

## West Texas Association of USATF Annual Meeting 2015 Agenda



Meeting was called to order by President: Bart Bradshaw @ 2:20pm

On the agenda was:

- Attendance sheet sign in
- Reading of the minutes from the previous annual meeting (2014)
- Treasurers Report
- Reports of Officers and Committees
- Upcoming Business
- Appointments (elections?)
- Other business (open to floor)Adjournment

Bart Bradshaw announced that the sign-in sheet would serve as roll call for the meeting  
Minutes from the previous annual meeting was reviewed

### **Treasurers Report:**

Bart Bradshaw presented the association's Treasure Report on behalf David Reed (see attached, pg. x-x)

Financial condition as of today:

Zero debt

Account balance is actually over due to monies in the Odessa account not transferred to Lubbock account yet

Possible new expenses:

Hammer gate

Steeple chase barrier

Convention

Lodging

Regional meet

### **Reports of Officers and Committees:**

*President (Bart Bradshaw) - accreditation changes & progress, safe sport video & paper work*

Bart reviewed annual accreditation needs; addressed the need to increase certified officials to meet the accreditation standards of 50; presented the purpose and requirements for safesport. Provided safesport training.

*Vice President (Tony Goyang) – coaching education*

Tony reported that Terri Crawford, USATF National Director of Coaching, announced that there will no longer be a requirement to host a coaching school.

Upcoming Level 1 coaching school will be held at Houston Baptist School (1<sup>st</sup> week of Dec.) All Level 1 officials certified prior to 2013 will be required to be recertified every Olympic year. For additional information contact Tony Goyang.

Should the association decide to host a coaching educational school, the National office is willing to assist but must have a minimum of 30 participants. Terri Crawford offered to help.

*Secretary (Bart Bradshaw) – USATF LDR Championships*

Bart presented on behalf of Chris Lonngren: Chris reported 6 participants in the 5 mile race in August in conjunction with the West Texas Running Club Hot Dam Run; 10K will be held Sept 19;

Half marathon Nov 14<sup>th</sup>. There are no dates for next year at this time but trying to set upcoming races in Amarillo and Midland/Odessa areas that are USATF certified.

*Membership (Michelle Barnes) – club registration process & Sanctions*

Michelle discussed the standard requirements and reported the association's numbers as of today: Clubs 17 (requirement 12); membership 573 (400); and officials 22 (50). Club and membership process are the same as last year.

Michelle discussed 2016 event calendar. She will be researching any conflicts, i.e., UIL events, before finalizing the calendar to post on the website. Will continue to ensure sanction standards are being met.

*Communication (Chris Riley, absent) – Association workshop, marketing news*

Bart presented on behalf of Chris: Attended USATF National Convention (December 1-5, 2014); attended safesport training; national office rebranded USATF, all printed material with USATF or USATF West Texas must be approved front and logos; new emails marketing system on the way (as of Sept has not launched); logos and fonts are available for downloads either through the USATF portal or USATF West Texas dropbox. Access to dropbox contact Michelle Barnes. Website continuously updated with meet information and results.

16,444 emails sent and received.

Association purchased (\$500 free from USATF for rebranding), USATF West Texas tent, banners, tattoos, wrist bands; ensured accreditation requirements for website and communication were met.

Future tasks include:

Clean up website, post annual meeting minutes and budget, effectively communicate meet registration and results, and ensure the association meets website and communication requirements for the next accreditation.

*Youth (Mia Nelson) – JO results, XC Championships*

Bart pointed out the next annual meeting will be in Lubbock, Sept 17

Upcoming XC National in New Mexico, next regional in Odessa, JO National in California

Mia shared what officials discussed with her regarding the pros and cons working for meets: getting paid, receiving polo shirts and hats, lunches, etc.

Discussed the handbook of guidelines for hosting the region in your association

*Officials (Les Blackburn, absent) – upcoming meets, certification numbers, officials' certification clinics*

Bart presented on behalf of Les: a list of upcoming events at Texas Tech, South Plains College, Lone Star Conference, Mountain West, and Lubbock ISD; he will get the official test out later; will set a training date for safesport video; people interested in being a certified official will need to pay USATF membership and send Les membership number, picture of ID, DOB, address, phone number and email.

Bart mentioned getting with Stan to coordinate with Les to schedule official certification class before the year 2016.

**Upcoming Business:**

Secretary position is open, see Bart if interest

Bart will continue duties until filled

**Upcoming championships:**

November 14<sup>th</sup> USATF WT ½ Marathon Lubbock  
November 14<sup>th</sup> USATF WT JO Cross Country Plainview  
November 14<sup>th</sup> USATF WT M, W, and Masters Cross Country Plainview  
People interested in helping, contact Bart

**Region 12 J/O Meet Odessa:**

Facilities: concerned of holes at Odessa College track, needed Hammer Cage and Steeple Chase Barriers

Grant money: Bart discussed grant application requesting \$2,000 for facility improvement or construction for the Hammer Cage and Steeple Chase Barriers to prepare for 2016 regional meet.

City of Odessa money: \$50,000 to pay officials, facilities, timing

Private corporation money: citizen in Ector Co.; sponsor letter given out

ECISD: Ratliff stadium

Odessa College: need to follow up with holes on track for steeplechase

Schedule: Bart presented 2016 draft regional schedule, changing gate fee to \$7 daily and \$30 meet pass.

Duties for meet: Stella presented a list of duties from last regional meet in Odessa as guidance

Programs: not discussed

Special events: not discussed

No outside food vendors allowed at stadium, Stella will check on snow cone truck parking at church parking lot behind stadium.

Paying officials \$50 per day, instead of \$100, and paying additional money if asked to do additional duties.

Stella presented an Official/Volunteer registration form

Requiring 5 members from each club to volunteer in meet

Field events: portable potties available near field events and parents not allowed inside field events area

Check-ins located beside the ramp that leads down to stadium, bibs have listed events to verify events

MCM Elegante' selected to be the host hotel

Stella contracted 5 hotels, posted on the website, and will search for more hotels as it get closer to the meet

**National Convention:**

National Convention Houston, December 1-5

Delegates (8): Bart announced who were interested in going to convention; have enough Committee representatives

Funding, dates, reservations, travel and accommodations: Bart suggested driving to convention, contact Bart for further questions

**Other Business:**

Starting January, monthly meetings will be held to prepare for 2016 regional meet

**Adjournment:**

- *Motion to adjourn by Mia Nelson, Tony Goyang second; approved.*

Minutes taken, typed and submitted by Michelle Barnes 10-6-2015

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**USATF West Texas Association**  
P. O. Box 65785, Lubbock, TX 79464

## USATF West Texas 2016 Budget

REVENUE	
West Texas Association Meet Entries	6000
Assoc Meet Gate	5000
Assoc merchandise	800
Assoc CC meet entries	1100
West Texas association Region Adv	
USATF Association Workshop Reimbursement	600
Membership & Club Dues	8000
Donations	
Rebates	
officials certifications	
Regional Meet	
entries	34000
t shirts	4000
hotel rebate	10000
gate	20000
Total Revenue	89500
EXPENSES	
Meals	
Officials for Association Meet	1000
Worker Association meet	
Association Merch	
Association CC meet exp	
misc exp	
Sanctions	150
Postage	1500
Office Supplies/fax	100
Association Workshop Exp	103
Bank Charge	1600
Memberships	
Direct Athletic Fee	
Hammer cage*	
Steeple barrier*	4000
Annual Meeting	4000
PO Box Rental	8000
	100
Regional Meet	
sanctions	500
starler shells	1500
officials misc	300
office/misc supplies	10000
Officials-shirts/tags/fees	26000
Hotel expenses	48000
facility rental	15000
trainers	5000
SPATO Timing	10000
Misc reimbursements	1000
meals- officials/support staff	7500
hospitality- shade tents/water stations	5000
Total expenses	150353
Net Revenue <Expense>	-60853

\* expense will be made if funds available

**USAFT West Texas Association  
Statement of Financial Condition  
August 31, 2015**

<b>Revenue All Sources through 8/31/2015*</b>	<b>\$21,529.90</b>
<b>Expenses through 8/31/2015**</b>	<b>\$3,160.53</b>
<b>Net change in Financial Position as of 8/31/2015</b>	<b>\$18,369.37</b>
<b>Checking Account Current Balance 8/31/2015</b>	<b>\$28,488.86</b>
<b>WT USATF-Lubbock Checking Account Balance (8/31/2015)</b>	<b>\$28,488.86</b>
<b>Outstanding Association Debt (8/31/2015)</b>	<b>\$0.00</b>

\* Revenue includes \$7,718.40 that was reimbursed to Association for over payment of 2013 annual meeting expenses.

\*\* Expenses include \$1,073.70 reimbursed to Association member for 2013 XC and Coaches clinic expenses not previously paid.

This report of financial conditions for USATF West Texas Association was prepared by David Reed, Treasurer, based on the financial documents in possession. This Report is true and correct to the best of our ability based on these documents.



David Reed - Treasurer

August 31, 2015