

**Minutes of the Pacific Northwest Track & Field/USATF Pacific Northwest  
Board Meeting held November 18, 2013**

President Ivars Ikstrums called the meeting to order at 7:05 p.m. at Seattle Parks and Recreation Building at 100 Dexter Ave. N. in Seattle. He led the meeting with the sad news of the passing on Nov 9 of Linda Sund, wife of Bob Sund---one of our long time officials. He also noted the passing on Oct 27 of Al Erickson. Ivars related that Al led a diverse life---as a professor, wildlife expert, rancher and Masters track and field athlete, and that Ivars knew him previously from a business interaction---buying beef from him. Ivars led a moment of silence in remembrance.

The President led a round of introductions. The following were present: Ivars Ikstrums, Mick Holt, Ed Viering, Doug Chandler, William Hickman, Becca Peter, Holly Genest, Geof Newing, Bob Springer, Kenny Emerick, Carole Langenbach, Tracy Silva, Eric Sach, Bill Roe, Bob Langenbach, Char Engelhardt, Patti Petesch, Tom Cotner, Neal Stoddard, Darlene Hickman, Doris Heritage, Kwajalein Griffin, Asha Dean, Michael Chinchar, Danny Mackey, Ed Haywood, Spenser Walsh, Tom Potter, Levi Keller, Ryan Brown.

**I MINUTES AND EXECUTIVE REPORTS**

A. Secretary's Report/Minutes: Ed Viering distributed the agenda and latest schedule. He noted that after consulting with the President, we may delay the Club Nationals item a few minutes to allow time for a board member who said he would be arriving late. The minutes for the October meeting have been emailed and posted on the website. The minutes were accepted.

B. Treasurer's Report: Doug Chandler submitted his report. The report was accepted.

Overall Total as of 10/31/2013: \$79,665.98. Group breakdowns:

General Fund -	\$34,513.08	Masters -	\$ 9,033.88
Open -	\$10,663.89	Youth -	\$ 11,432.12
Open Chair -	\$ 1,971.35	Fred Dean Youth Travel -	\$ 2,613.00
Officials T&C-	\$ 3,342.83		

A. Membership Report: Tracy Silva submitted her annual report. The report was accepted.

1. Outflows are \$29,956.65 to USATF and \$30,067.31 to PNTF.

2. We had 69 clubs this past year, most all of which registered online. Definitely up!  
Adults:936; Youth 1431. We are up by \$10,000.

3. There are no more membership stickers. USATF is going to permanent membership numbers. However, this leads to trouble identifying who is in what association (Darlene mentioned the annual meeting will address this). Also, you cannot tell who is expired now simply by looking at their number.

4. As of Nov 18, 2013: Youth- 340; Open- 116; Masters- 225; Clubs- 15.

C. Vice President's Report: Mick Holt.

1. Bob Langenbach has been offered the final At-Large position and has accepted, making him the newest member of our board.

2. This weekend's JO XC had great weather and great people helping. It was a good meet..

D. President's Report: Ivars Ikstrums.

1. There is an initiative from the National Youth level concerning childhood obesity. It has been passed on to Holly.

E. Sanctions Report: Carole Langenbach.

1. There are no more paper sanctions and Carole hardly gets any calls anymore asking for help. From earlier in the year, we have 140 paper sanctions and have had about 76 online so far. She has already started working on 2014 events. The new procedure is working quite well.

F. Office Manager's Report: Carole Langenbach. Nothing to report.

**II OLD BUSINESS**

A. Athlete Board Members: Ivars Ikstrums.

1. There are still two athlete positions open. We are looking for athletes both interested and committed to showing up. Holly nominated Michael Chinchar as a candidate. Ivars asked Michael to give a brief bio. Michael works for Brooks in Corporate Responsibility. He is a University of Arkansas and Kentwood HS graduate. He is still training for the 1500 and the Mile. He is also a FWTC volunteer coach and he is one of our delegates going to Indianapolis.
- B. Grants Update: Patti Petesch.
1. The National grant money was cut from \$20,000 to \$15,000. We received two \$1,500 grants. National sends a check upon receipt of our acceptance.
  2. The first grant was for hammer cage repair and a second gate at West Seattle. She will have more details in January.
  3. The second grant is money toward replacement speakers—the same kind as purchased by the officials. We will now have enough to cover a small event up to a large XC meet. The quote from Guitar Center is \$3,102. Patti asked for guidance on how to split the remaining \$1,602 among committees. Although the equipment will be stored at the Youth warehouse, it will be shared with Masters and Open. A motion was made to pay out of the General Fund. It was seconded and approved.
- C. PNTF Annual Meeting
1. Delegates: Carole Langenbach. Carole passed out the list of delegates. It includes meeting assignments for the PNTF representatives. Some corrections were made to phone numbers. Delegates are Char (RW), Patti (ASSN), Bill Hickman, Bob Springer (MSTR LDR), Kenny (MUT), Ivars(OFF) , Becca(W T&F), Kwajalein, Michael Chinchar (M T&F, M LDR), Asha (W LDR), Helen Woodke (Y), James Ryan (MSTR T&F), Darlene, Bill Roe (XC).
  2. Hospitality: Kenny Emerick. We are still fighting for a room. If no room, we won't have a party.
  3. Final Instructions: Char Engelhardt. Our Caucus is Thu Dec 5 at 7 AM. Which hotel room it is in will be announced. Ivars added that we will reimburse \$175 registration fee (but not the late fee). However, you must submit a written report to Ivars. He will make the reports available. You are the eyes and ears of PNTF.
- D. 2014 National Club Track And Field Championship. This item was rescheduled until after the new business.
- E. PNTF Banquet Update: Char Engelhardt. Event will be Feb 8 in Embassy Suites in Tukwila. No changes since last meeting. Becca had several ideas on how to do registration. Char will inform us on the decision.
- F. Christmas Party: Carole Langenbach. The Dec 15 party is for anyone who went to Annual Meetings or board meetings, and you can bring a friend. A notice will go out later. Potluck at the Langenbachs'. Ivars noted that delegates will give debriefs and Doug will have checks ready for those who have submitted reports.

### III NEW BUSINESS

- A. HYTEK Licensing: Kenny Emerick. Kenny asked to table this until next meeting as he would still like to confer with Youth.
- B. Financial Audit: Ivars Ikstrums.
1. Purpose of an audit is an independent assessment that we have sound bookkeeping and a system in place to keep a check on it. Ivars' church did it in-house and Mick had a group audit his organization for \$5,000. Ivars asked if we want to do it internally or hire someone. Bill Hickman noted that some associations have had trouble in this area.
  2. After some discussion a motion was made to form a committee to investigate options and make a recommendation to the board. Char and Kenny volunteered. Carole recommended Stan Chraminski. Bill Hickman moved that there be three members appointed by the President. The motion passed. Levi Keller noted that for organizations with less than \$100,000 there is a lower level audit available called a Compilation ...or just have someone complain to the IRS and they will come out and do the audit for free!!

- C. Annual Budget Planning: Doug Chandler. Doug will get together with Carole and do a budget to submit in January.
- D. Nominations for Contributor of the Year (Ken Foreman Award): Ivars Ikstrums.
1. We encourage nominations from PNTF members. You can email these to Ivars. If you nominate someone, we would like you to present some rationale---not just “he’s a good guy and he works the meets”. We want to know what this person did to deserve the award.
  2. A vote will be held at the January meeting. Ivars wants this to be contributor of “this year”. He doesn’t want to just bring forward previous nominations.
  3. Carole then nominated Ed Viering.
  4. Darlene asked who were last year’s nominees, and after consulting the PNTF website, Ed reported them as: Ivars, Ed, Chris Kunzelman and Doug Chandler.
- E. Athlete Representation: Becca Peter. Becca noted that if all four athlete positions were filled it would only be 18% of the board. And asked if there are any better options for how athletes are represented. Bill Hickman offered that the 20% concept comes from the Amateur Sports Act which only applies to national governing bodies. David Greifinger then insisted on 20% representation every time a new committee was made. Down the line, though, it becomes a “strive for”, not a mandate. Becca pointed out that, generally, business is not relevant to athletes, but what if an issue comes up? Becca will research on how to do outreach.
- F. Patti mentioned that Jim Neff, a Youth Club Coach, will receive the Seattle Parks and Recreation Denny Award for volunteerism on Dec 3 at MOHAI. Let Patti know if you want to attend.
- G. Becca asked if we can reimburse Danny Mackey for Annual Meeting. He is a coach and marathoner. Carole said we can add delegates. Our policy is to reimburse \$175 registration fee. In the past we have only given stipends to athletes. No decision was made at this time. We will let him know via email.
- H. 2014 National Club Track And Field Championship: Becca Peter
1. Becca is requesting that the Association bid on hosting 2014 Club Track And Field Championship. She passed out a packet with bid information that was previously emailed to the board members.
  2. We are on our third venue since UW and West Seattle didn’t work out. The packet contains the number of entries from last year, but not number of individuals, as some are in more than one event.
  3. Odd years have been in New York. Even years rotate between Midwest and West. We are the only ones bidding. Standards are “sub-elite”.
  4. Schedule has flexibility based on our needs, but it doesn’t typically change. It is a 2-day meet with estimated 1 to 2 heats per event. Days are not super-long.
  5. Packet includes notes from local athletes on what the meet means for them.
  6. Bid is for Mt Tahoma HS, site of the HS state meet. It is available. Cost data is included. Becca is working with Tacoma Sports Commission (TSC) to negotiate pricing. Site is not perfect---no curb, steeple or hammer, but Club Council will entertain it despite the shortcomings. They will decide if meet records will count. We also need an insert for the Shot Put, for which Ivars has provided information. Becca has added money in case we need to, for example, bring in pole vault standards. An infield tent for finish line was priced at \$1,100. Security guards are priced at \$600, although there may be less expensive options.
  7. Steeplechase and Hammer will be at PLU, which costs \$400. Bill Roe noted that Club Council says hand timing is OK over 1500m.
  8. We will work with TSC for hotels . Not much obligation there. National will pay for three of their staffers to attend. Becca added money for officials outside the association. This is not the same level of expense as Club Cross. The LOC provides transportation. TSC normally uses school buses at \$1,500 for 2 days. PNTFOA can provide timing for \$2,000/day.
  9. No other meets that weekend. JO Regional is the week prior.
  10. Becca wants it to be well officiated. It is a high priority for her. She added money for our long-drive local officials and is willing to increase the budget. Fly-in officials will need 3 nights.

11. USATF provides shirts and \$800 for water, which we may not need. She hopes to find sponsors for products such as food and beverages.
12. We will draw on Club NW volunteers, they are excited. We have no obligation for a post-meet party but CNW may want to put one on.
13. USATF provides \$10,000 in prize money. CNW will add \$9,000 for general expenses since they usually spend \$10,000 on travel. Based on last two meets we hope for \$7,000 in entrance fees. Becca says she can sell more than the listed \$3,000 in sponsorships.
14. Becca emphasized all her revenue estimates are low and expense estimates are high. This concluded the presentation and Ivars then led a question period from select people.
15. Ivars liked how Becca estimated the budget and revenue but asked who pays if we wind up in the red. Answer: Open could cover it and the bid is counting on the USATF contract matching their numbers, which Becca received via email from Veronica at the National Office.
16. Ivars asked for a vision of who would be on the LOC. ANSWER: People enthusiastic and excited about the event. She is not assuming just the people in this room. She has not thought that far ahead.
17. Bob Springer is concerned about our officials in summertime and has questions on the numbers Devon gave us. The rooms budget gives us 20 people. ANSWER: this is a good opportunity to expand the ranks, For instance, there are people who work meets that are not on Bob Springer's distribution list. Plus we need to look ahead to 2016 PAC-12.
18. Geof Newing wanted to know who is on LOC. The schedule ends late meaning more overnight rooms for finish line crew. Geof want s a separate page for Officials housing expenses to ensure the officials Association doesn't get stuck with expenses. ANSWER: The sample schedule was heat related in order to run distance races after it cooled down. We don't have the same problem as Nebraska. The officials will not be stuck with housing costs. That was simply a function of how she tried to categorize expenses on the handout.
19. Kenny Emerick complimented her on her work. He is on the fence. It is just a matter of getting officials and HY-TEK entries. ANSWER: HY-TEK entries are simply downloaded from National.
20. Tom Cotner: in 2010, in the Bay area meet, he felt the meet didn't advertise properly , so Bay area clubs did not attend in the numbers they should have.
21. Doug Chandler: being JO coordinator the last few years, it gets harder and harder to find officials in that time frame.
22. Mick Holt: shares concern about volunteers. Is concerned about Becca's availability. ANSWER: She has 400 ClubNW members to draw from. Next step is building an LOC. She is confident she can find good people for it.
23. Geof Newing: normally, the LOC is in place to draw up the bid. When can you fill it? ANSWER: At last meeting, the board wanted more details on site and money, so she concentrated there. She can start working on LOC tonight. Plus CNW has experience from Club Cross.
24. Bob Langenbach: expressed criticism of CNW's efforts to get sponsorships for Club Cross.
25. Ed Haywood: the CNW really supports this. It is easy for him to give Becca 10-15 quality volunteers for the LOC. TSC is very excited.
26. Holly Genest: from her experience with TSC for JOs, she found TSC very proactive
27. Carole Langenbach moved that PNTF put in a bid for the meet . Doris Heritage and Kenny Emerick moved to add the stipulation that our bid is contingent on the USATF funding coming through. The motion with amendment was seconded. Bill Roe stated that the deadline is for presentation at the Annual Meeting.
29. President Ivars Ikstrums led an open vote which passed with 10 in favor and 5 opposed.

#### IV COMMITTEE REPORTS

Due to time constraints on the meeting room, Ivars asked if there were any time critical committee items which had to be addressed now. There being none, he tabled the Committee reports until next meeting.

Next meeting is here on January 20, 2014.

The meeting was adjourned at exactly 9:00 p.m.

Respectfully submitted,

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