



Board Meeting Minutes  
August 17, 2025

7:00pm

- 1- Roll call
  - a. Present:
  - b. Excused:
- 2- Approval of minutes:
- 3- Committee Reports-
  - LDR (open)
  - Masters (Ivan/Lynn)
  - Race Walk (Marie/Roger)
  - Membership (Lynn)
  - Certifications (Scott)
  - Officials (Gibby)
  - Open (Ivan)
  - Sanctions (Debi)
  - Safe Sport (Carl)
  - Para Athletics (Phil)
  - Communications (Phil)
  - Coaches ed. (Tom/Matt)
  - Youth (Rick)
  - Treasury (Pete)
- 4- Youth Request
- 5- Calendar of Events
- 6- Communications
- 7- Bylaws
- 8- New business

\*Due to Jerry's retirement, **inventory** came to the top of the list of things we needed to do. Roger agreed to open the mystery UPS box and take an inventory of what was in the shed, as well as dropping off items he had to return.

**LDR** - open - no report.

**Officials** - Gibby - No report.

**Open** - Ivan - No report.

## **Masters - Lynn for Ivan**

- They will coordinate details about the Cross-Country Association and Regional Open and Masters meet.
- Lynn proposed arranging a meeting with Rick and Ivan to process the open masters and youth nominations, with Roger potentially joining.
- Lynn discussed changes to the cross-country meet structure, explaining that the youth meet would incorporate the open and masters competitions, with specific age and registration requirements for each category. The group clarified that the open and masters meets would be separate but counted as one meet for sanctioning purposes, and Rick inquired about the eligibility of 16–18-year-olds to compete in both the youth and open categories.

## **Race Walk - Marie & Roger**

- Marie reported on recent racewalk competition at the Senior Games.
- She talked about preparations for the annual meeting and the awards.
- Marie will continue to work on a virtual officiating review for racewalk judging basics and find a date for a coaching overview session with Rick.
- She will draft a proposal for a racewalk clinic grant opportunity and circulate it to the board for review.
- Marie will work with Ivan on dates and locations for the Association, Open and Masters Championship.

## **Membership - Lynn**

- Lynn provided an update on membership numbers, noting that they will increase in November with the new year rollout.
- She will order team trophies for the Cross-Country Association meet.
- Lynn reminded everyone to BCC their communications through legacy email accounts to protect others' contact information.
- She will organize the shot-put toss for board members who need to qualify for athlete status at Ash Creek.
- Lynn and Rick will update the language in the policies and procedures regarding volunteer requirements for clubs.
- The group discussed volunteer tracking and event calendar management. For volunteers, they agreed to modify the policy language regarding non-renewal and consider implementing a charge method for clubs that don't meet volunteer requirements, while also exploring ways to incentivize volunteer participation.

## **Certifications - Scott**

- Scott discussed certification matters, including new officials and awards.
- Gibby and Scott will proceed with purchasing implements for youth and masters using the Growth to Impact grant funds.

## **Safe-Sport - Carl**

- Carl mentioned upcoming SafeSport volunteer coordinator meeting and audits.

## **Para-Athletics - Phil**

- Phil shared plans to explore a regional para-athletic event with Adaptive Sports Northwest and ParaSport Spokane for next year.

## **Sanctions - Debi**

- Debi reported sanctions income of about \$46K, up from previous years. Lynn clarified that events must be sanctioned by USATF to be listed on the official calendar, as unsanctioned events could expose the organization to liability, though sanctioned events can opt out of USATF insurance. The board as a group discussed concerns about listing unsanctioned track and field meets, with Justin stating that only sanctioned meets should be promoted to avoid liability issues. Phil expressed concern that this requirement limits their ability to promote the sport, while Matt suggested viewing it as a community bulletin board where they can list non-sanctioned events. The group agreed to seek legal counsel to clarify the liability implications of listing meets, Lynn will take lead.

## **Communications - Phil**

- The website was down for several days due to an expired security certificate, affecting all USATF association websites. Phil explained that while the National Office handles hosting, some associations manage their own sites and incur hosting costs. The group discussed the possibility of separating from the National Office's hosting program, though Phil noted this would require careful consideration of branding guidelines and content migration challenges.
- Phil will follow up with potential buyers for equipment listed on the equipment exchange page.

## **Coaches Education - Matt & Tom**

- Matt clarified that while the National Office no longer oversees association-level coaching education, associations can still provide coaching clinics, though these should be clearly distinguished from accredited coaching programs. Lynn raised concerns about confusion between 3-step compliance and coaches registry status at youth regional meets, leading to a discussion about the need for better communication materials and clarification of these requirements. Matt will find materials from other associations or the National Office that explain the difference between 3-step compliance and coaches registry.

## **Treasury - Pete**

As of August 15, 2025:

General Account is: \$97,798.39

Officials Account is: \$6,330.81

Savings Account is: \$21,118.34

Total: \$125,247.54

## **Youth - Rick**

- Rick provided an update on the JO Track and Field meet, including facility selection, timeline, and sponsorship efforts. He mentioned that Mount Hood is undergoing renovations, but they are still considering it as a potential host. He also discussed plans for a rotating circuit of venues for JO meets and cross-country events. He shared a detailed timeline for the cross country meet and mentioned ongoing efforts to secure officials and sponsors. Amy inquired about the sponsorship options for the track meet, to which Rick responded that he is exploring various sponsorship levels, including community businesses sponsoring specific events.
- Rick proposed reducing the frequency of youth meetings to four times a year, focusing on specific times around JO Track and Cross-Country meets, as monthly newsletters have

been more effective in reaching coaches and clubs. Lynn explained that monthly youth meetings were initially established by a previous president to address complaints and provide documentation of discussions. The group agreed that while meeting attendance has been low, communication through newsletters has been successful, reaching an average of 1,700 people per month.

- Rick will connect with Matt to attend youth meetings to help explain the difference between 3-step compliance and coaches registry.
- Rick will compile athlete of the year and coach of the year nominations after the September 5th deadline and forward to board members.

Rick agreed to work on the following:

- Continue discussions with OSU facilities staff regarding hosting a JO meet.
- Follow up with Western Oregon Univ. regarding a contract for the cross-country meet.
- Organize a Youth Zoom Meeting approximately 2 months before the JO Track meet.
- Continue sending monthly Youth newsletters instead of holding monthly Zooms.
- Convene the partnership/sponsorship committee meeting in the next few weeks.
- Implement a modified meeting schedule with 4 Zoom meetings per year.
- Work with the sponsorship/partnership committee to explore sponsorship options.
- Notify board chairs to contribute content for the newsletter.
- Continue building relationships with clubs to encourage volunteer participation.
- Modify the language in the volunteer policy to remove the current wording about not renewing clubs that don't provide volunteers.
- Develop a new approach for volunteer recruitment that includes possible incentives or a payment option for clubs that cannot provide volunteers.
- Announce the new meeting format in the newsletter and at the annual meeting.
- Continue sending thank you notes to volunteers and clubs that provide support.
- Communicate to clubs at the annual meeting that events must be sanctioned to be added to the USATF Oregon calendar.
- Develop a form for clubs to submit information about sanctioned events for the USATF Oregon calendar.
- With the Competition Committee the award ceremony procedures for the Cross-Country Association meet.

### **Bylaws - Committee**

- The Bylaws Committee is finalizing revisions to the association's bylaws, with Gibby requesting a meeting on Monday to address last-minute changes before the February 22nd membership distribution deadline.
- Prepare the policies and procedures document to accompany the revised bylaws.

### **Delegates - Committee**

- The board approved delegates for the upcoming National Annual Meeting in December, though Roger noted that some delegates did not meet the 25-point criteria originally established. The committee also discussed the Grow to Impact grant funds, deciding to proceed with planned purchases despite not receiving the full amount

End of minutes.