

Charlottesville Track Club Board of Directors Meeting
August 16, 2021
Virtual meeting - by Zoom

Board members present: Scott Wiseman, Rick Willis, Tim Wendel, Glen Anderson, Jay Wildermann, Keith McLaughlin, and Diane Rosin

Absent: Suzanna Turanyi, Tina Humphreys, Trish Robinson, Rhonda Pearl

7:10 PM: Meeting called to order and quorum established

Minutes of last meeting: Tim moved and Jay seconded that the minutes of the last meeting be accepted; all approved.

Reconciliation of the Ten Miler account was completed, and **Ten Miler beneficiary payments** have been made, including a donation to Foxfield in thanks for their allowing CTC to use their property for numerous races.

Update on **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). Additional attempts to contact the IRS will be made to determine next steps needed to restore our 501(3)c status (which was lost due to what we see as an IRS error).

Scott will work on setting up the changes in Run SignUp for free **youth memberships** that the Board has discussed at prior meetings. Rick will draft a press release (which will be reviewed by the Board prior to release; Tim offered to help Rich with the draft) that will be sent to schools, CVille Area Track Club, YMCA, BGCVa, BBBS, Prolifyck, <https://www.runyourcity.org/run-charlottesville>, and other community organizations to encourage young runners to become CTC members.

The **All-Comers Summer Track Meets** (Tuesdays during the month of July) netted income from donations, and the organizers requested that donations be made to Charlottesville High School (for their Track Improvement Fund in memory of Dave Murphy) and to Alex's Lemonade Stand Foundation. Jay moved and Tim seconded that the Board approve the distribution of these proceeds; all approved. It was suggested that the Board and event organizers plan to have communication in advance of future events to discuss budgeting, possible donations, and other organizational needs for the events/races. Along this line, there was a question as to whether there are financials available for the Rivanna Greenbelt Marathon and ½ Marathon events; Scott will inquire.

Election of board members should be held in September so that a full slate is ready to begin in October – the start of CTC's fiscal year. An invitation will be sent to all CTC members by email announcing a virtual meeting to be held 09/23/21. Given the current state of COVID, this September meeting may take the place of our annual social event. Scott will consult with Mark L about whether awards will be announced at that time. Nominations for new board members will be solicited in the email notice and will also be accepted during the meeting. Candidates will be required to supply a short bio so that CTC members will have information available when they cast their vote (during the meeting, either using a Zoom poll or tabulated through the Chat window, depending on the number

of CTC members who attend). **Board members** serve for a term of 2 years but there is no term limit and they can be reappointed for a subsequent term. Board members who were not present at the August board meeting will be asked if they would like to continue to serve. Glen stated that he will probably rotate off but is willing to remain as Ex Officio member and will continue to oversee the scholarship program. The current board includes 11 members but has varied in size over the years (it was 7 at one time). It was decided that 9 would be a good number, and if there is a larger slate of candidates, the elections would determine the winners. The invitation to the annual meeting will also solicit volunteers to head up or serve on committees (see below).

One of the **scholarship recipients** who had deferred attendance at college due to family issues has notified the CTC that she has transferred and will be starting the Fall 2021 term. Scholarship funds will be sent to her new college.

There was discussion on the proposal that was drafted last month (and posted on the board's google drive) for revised board policy and a structure that would be in keeping with the CTC Bylaws. The proposal is to implement a new structure for many of the club activities - a structure that will task board members or other CTC volunteers (which would increase club involvement) with heading and staffing small **committees**. These committees might include membership, member & community communications, volunteer coordinator, race events, training events, social events, and others. Several of these would intersect with current activities of CTC volunteers, and coordination between committees and with other volunteers will be necessary. One goal of this proposed structure is to activate more of our membership in these committees, to lessen the burden on current volunteers, and to be more inclusive of members who want to help. A scholarship committee could, for example, interface with race directors and the treasurer to determine a budget and source of funds for annual scholarships, which might be allotted from various sources of income, including membership dues and race income. Committees will report back to the Board.

Jay noted that he posted a list on the google drive of committees that the CTC used to have, such as an events/race committee. There was discussion of other past roles and policies. For example, race directors used to put together a race report after each race that documented how things went, number of participants, and financials. In the past the treasurer did a monthly report (income and expenditures); an example of one of these reports has been posted on the google drive.

Given the large number of possible committees, it was decided that we should initially focus our efforts on three committees that might be viewed as the most pressing needs and/or would have an immediate impact. 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. Within this committee it would be advisable to have a backup system of information on each race/event. In this regard, Diane volunteered to help update the race director's handbook for the Ten Miler. Jay has the word doc for the handbook, which could be used as a template for modernizing the handbook to maintain a valuable set of resources. 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**. The board has discussed community outreach on numerous occasions (ex: coordinating with other community organizations, increasing diversity). Tim is interested in heading up this committee.

Scott will add information on committees to the annual meeting invitation as a way to attract new volunteers.

The next meeting will be by zoom: 9/20/21 at 7 PM.

The meeting was adjourned at 8:28 PM.

Respectfully submitted,
Diane Rosin, Secretary