

USATF Florida Association
Executive Committee Teleconference Minutes 12.28.16

Attendees: Angela Harris, Noelle Gayden, James Williams, McLin Anderson, Janice Thurston, Paul Baur, Carol Hardemon, Carmen Jackson, Jim Griffin, Doug Tillett, Doreen Small-Mercer.

Meeting called to order by Angela Harris, President, at 8:05pm. Roll taken by Noelle Gayden, Secretary.

Angela Harris opened meeting by providing information regarding purpose of teleconference. Agenda was provided via email. Angela Harris discussed need for respectful discussion among the committee, as there have been some issues with how discussion via email and in person has occurred as of late. Also, communication is essential to the success of the Association. Concern regarding lack of appropriate and timely submission of paperwork by previous administration.

- I. **2016 National Annual Meeting:** at the Association Executive Board meeting, decisions were made regarding timeliness and submission of reports and documents. Concern that many of the committee members did not submit their paperwork on time, nor their reimbursement reports. Meeting sessions needed to be covered by the attendees, such as specific Association workshops and Officials' meetings. We lack information as we do not have attendance at the sessions. Angela Harris requested the members' schedules, in order to ensure that attendance at the meetings is covered appropriately for the good of the Association. Additional call for the submission of reports in order for it to be compiled and released for publication. Noelle Gayden interjected that it's important that reports and documents to come in Word format, instead of pdf format as it's easier to edit accordingly. Angela Harris agrees, and will assist with converting pdfs to Word.
- II. **2016 Actual Budget:** multiple emails have been sent requesting actual final budgets for each committee, so that there would be a guideline for all 2017 committee budget decisions, and that it's important that each committee chair complete their individual post-event reports, not the treasurer.
- III. **2017 Budget:** all budget requests are due 1/9/17. Please remember it's merely a projected budget. Angela Harris requests that a budget and finance committee meeting will be set up for 1/11/17 and the next Executive Committee teleconference on 1/18/17. Concerns from Janice Thurston regarding Wednesday evenings as a schedule. Asked if late arrival would be approved. Angela Harris indicates that it's appropriate and understandable. Teleconferences are unofficial.
- IV. **Standard Operating Procedures:** defined specific to how each committee is run, what it's function is, and what does each chair and committee do for the good of the Association. Angela Harris offers assistance as it pertains to formulating each

- committee's Standard Operating Procedures. The membership of the Association has every right to question and ask for clarification as to what each and every committee and officer does. Currently, the Standard Operating Procedures for President, Youth, Treasurer, and Secretary are being formulated. All of them will be edited and published for communication to the Association, and to have for the any new chair/officer to come in. McLin Anderson asks if there is a deadline for the submission of Standard Operating Procedures to be submitted. Angela Harris indicates that there is no deadline at this point. No formal request can be made via a vote during the call as it's not a formal meeting. Adds that it should be understood that the Standard Operating Procedures are working documents.
- V. (Skipped 'Budget/Finance' as it was to be a sub-item.)
- VI. **Document Templates:** Angela Harris sent out budget templates in order to have appropriate documentation for accreditation purposes via USATF National Office.
- A. New budget template for each committee's budget request.
 - B. Post-event budget template will be utilized following each event.
 - C. Post-event report template for any event that is functioning as an Association event.
- VII. **Association events:** Angela Harris needs to have all Association events submitted in order to formulate a calendar to ensure no overlap and timely communication to the public. Youth events scheduled: June 15-18, 2017 – Association Championship in south Florida; June 27-July 2, 2017 Hershey Youth Outdoor Meet at Tropical Park; July 6-9, 2017 is Region 4 Championship will be at UNF. Angela Harris indicates that athletic.net is now being used by USATF National Office for their meets and suggests that all Association events utilize it as well. National XC Championships will be hosted by USATF National XC Committee and the city of Tallahassee, and will be working with the Association. Date is December 9, 2017 and the Region meet is November 18, 2017 either in Tallahassee or Holloway Park. Carol Hardemon is concerned about the lack of information from the National Office regarding the Hershey meet. Angela Harris has submitted the minutes that the Association has agreed to put on the meet however, the National Office still has not responded. Cannot move forward without their input.
- VIII. **Additional Committees:** There are currently no non-sports committees. Angela Harris suggests we include: By-laws/Ethics and Laws Committee, Athletes' Education and Advisory Committee, Coaches' Education and Advisory Committee, Parliamentarian and an Officials' Committee. James Williams and Rod Larsen have carried the load. Awards and Benevolence Committee.
- IX. **Future Ideas:** Angela Harris suggests: bidding for events more than just youth meets. In order to increase revenue for the Association, it's essential that we do more bidding for our own events. As an Executive Committee, we can work together to

increase our visibility and assist each other. Just don't limit ourselves within our committee to only the Association championships. Think of other ways to increase the visibility. Clinics, move around the state. Pensacola is a very untapped area. Look at areas within your committee that haven't been touched. Think of putting on Run, Jump, Throw events in a variety of areas. Jim Griffin has many thoughts about different clinics, but cannot do it all himself. Reach out to each other and communicate. We have to gain more members. We are falling short in our accreditation in our membership. We are negatively impacted by snow-birds and the state's population census. Think of creative ways such as grants and scholarships to increase membership. What about a USATF FL Hall of Fame? What about coaches and athletes that are not a part of FHSAA? Begin an Association Hall of Fame. Need to establish relationships with the collegiate and professional athletes. We need to increase the membership within those collegiate athletes. Carol Hardemon suggests that we need to reach out to the athletes to ensure that coaches are not impeding their access to information. Association Athletes' Advisory Committee would help with that role. Jim Griffin indicates that many snow-birds would love to have meets, but all of ours are held after they leave to return up north. Angela Harris strongly supports expanding our Association events to support their needs. Jim Griffin also suggests that hyperlinks for scholarships and such for athletes be added to the Association website. Angela Harris is working to explore adding these as a priority for our athletes and other members. Paul Baur: if we include the cost of USATF membership in the cost of an event's entry, can we do that? Angela Harris says that it's absolutely possible and will be supported. Paul Baur asks if there would be a discounted cost? Angela Harris indicates that as we cannot make decisions on the call, it's something we can look into. McLin Anderson mentioned that the use of paper memberships on how they submitted are no longer really being encouraged. Angela Harris says we can take the information via paper and we as the Association can submit them via bulk.

- X. **USATF FL Association Annual Meeting:** August 25-26, 2017 in Jacksonville. Looking for speakers and other support. A black-tie event Friday night? No need for the Executive Committee meeting on the Friday night as we are meeting monthly now. What about asking for pro athletes to attend? What other revenue-increasing ideas? McLin Anderson asks if the athletes would receive a stipend for attendance. Angela Harris says yes they would receive honorariums. We could look into sponsorships from companies. Angela Harris asks that we have everyone's updated information as we have multiple contacts for many of the Executive Committee members. Look for an email from Noelle Gayden. Also, background checks and SafeSport need to be completed in order for you to be members of the Executive Committee members, by Jan. 1, 2017.
- XI. **Other Business:** Concerns about other events by other associations and groups being put on in our Association, such as the XC meet coming up in March 2017, without prior notice and preparation. Level 1 clinics that are being hosted by

external groups. We need to do our own Association clinics. We are not even being notified. Concerns about National Office bringing in events into our Association have been communicated. Clinics: Bishop Snyder in Jacksonville, FL wants to put on a Jumps/Throws clinic. Need a jumps clinician. We should create a document for a database with clinicians, so please forward information for a centralized database. Jim Williams suggests that a request for anyone who hasn't completed SafeSport could ask for an extension, take it at the clinic in South Florida at Miami Northwestern HS in January 28, 2017. Angela Harris reminds that it can be taken online. Only have one member of Executive Committee that has yet to take it, and will comply by December 31. Carol Hardemon asks for more information about the upcoming clinic. Angela Harris requests for a flyer and says there will be one in Jacksonville, FL on January 28, 2017. Discussion regarding upcoming clinics. Angela Harris: how can we get USATF FL establish a relationship with FHSAA. Discussion about who will be going to FACA in Daytona Beach in January 2017. Janice Thurston suggests a presentation at FACA. Contact with Dan Deering and Ed Thompson suggested by Paul Baur and Jim Williams. Paul Baur suggested a variety of methods of presenting at the event.

- XII. **Next Meetings via Teleconference:** Budget and Finance 1/11/17 and the entire Executive Committee: week of the 16th of January. Email notice via Noelle Gayden.

Meeting adjourned by Angela Harris at 9:20pm.

Respectfully submitted by Noelle Gayden.