partially funded by the official's and by a recently received Grant (obtained by Pete Sheridan) is stored at the office.**
  - i) **Use and user protocols are needed (Lee Townsend).**

b) Books - Rule book status.

- i) USATF Book – 26 have the latest book, **4 have no book**, 10 have unknown Status, and 4 have 2009 or newer
- ii) NCAA BOOK – 12 have the latest book, **9 have no Book**, 12 have unknown Status and 11 have 2009 or older

**(1) Need to improve the NCAA book status like Pete did for the USATF book status.**

#### 7) MEETINGS

- a) Attended one ADK Executive Committee Meeting. Also had one JO Cross Country meeting with George Regan, three JO XC GC telecons, two Certification Meetings with George and three Finance Committee Meetings.
- b) The yearly AOC general membership meeting was held in October with 22 attendees 7 excused.
  - i) From October 2010 AOC yearly membership meeting – Some items remain open
    - (1) Staff the open AOC committee chairs 4; **MEMBERS HAVE BEEN ASSIGNED...**
    - (2) Prepare Clinic to Review facility and equipment safety (PV & Throws) – what's safe, and what is not safe - **COMPLETE...**
    - (3) Executive committee is to review the AOC Operating Procedures and evaluate establishing the AOC Vice-Chair as the Chair of the Disciplinary Committee...
    - (4) Executive committee is to review the AOC Operating Procedures with goal of obligating the AOC delegate to the National Convention to provide a Convention Report to the membership (**report complete for 2010**)...
    - (5) Committee to attempt to obtain grant monies for training or equipment. Item discussed elsewhere and is **COMPLETE**

#### 8) ASSIGNING:

- a) This year's non T&F USATF event schedule includes 10 road races and 7 cross country events.
  - i) 8 road races and 3 Cross Country Events were assigned prior to this reporting period.
  - ii) Assigned this reporting period – 2 Road Races and 4 Cross Country Events
- b) All assignments complete **except** the UAlbany intra-squad scrimmage.
- c) **Events coming up: RJO XC & TTT**

**Respectfully Submitted:**

**Joe Shufelt, Certification Chair/Assignor**

