

Charlottesville Track Club Board of Directors Meeting
September 20, 2021
Virtual meeting - by Zoom

Board members present: Scott Wiseman, Tim Wendel, Suzanna Turanyi, Jay Wildermann, Keith McLaughlin, Trish Robinson, and Diane Rosin

Absent: Tina Humphreys, Rhonda Pearl, Glen Anderson, Rick Willis

Guests: Nicole Brimer (10 Miler race director), Lisa and Rick Kwiatkowski

7:06 PM: Meeting called to order and quorum established

Minutes of last meeting: Keith moved and Jay seconded that the minutes of the last meeting be accepted; Trish abstained; all remaining members approved.

Applications for **Ten Miler** beneficiaries are due at the end of September. With uncertainty about the status of the race (due to COVID) and the number of registrants, fewer beneficiaries will be selected for 2022, thus enabling larger donations to be made to a smaller pool of beneficiaries. The Board will help with reviewing applications, which will be discussed at the October meeting.

Review of **Issues with the IRS**. Online submission by our accountant of Form 990 for 2019 was rejected by the IRS, therefore a paper copy was mailed on 08/12/21, and confirmation of receipt by the IRS was obtained 08/16/21 (priority mail tracking and proof of signature upon receipt). We are awaiting a reply from the IRS to determine next steps needed to restore our 501(3)c status (which was lost due to what we see as an IRS error).

Tim and Rick put together an announcement regarding free **youth memberships** that will be distributed to schools and youth organizations and as a press release (social media, etc.). Scott and Nicole will work on setting up the changes in Run SignUp for free youth memberships (using a discount code, such as ATHLETE, or coupon). The announcement will be sent to area schools (gym teachers, coaches), CVille Area Track Club, current CTC members, YMCA, Boys and Girls Club of VA, Big Brothers Big Sisters of the Blue Ridge, Prolifyck, <https://www.runyourcity.org/run-charlottesville>, and other community organizations to encourage young runners to become CTC members.

The **annual meeting and election of board members** will be held virtually on 09/23/21. The bylaws state that "Quorum at the annual meeting of the membership will be majority of the Board of Directors and no less than 10 voting members." Scott will tally board members who plan to attend and will contact nominees to ask if they plan to attend. Diane, Scott, and Jessica (Scott's wife) have been working on mechanics of the zoom meeting and the electronic election process. A draft agenda for the meeting and election process was discussed. There are 5 members rotating off the board and 1 (Diane) who is at the end of her first term and running for re-election. At the time of the board meeting there were 5 nominees (including Diane). There was discussion about reducing the number of board members to 9 (from the current 11). Ultimately it was decided to accept all 5 nominees, but if additional nominations are accepted from the floor, members would be asked to vote for no more than 6 nominees to maintain a total of 11 members. An addendum to the meeting announcement will be sent to CTC members to offer the possibility of early voting for those who cannot attend.

Formation of **committees** will be discussed at the annual meeting and volunteers will be solicited. It was decided at last month's board meeting that we should initially focus our efforts on three committees. Board members or other CTC volunteers (which would increase club involvement) will be tasked with heading and staffing these committees. These are 1) an **Events Committee** that should include race directors, event organizers, and a volunteer coordinator. Race directors will be asked to provide input on what help is needed and how the committee and board can help. 2) a **Budget and Finance Committee** that would oversee matters such as coordinating with the accountant on tax matters (assist with filing required state and federal tax forms), coordinating with and helping the treasurer (who would be a member of the committee) with monthly and/or annual financial reports and developing an annual budget. 3) a **Community Outreach Committee**. Tim volunteered to lead this committee.

Discussion followed on anticipated activities of the budget/finance committee. Suzanna will work on creating a budget for our 2021 fiscal year (for IRS purposes this begins on Oct 1, 2021). We have an accountant who does our taxes but it would be helpful to summarize categories (income, expenses) for her; gathering this information will also be helpful for developing a budget. Much is unknown for 2022 but placeholders could be made for events such as the 10 Miler (income from the event is unknown but the majority goes out as expenses for the event and donations to beneficiaries; these categories could be listed nominally as expenses). It would be helpful to know how much we have available for our scholarship program (this would be a line item in the budget). It was suggested that we host a separate race event to fund scholarships; Keith will discuss with Mark L. Membership dues are another source of income but revenue is down with reduced race participation during the pandemic. Renewal notices are sent by email, but the option to renew is also presented to members (or to join as new members) when they sign up for races on RunSignup.

Guests Rick and Lisa Kwiatkowski were given the floor but they noted that they had attended merely to observe the board meeting. Diane thanked Rick and his team for organizing and directing the very successful and popular **All-Comers Summer Track Meets**.

In new business, Jay informed the board that **Leah** Connor had decided to step away from all of her CTC activities (effective immediately, with the exception of directing the remaining 2021 fall races that she organizes). She sent login information for CTC accounts to Nicole (e.g., websites, Facebook accounts, Weebly, email lists, RunSignup) and Audrey (4 Miler website). Nicole will sort through the information she received, and she agreed to manage some of these tasks temporarily for immediate needs, such as posting the addendum of information on Facebook for the annual meeting (a dropbox link to the nominees' bios, information on early voting, and info for resolving problems with joining the meeting by zoom). Further discussion will be needed at next month's board meeting to find volunteers and assign tasks (webmaster, communications, etc.). It was noted that one of the nominees has experience with social media, graphics, and website design.

The next meeting will be by zoom: 10/18/21 at 7 PM.

The meeting was adjourned at 8:04 PM.

Respectfully submitted,
Diane Rosin, Secretary