

Mid-Atlantic Executive Committee Meeting

Nov. 19, 2014

Villanova University

In attendance: Cynthia Young, Mike Hemsley, Annette White, Earl Edwards, Paul Spencer

President Cynthia Young called the meeting to order at about 7:30 p.m.

Secretary's Report: Paul's report is attached. Paul said he will review the secretary's responsibilities and turn over his files to Kisha Vaughn, the incoming secretary.

Paul said that Karen Krsak at the USATF National Office had confirmed that the reason our accreditation for 2014 had been delayed was that we did not conduct enough championships in 2013. She referred Paul to the Accreditation Committee chair, Herb Nichols, for the status of our appeal ("Association Plan for Improvement). Paul said he was certain we now meet the requirements. Cynthia said she would send that information to Kelsey Mims and hoped to settle the issue before the Annual Meeting in December.

Communications: Earl said a couple of association members had approached him about taking on the webmaster's duties. Cynthia said we may get an intern to help with the newsletter and the website.

Paul said the board should completely revamp the website and newsletter. He said information should be posted to the website as soon as it is available, instead of waiting for the next newsletter. The newsletter should be a brief monthly summary of developments distributed by email but not printed. Earl said the newsletter should be issued only in the key months because a monthly newsletter would be more expensive. Mike said the website should be moved to the USATF platform for consistency and ease in transition between webmasters. Cynthia said Kelsey Mims could help with moving to the national platform. Paul supported that approach but said the time-consuming part of the work is creating the content, which USATF would not do. Mike suggested the committees could provide content, perhaps using a form with questions. The committee discussed reaching out to clubs for news and having Mid-Atlantic officials report on results from national meets. Also, Cynthia, Mike, Earl and Paul agreed that we should stop printing the newsletter on paper.

Treasurer's Report: Rogers Glispy is traveling and will submit his report after he returns next week.

Financial Secretary's Report: Annette's Income and Expense Report is attached. Annette said she met with BJ Hoffman, an accountant with Citron Cooperman who we have engaged to provide accounting advice. Mr. Hoffman is expected to make a number of recommendations for our financial record-keeping. Earlier, Annette said some of the points he made are that we are doing accounting in four different methods, we should consider using Quicken for bookkeeping

or retaining a bookkeeper, and we should reconsider our investment in uninsured CDs. Annette said she would get prices for Quicken.

President's Report: Cynthia gave a preview of national issues likely to come up at the USATF Annual Meeting in December.

Awards Report: Cynthia's report is attached. She said the Annual Awards Luncheon will be at the George Clay Hall in Conshohocken on Jan 24. The cost for the facility is \$2 per person higher than at the previous location. She plans to do the ticket sales online through USATF. The committee discussed the costs of catering and flowers, and including a non-pork alternative on the menu.

Vice President's Report: No report

High Performance Report: Rogers Glispy earlier submitted his proposed 2015 budget, which is attached.

Long Distance Running Report: Earl said he had been involved in multiple conversations planning for the USATF Club Cross Country Championships, and that the planning was moving toward the finish line. He said Robin Jefferis reported that 534 athletes have registered, but most registrations are likely to come in the last week of registration.

The committee discussed the impact of the Hershey Co.'s title sponsorship of the National Youth Championships.

Youth Athletics Report: Annette said the committee is preparing for the Region 2 Junior Olympic Cross Country Championships at Hershey, PA, on Nov. 23. She said 526 athletes have registered.

Law and Legislation Report: No Report.

Membership Report: Doreen McCoubrie's report is attached.

Budget and Finance Report: Cynthia said we still need Youth and LDR budget proposals. Bob Delambily reported in an email that he now has the Officials proposal.

Officials Report: Earl's report is attached. He said we now have 213 officials. Earl also said he had decided not to buy a LASAM electronic measuring system because that system is not used at national events and therefore could not be used to certify our officials for those events. Instead, he purchased two regular laser systems of the type that is used at national events. One could be used for long distance measuring and one for horizontal jumps. Annette said our timer would obtain a program to move results directly into his system.

Communications Report: Paul's report is attached.

Budget and Finance (continued): Earl made a motion to accept the 2014 budgets as they stand. The motion was approved.

NEW BUSINESS

Website: Cynthia said Kelsey Mims, our national liaison, will get answers to any questions or concerns we have about moving our website to the USATF system. The committee discussed issues including storage capacity, how and whether to retain our archival files, keeping our records on the cloud, incorporating social media, and adapting the site for mobile devices.

USATF Annual Meeting reimbursement: Earl presented a proposal by Rogers to increase the reimbursement amount from \$500 to \$700 because of the higher cost of travel to the West Coast. Rogers also proposed that, starting in 2015, the association offer full reimbursement to delegates whose attendance is required because of their official positions. Cynthia made a motion to approve the \$700 reimbursement for 2014 and to revisit the entire issue for ext year. The motion was approved.

In further discussion, Annette noted that delegates must use personal vacation time in order to attend the meeting. She suggested that the committee chairs could include the expenses in their budgets. Mike said the board could consider establishing different reimbursement policies for meetings on the East Coast and the West Coast.

The meeting adjourned at about 8:45 p.m.

Reports to Mid-Atlantic Executive Committee
November 29, 2014

SECRETARY'S REPORT
Submitted by Paul Spencer

Kisha Vaughn, who will replace me as secretary in 2015, contacted me on Sept. 25. I will pass along to her an outline of the secretary's responsibilities (an updated version of the list that Ken Yerger gave to me two years ago). I will also turn over to her all the electronic files I have as secretary. Most of those documents are also on the website.

COMMUNICATIONS REPORT
Submitted by Paul Spencer

Website

Our web hosting service, ReadyHosting, suspended mausatf.org on Thursday, Nov. 13, because a "routine scan" found files containing malicious or infected code. I exchanged several messages with ReadyHosting about how many files we needed to delete. At first, I misunderstood ReadyHosting's requirements, thinking that we had to delete almost 200 folders. Eventually, I deleted 112 files, none of which contained actual content, and the site went live again on Sunday, Nov. 16.

As it turned out, all but a few of the files were ".htaccess" files for configuring folders. Those files can specify who has access to the folder; rewrite long, complicated URLs into shorter, more memorable ones; enable "server-side includes," which our site uses so that we can have one file with the coding for the header, menus and other elements that are the same on all the pages; and perform other functions.

I can't tell what the purposes the deleted files served on our website. Only two of the files were attached to "live" folders – the rest were mostly from 2005 to 2009. It's possible that the malicious code has been on our site for many years without being noticed, and did no harm. We do need to use "server-side includes," which drastically reduce the time it takes to change standing elements (such as to add an item to a menu), but I think that I enabled that function using a different method. It's also possible that we need .htaccess files if we want to give each sports committee control of its own content. The new webmaster will need to address that.

Newsletter

I haven't had time to produce a newsletter since May. I hope to put one out before the end of the year. Please send me an email if you have any content to contribute.

MEMBERSHIP AND SANCTIONS REPORT

Submitted by Doreen McCoubrie

2014 Membership on November 19, 2014 is 3371.

We have 155 Clubs registered for 2014.

I have issued 268 Sanctions for 2014 and 33 for 2015.

AWARDS REPORT

Submitted by Cynthia Young

The 2015 Annual Awards Luncheon:

Date: Saturday, January 24, 2015
Time: 12 p.m.
Location: George Clay Fire Company Hall
426 Ford Street
West Conshohocken, Pa. 19428
Ticket cost: \$32 per person

The caterer will be DiAntonio's.

Tickets will be sold online and I am in the process of setting the event up.

OFFICIALS 2014 BUDGET

Revenue

	2014 Budget	2014 Actual	2015 Budget
OFFICIALS			
Certification Fees (#¹ * \$65.00)	650.00 § ^{A1}	2275.00	665.00 § ^{A1}
National Fees (# ¹ * \$15.00)	150.00 § ^{A1}		165.00 § ^{A1}
USATF Rule Books (# ² * \$15.00)	750.00	320.00	190.00
Clinic Fees (# ¹ * \$35.00)	350.00	0.00	385.00
Non-Association Clinic Fees	50.00	00	00
Id Replacement (#3* \$5.00)	10.00	0	15.00
Non-USATF Rule Books	120.00	0	150.00
Equipment Rental		0	300.00
Individual Membership (#¹* \$30.00)	1700.00		660.00
Merchandise Sales			
Officials Clothing			
EMD Rental			600.00
Total Officials	3430.00		2390.00

EXPENSES

1. Annual Awards	75.00		75.00
2. Certification Fees	150.00	525.00	165.00
2a. Certification ^{#1}	150.00		150.00
2b. Id Replacement (# ² * \$5.00)			
3. Clinic	1000.00		1000.00
3a. Clinic stipend (Penn State)	250.00		300.00
3b. Clinic Presenters	650.00		700.00
5. Individual Membership Fees (#1*\$10.00)	100.00		110.00
6. Postage	100.00		250.00
7. Office Supplies	160.00		170.00
7a. Paper Envelopes, Pens	60.00		70.00
7b. Printer Ink	100.00		100.00
9. USATF Rule Books Incl. S/H	250.00		125.00
10. Non-USATF Rule Books Incl. S/H	100.00		100.00
11. Annual Meeting	1000.00		2000.00
11a. Facility Rental	800.00		1100.00
11b. Presenter Dinner	200.00	450.00	450.00
11c. Miscellaneous			450.00
12. Officials Clothing	0.00		
13. Convention Officials Banquet			300.00
Total Officials	2685.00		4495.00

#¹ = Total number of officials for current year **2013 = 121** 2014 = 10

#² = Total number of replaced Id cards for current year **2013 = 2**

§^{A1} = Product of total number of new official for New Year **2014 = 10**

		--2011--	--2012--	--2012--	--2013--	--2013--	2014	2014	2015
REVENUE		Actual	--Budget--	Actual	--Budget--	Actual	Proposed	Actual	Proposed
High Performance:									
Individual Membership (718* x)		29692.00	16000	27500.00	19000	23005.00	22,000	36050.00	29,000
Organization Membership (31 * \$50)		550.00	700	625.00	750	1025.00	700	1550.00	950
Sanctions (net)		945.00	700	830.00	1000	200.00	1000	380.00	600
Indoor & Outdoor T & F Meets							4500	6125	6000
Other Events					3200		4000		3500
Promotional Merchandise					1000		1000		1000
Total High Performance		31,187.00	17,400	28,955.00	24,950	24,230.00	33,200.00	44,105.00	41,050.00
		--2011--	--2012--	--2012--	--2013--	--2013--	2014	2014	
EXPENSES		Actual	--Budget--	Actual	--Budget--	Actual	Proposed	Actual	
High Performance:									
Annual Awards		1206.18	600	1471.00	1000	755.57	1000	0.00	12000
National Club Fees									
Individual Membership Fees (718 * 10)		14846.00	8000	13750.00	9500	7870.00	10500	7180.00	11000
Organization Membership (31 X * \$25)		275.00	350	500.00		537.50	450	775.00	500
Indoor Series:									
	Miscellaneous				125	125.00		0.00	
	Facility Rental	3590.81	3500	2105.00	3180	1980.00		0.00	
	Awards		400		250	1205.00		0.00	
Outdoor Series:									
	Facility Rental	2000.00	3000	2300.00	1500	1800.00	2000	2250.00	2000
	Miscellaneous		400		150	9.2	3500	0	
	Bib numbers							48.17	50
	Timer							500	500
	Trainer							225	225
	Student helpers							300	300
	Officials meals							203.38	200
	Officials stipend							3162.5	3200
	Laser rental							150	150
	Awards				250		300	1212.92	1000
Travel Stipend					6000	0	4000	2000	2000
Promotional Merchandise(RW Clinic)					2500	125.00	1000	204.18	1000
Miscellaneous (Equipment/Comm shirts/jacket)			1000	964.47	0	0.00	2000	1247.21	
(supplies/printing/water/regist. Startup/postage)									
Total High Performance		21,917.99	17,250	21,090.47	24,905	14,407.27	24,750.00	19,458.36	34,125.00

	--2011--	--2012--	--2012--	--2013--	--2013--	2014	2014
REVENUE	Actual	--Budget--	Actual	--Budget--	Actual	Proposed	Actual
Administration:	as of 12/31		as of 8/21		as of 12/31		as of 11/17/14
Awards Luncheon	2975.00	2000	2035.00	2035	1560.00	2100	2100.00
Investment Interest	1193.42	1200	768.16	1000	2250.64	1500	1582.98
Coaching Education							
Miscellaneous							
National Sanction Fee Inflow	47885.00		44990.00	44990	7190.00		6075.00
Third Party Insurance Inflow	90.00		150.00	150	250.00		0.00
Coach Background Screening inflow							
Workshop Inflow							
Total Administration	52,143.42	3,200	47,943.16	48,175	11,250.64	3,600.00	9,757.98
High Performance:							
Individual Membership (718* x)	29692.00	16000	27500.00	19000	23005.00	22,000	36050.00
Organization Membership (31 * \$50)	550.00	700	625.00	750	1025.00	700	1550.00
Sanctions (net)	945.00	700	830.00	1000	200.00	1000	380.00
Indoor & Outdoor T & F Meets						4500	6125
Other Events				3200		4000	
Promotional Merchandise				1000		1000	
Total High Performance	31,187.00	17,400	28,955.00	24,950	24,230.00	33,200.00	44,105.00
Long Distance Running:							
Individual Membership (761* x)	24156.00	14500	24600.00	14500	19470.00	19000	37920.00
Organization Membership (54 * \$50)	2880.00	4100	3925.00	4100	2825.00	2800	2675.00
Sanctions (net)	12635.00	11885	12850.00	11885	9200.00	14500	17665.00
Miscellaneous							
Total Long Distance Running	39,671.00	30,485	41,375.00	30,485	31,495.00	36,300.00	58,260.00
OFFICIALS:							
Certification Fees (30 * \$65)	2144.00	4875	1170.00	5225	8255.00	650	1950.00
Clinic Fees						350	
Equipment Rental							
Individual Membership (213 * x)	5828.90	4500	5075.00	4000	3713.00	1700	6620.00
Merchandise Sales:							
Officials' Clothing							204.00
Rule Books	630.00	150	150.00	150	1500.00	870	320.00
Miscellaneous (includes various fees)			315.00	300	36.00	1160	0.00
Total Officials	8,602.90	9,525	6,710.00	9,675	13,504.00	4,730.00	9,094.00
Youth Athletics:							
Individual Membership (1855 * x)	20079.00	25000	32475.00	25000	27707.00	36000	38635.00
Organization Membership (36 * \$50)	1100.00	1200	975.00	900	3525.00	1800	1800.00
Sanctions (net)	1325.00	650	2185.00	900	1805.00	1750	2650.00
XC Series:	315.00	200		400	529.13	6000	0
Indoor Series:	1200.00		1915.00	2000	1315.00	2400	2360.65
Developmental Series:							1351.00
Outdoor Series:	3882.00	7500	11666.00	10000	13220.00	13000	7822.00
JO Advancement Fees			9356.75	5000	0.00		0.00
Region 2 JO XC Championship		15000	30412.00	0	0.00	6500	0.00
Miscellaneous(vendors/admissions/raffle)				4000	3000	3500	3406.23
Total Youth Athletics	27,901.00	49,550	88,984.75	48,200	51,101.13	70,950.00	58,024.88
Total Revenue	159,505.32	110,160	213,967.91	161,485	131,580.77	148,780.00	179,241.86

	--2011--	--2012--	--2012--	--2013--	--2013--	2014	2014
EXPENSES	Actual	--Budget--	Actual	--Budget--	Actual	Proposed	Actual
Administration:	as of 12/31		as of 8/21		as of 12/31		as of 11/14/14
Awards Luncheon	4016.75	2900	4331.75	4332	4286.29		3617
Awards	276.42	350	264.00	350	411.50		0.00
Bank Fees					1718.46		394.07
Merchant Fees					171.57		289.08
Third Party Insurance Outflow				150	125.00		0.00
National Sanction Fee Outflow	45896.44		40425.00	449900	7190.00		6075.00
Coach Background Screening outflow							
Coaching Education:							
Law & Legislation							
Executive Committee:							
President	340.00	650		650	300		0
Vice-President		150		150			
Secretary	164.93	200	44.82	200	0		0
Treasurer	150.00	150		150			
Financial Secretary		100		100	0		0
Kelsey (National Office)							2508
Newsletter	7085.37	6500	2660.96	6500	4000	7900	2000
Membership Management	3000.00	3000		3000	928.38		0
License Fees				0			
PO Box fee/Postage	520.09	460	400.05	460	443		194.09
Printing	68.89	70		70	288.95		0
Equipment/Projector/Screen					1004.98		0
Sports Equipment							
Records/Equipment Storage/Software	156.00			0	317.89		52.99
Supplies	593.74	360	620.47	650	871.77		1190.65
Telephone/Fax	374.09	375	152.84	375	0		119.88
USATF Convention	8706.61	3200	3046.42	3200	9118.20	14000	500.00
Jesse Owens Banquet table					600.00	600	0.00
Convention Breakfast 2013							723.52
Website		400		400		135	135.88
MAUSATF Annual Meeting					485	500	713.17
Doreen's payment					7000	7000	7000
Workshop Outflow					1066.85	2100	0
Rebates			95.00	100	0.00		0.00
Miscellaneous(exec comm dinner/lanyards)	655.00	700	755.00	800	1648.30		11256.87
(Laser Measure System License/parking)							
(Fiberglass Heavy Duty tripod & Prism pole)							
(Topcan Gowin TKS-202 Stations/Consulting fees)							
Total Administration	72,004.33	19,565	52,796.31	66,627	41,976.14	32,235.00	36,770.20
High Performance:							
Annual Awards	1206.18	600	1471.00	1000	755.57	1000	0.00
National Club Fees							
Individual Membership Fees (718 * 10)	14846.00	8000	13750.00	9500	7870.00	10500	7180.00
Organization Membership (31 X * \$25)	275.00	350	500.00		537.50	450	775.00
Indoor Series:							
Miscellaneous				125	125.00		0.00
Facility Rental	3590.81	3500	2105.00	3180	1980.00		0.00
Awards		400		250	1205.00		0.00
Outdoor Series:							
Facility Rental	2000.00	3000	2300.00	1500	1800.00	2000	2250.00
Miscellaneous		400		150	9.2	3500	0
Bib numbers							48.17
Timer							500
Trainer							225
Student helpers							300
Officials meals							203.38
Officials stipend							3162.5
Laser rental							150
Awards				250		300	1212.92
Travel Stipend				6000	0	4000	2000
Promotional Merchandise(RW Clinic)				2500	125.00	1000	204.18
Miscellaneous (Equipment/Comm shirts/jacket)		1000	964.47	0	0.00	2000	1247.21
(supplies/printing/water/regist. Startup/postage)							
Total High Performance	21,917.99	17,250	21,090.47	24,905	14,407.27	24,750.00	19,458.36

		--2011--	--2012--	--2012--	--2013--	--2013--	2014	2014
EXPENSES		Actual	--Budget--	Actual	--Budget--	Actual	Proposed	Actual
Long Distance Running:		as of 12/31		as of 12/1				
Individual Membership Fees (761* \$10)		12078.00	7250	12300.00	7250	6490.00	6500	7610.00
Organization Membership (54* \$25)		1440.00	2050	2250.00	2050	1375.00	1400	1350.00
Grand Prix: Club Cash Awards		7911.75	3025	6050.00	3025	0.00	3025	3025.00
Off-Road: Club Cash Awards			1500	1400.00	1500	600.00	1500	1400.00
Awards & LDR Plaques		500.00	3375	474.40	3375	2881.76	4650	4842.11
Postage		340.56	800	142.56	800	264.04	500	11.88
Printing		1662.76	1100	310.15	1100	39.80	800	0.00
Office Expense			300		300	23.06	300	0.00
Phone, Fax plus		168.75	1000	154.24	1000	138.85	1000	151.09
AADP Travel		750.00	800	150.00	800	200.00	800	500.00
XC Awards								
LOC 2014 USATF CLUB						1500.00		3500.00
Club Travel Stipend			1500	1500.00	1500	1300.00	1500	0.00
Scoring Software					0			
Miscellaneous (Natl Club Championship)		790.63		405.00	1000	595.00	6500	38.66
(LDR mtg meal)								
Total Long Distance Running		25,642.45	22,700	25,136.35	23,700	15,407.51	28,475.00	22,428.74
Officials:								
Annual Awards			75	43.46	75	0	75	76.4
Certification Fees (26*15)		465.00	1125	360.00	1500	1905.00	150	390.00
Clinics		1685.65	1600	1271.75	1500	950.93	1000	450.97
Equipment Replacement					1500		100	
Individual Membership Fees (213* \$10)		2350.00	2250	2537.50	1000	1270.00	100	2130.00
Postage		268.62	400	137.45	400	293.68	100	162.10
Supplies		50.29	200	27.52	150	189.81	160	169.74
Printing/copying			200		200		50	0.00
Rulebooks		1103.60	1000	838.25	1000	561.45	350	355.59
Facility Rental - Meetings			500	500.00	500	848.89	1000	642.88
Speakers stipend								520.00
Speakers meal								184.87
Officials Clothing								872.85
Miscellaneous(Bereavement flowers)						98	100	115
Total Officials		5,923.16	7,350	5,715.93	6,325	6,117.76	3,185.00	6,070.40

Youth Athletics:								
Annual Awards		1504.40	1500	732.00	1000	1358.48	1600	0.00
Equipment/Clothing		1825.62	2500	1633.26	2000	489.72	4500	1757.59
Individual Membership Fees (1855*10)		10040.00	12500	16237.50	14000	14270.00	10050	18550.00
Organization Membership (36* \$25)		550.00	600	735.00	700	1512.50	550	900.00
XC Series:		301.75	200		700	810	0	0
Facility Fees(Assoc Championship)Course setup)							100	100
Facility Fees(Region 2)							200	100
Officials(Assoc Championship)							1250	1215
Officials (Region2)							1750	
Bib Numbers							100	
Timer (Assoc/Region2)							2200	544
Hotel rooms(Assoc/ Region2)							3000	160.55
Trainer/Ice (Assoc Champs/Region2)						107.51	2100	122.5
Officials meal(Assoc Championship)							200	83.21
Officials meal (Region2)						46.28	450	0
Indoor Series:Facility Fees		125.00		2926.29	3500	1750.00	2000	2000.00
Officials meals					9000	560.88	275	258.85
Officials stipend					0	1170.00	1820	1820.00
Timer					0	1000.00	1000	1000.00
Hip Numbers		0.00	0	0	0	0.00	96	95.95
Trainer					0	150.00	225.00	225.00
Developmental Series:Facility fees							0.00	0.00
Officials meals							250.00	225.00
Officials stipend							1350.00	1350.00
Timer							1100.00	1100.00
Trainer							175.00	175.00
Outdoor Series:Facility Fees June		4522.25	5000	11130.05	0	5050	5050	5050
Officials meals 2days					0	2257.4	1850	1834.38
Officials stipend					0	8400	8325	8325
Hotel rooms(Assoc. Championship)							675	670.34
Timer					0	3184.25	2200	2187.5
Tents & Laser Rental					0	4796	4700	4650
Bib Numbers/Hip numbers						95.29	100	406.7
Trainer					0	1200	850	840
JO Region 2 2014 XC Championship		4138.52	20000	39318.84	0	0	0	0
Supplies (Hy-Teck/ink)				100.46	300	529.81	500	499.61
Printing					0	29.50	75	0.00
Postage					0	28.60	25	7.35
.22/.32 Blank shells								881.39
Miscellaneous(mileage/labels/postage)				334.14	600	681.63	550	1180.43
(Assoc XC mileage/Region 2 banners)								
(Region 2 outdoor expenses)								738.05
(wristbands/youth travel stipend/water)								
Total Youth Athletics		23,007.54	42,300	73,147.54	31,800	49,477.85	61,241.00	59,053.40
Total Expenses		148,495.47	109,165	177,886.60	153,357	127,386.53	149,886.00	143,781.10
Net Income		11,010	995	36,081	8,128	4,194	-1,106.00	35,460.76