

**Minutes of the
Pacific Northwest Track & Field/USATF Pacific Northwest
Board Meeting held January 15, 2018**

President Ken Emerick called the meeting to order at 7:00 p.m. at Seattle Parks and Recreation Building at 100 Dexter Avenue N. in Seattle. The following were present:

P	Ken Emerick	YTH	Holly Genest	OTC	Bob Springer	A-L	Carole Langenbach
VP	Chris Kunzelman	OPN		ATH	Eric Sach	A-L	Carol Coram
SEC	Ed Viering	MAS	Lance Neubauer	ATH	Eddie Strickler	A-L	
TR		COA		ATH	George Mathews	A-L	
IPP	Ivars Ikstrums	OFF		ATH		A-L	
	Bob Langenbach		Paul Bodenshot		John Patterson		Char Engelhardt

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 were emailed and posted on our website. The minutes were accepted.
- B. Treasurer's Report: Carole Langenbach submitted annual report for Gwen Robertson. We closed the Membership bank account since all membership transactions are done online now. We added a new category called USATF membership. Report was accepted.
 - 1. Overall Total as of 09/27/2017: \$135,432.42. Group breakdowns:

General -	\$80,392.78	Masters -	\$16,514.42
Open -	\$20,291.78	Fred Dean Youth Travel -	\$ 2,613.00
Officials T&C -	\$ 3,273.44	USATF Membership -	\$ 100.00
Youth -	\$12,247.00		
- C. Membership Report: Tracy Silva submitted her report via email. Report was accepted.
 - 1. As of 01/15/2018: Youth– 501; Open– 214; Masters– 388; Clubs– 35.
- D. Sanctions Report: Carole Langenbach presented the annual report. Sanction income was \$14,479.63 for 240 events. We have 52 sanctions already for 2018. See Attachment 1.
- E. Vice President's Report: Chris Kunzelman. Nothing to report.
- F. President's Report: Ken Emerick.
 - 1. If something comes up concerning gender-X, don't respond. Call the National Office.
 - 2. Kenny asked us to look into whether we need to fill out 1099 forms for Membership and Sanctions directors.
- G. Office Manager's Report: Carole Langenbach presented the annual report. The VISA/reimbursement activity for 2017 totaled \$5,121.58.

II OLD BUSINESS

- A. Coaches Chair: Kenny Emerick. Kenny nominated Kevin Jackson for Coaches Committee Chair. Nomination was approved by acclamation. This leaves an opening for an At-Large Representative.
- B. USATF Annual Meeting Close-out: Ken Emerick. Get your reports to Kenny if you have not yet done so.
- C. PNTF Banquet: Chris Kunzelman.
 - 1. Banquet will be March 3 at 6pm at Embassy Suites. We are not increasing the dinner price this year. In the past, dinner was \$43. We paid \$18 of that and only charged \$25. Committees paying for someone will pay the full \$43. It was moved and approved to keep those numbers.
 - 2. Online registration is coming. An email blast went out. Please provide photos of nominees.
 - 3. Carole said that 2 people donated over \$100 to PNTF. It was moved and approved to give them a free dinner.
- D. Nominations for Contributor of the Year: Kenny Emerick. Gwen Robertson was nominated by Bill Roe at the last meeting. The floor was opened for nominations. John Patterson was nominated by Ed Viering. Chris

Kunzelman was nominated by Holly Genest. There were no further nominations. Nominations were then closed.

- E. Vote for Contributor of the Year: Kenny Emerick. A secret ballot was conducted. Eddie Strickler and Char Engelhardt were chosen to count the votes. The result was reported to the President and will be announced at the Awards Banquet.

III NEW BUSINESS

- A. Annual Budget Approval: Carole Langenbach for Gwen Robertson. 2018 Budget report was submitted and approved and is at Attachment 2.
- B. Meeting Location: Carole Langenbach. Current meeting location is hard to get to and future construction plans will make it worse. Patti may be retiring this year. We should investigate other locations. Embassy Suites will give us a 26-person room for \$100. Kenny said we will look into it. He wants to check with the rest of the board for opinions.

IV COMMITTEE REPORTS

- A. Youth: Holly Genest.
 - 1. JO Nationals was in Tallahassee. It was cold and wet and expensive to get there. We sent 7 teams and 88 athletes---down 14% from last year. We placed 2 teams in the top 10 and had 8 All-Americans. We had one National Champion: Ella Borsheim, Federal Way Track Club, 13-14G.
 - 2. Nationals are in Reno this year. 2019 is in Madison, WI.
- B. Open: Bill Roe submitted a report via email. He is in Edinburgh, then Seville, for Cross Country. He wants to get the LDR Championships defined and organized before the next meeting and will need help with Masters.
- C. MUT: Eric Sach. Trail started yesterday at Bridle Trails. All the big races are selling out---many are wait-listed since most sites have limited capacity.
- D. Masters: Lance Neubauer. There is a Youth/Masters meet at WSU on Feb 10th. Marathon LOC will meet soon.
- E. Race Walk: No report.
- F. Athletes: At XC Nationals, Club NW Open team was 15th. Seattle Running Club was 44th. Aries Merritt, Shalane Flanagan and Daryl Hill competed at Dempsey last weekend. Trey Knight destroyed the HS sophomore record in 25 lb. Weight Throw.
- G. Coaches. Kenny Emerick for Kevin Jackson. Level 1 Coaches Education on Jan 26/27/28 at Kennedy Catholic HS in Burien. There are 30 signed up as of Jan 12.
- H. Officials: Bob Springer for Geof Newing. We used new EDM equipment at Dempsey. The learning process is a bit slow.
- I. Officials Training & Certification: Bob Springer.
 - 1. We have 61 certified officials. We have 20 who are no longer certified because their membership expired.
 - 2. We had 8 attendees at Tacoma clinic. Next clinic is Saturday at Tyee HS. All events are open for registration.
 - 3. Mar 3 Mini-clinic is at Kent-Meridian. Registration should be open soon. Schedule is: 9:00-10:30 Umpire and Pole Vault; 10:30 to 12:00 W&M and Starter.
 - 4. The thumb drives are a big hit.
 - 5. USOC is handing off SafeSport to a group named SafeSport. As a result, all our hyperlinks are broken.
- J. Communications: Lance Neubauer. It is frustrating that Lance can't do anything on the website by himself. The National Office limits who has keys to the website.
- K. Associations Admin: no report.

Next meeting is on April 16, 2018. We will discuss the meeting location before then.

The meeting was adjourned at 8:42 p.m.

Respectfully submitted,

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

Attachment 1

SECY

PACIFIC NORTHWEST OFFICE MANAGER/SANCTIONS REPORT FOR 2017
January 15, 2018 from Carole Langenbach

MONIES IN

local sanction fees (240 events)	\$ 14,479.63	(from USATF thru Nov.)
office manager accounting *	\$ 5,121.58	
Total monies in	\$ 19,601.21	

PAYMENTS OUT

office manager accounting *	\$ 5,121.58	
PNTF General (12/12/16)	\$ 14,479.63	(actual income paid to PNTF)
Total paid out	\$ 19,601.21	

Note: because of an ongoing balance in this account (due to overlap of fees paid in one year for the following year's events prior to 2014), the total income from sanction fees was paid to PNTF. Expenses (food for meetings, postage, etc.) were reimbursed by General and are part of the office manager accounting. Balance to carry over to 2018 remained at \$605.09.

2009 net income was \$ 7,667.43	for 119 events
2010 net income was \$ 9,380.08	for 160 events
2011 net income was \$10,924.51	for 185 events
2012 net income was \$12,556.68	for 204 events
2013 net income was \$13,162.00	for 221 events (online began Sept. 2013)
2014 net income was \$15,482.71	for 224 events (entirely done online)
2015 net income was \$12,470.00	for 213 events (began paying total income)
2016 net income was \$16,055.00	for 222 events
2017 net income was \$14,479.63	for 240 events

* OFFICE MANAGER ACCOUNTING: Visa, availability of OM check book

Youth Visa overpayment	156.38
Visa Orlando caucus food	53.86
Masters meets (timing, computer, etc.)	987.70
Visa misc (awards, NMN, email)	282.81
Meeting refreshments	15.56
New check register OM account	17.04
Assn xc prize money - Open	2,200.00
Assn xc prize money - Masters	1,015.00
Phone: Nov. 2016 through Oct. 2017	393.23
TOTAL	\$ 5,121.58

USATF Pacific Northwest Budget Report 2018
January 15, 2018

<u>PROJECTED INCOME on 1/16/17</u>	<u>2017 DEPOSITS</u>		<u>PROJECTED 2018 INCOME</u>
USATF Indiv & Club Memb	\$ 36,000	\$ 35,246	\$ 36,000 (nat'l masters marathon?)
Sanctions (200+)	\$ 16,000	\$ 14,479 (240 events)	\$ 15,000
Officials Training & Certification	\$ 4,900	\$ 5,137 Olympiad	\$ 2,000
PNTF Awards Dinner (75 in 2016)	\$ 650	\$ 3,191 (126; 62y@\$43/21@\$25)	\$ 3,000
PNTF XC entry fees open & masters	\$ 200	\$ 1,280 (2016 assn/reg'l)	
		\$ 810 (2017 assn)	\$ 1,200
Interest	\$ 6	\$ 5 (sav)	\$ 5
Contributions	\$ 400	\$ 630	\$ 600
Grants	\$	\$ 2,000	\$
Total income	\$ 58,156	\$ 62,778	\$ 57,805

<u>PROJECTED EXPENDITURES</u>	<u>2017 EST</u>	<u>2017 ACTUAL</u>	<u>2018 PROJECTED</u>
Annual Awards Dinner in February	\$ 4,300 (100@\$43)	\$ 5,418 (126@\$43)	\$ 5,400
USATF Association Workshop in Aug. (one or two attendees)	\$ 600	\$ 493	\$ 500
PNTF Annual Meeting in September (facility rental and food)	\$ 400	\$ 598 Mt Baker	\$ 1,000
(gift cards) Ikstrums/Hickmans		\$ 200	
Vin Lananna visit		\$ 962	
USATF Annual Meeting in Dec. (registration)	\$ 2,730 (14@\$195+\$400)		\$ 2,730
2016: 7 @ \$ 195 registration		\$ 1,365	
2017: 11 @ \$ 195		\$ 2,145	
delegate stipends – 14@\$225	\$ 3,150		\$ 3,500 (14 @ \$ 250)
2016: 7 @ \$ 225		\$ 1,575	
2017: 11 @ \$ 250		\$ 2,750	
athlete stipends	\$ 1,600 (4@\$400)		\$ 1,600
2016: 3 @ \$500/3 @ \$ 820		\$ 3,960	
2017: Norris-air \$ 372/reg \$ 195		\$ 567	
hospitality/caucus	\$ 1,000	\$ 210 (2016)	\$ 255 + 250
Phone (12 @ \$ 32.50)	\$ 390	\$ 393	\$ 395
Internet (annual Fat Cow server)	\$ 200	\$ 179 + \$ 39 email	\$ 220
Network Solutions: Domain name			expires June 2019
Office supplies: ink, paper, etc.		\$ 489	\$ 500
Officials T&C: clinic food/supplies/travel	\$ 3,000		\$ 3,000 (+ rental)
clinic food		\$ 559	
supplies		\$ 1,552	
travel		\$ 1,645	
Officials T&C: dues/insurance to USATF	\$ 4,000	\$ 780	\$ 2,000
Youth spending	\$ 10,000	\$ 37,174	\$ 12,247
Open spending	\$ 5,000	\$ 4,742	\$ 5,000
Masters spending	\$ 8,000	\$ 6,321	\$ 6,000
Board meetings hospitality	\$ 150	\$ 48	\$ 100
Webmaster contract fee	\$ 5,000	\$ 5,250 (photos)	\$ 5,000
Sanctions Chair contract fee at \$10 per	\$ 2,300	\$ 2,400	\$ 2,400
Membership Chair contract fees	\$ 3,300	\$ 3,217	\$ 3,300
Total expenditures	\$ 55,120	\$ 85,031	\$ 55,397

Prepared by Carole Langenbach: PNTF Office Manager/Assistant Treasurer