



Executive and Sports Meeting

Minutes

4 October 2022

Next Meeting: Tuesday, 11 November 2022 5 PM

Attendees: Mike Wilson, Mike O'Neal, Jonny Hipp, Preston Johnson, Alvin Weaver, Omar De La Rosa

The Executive and Sports meeting was held on October 4th via teleconference.

President Mike opened the meeting and set the agenda to discuss the following:

1. 2022 Annual Convention
 - Individual Registrations & Room Reservations
 - Airline tickets
 - Meeting attendance & schedule
 - Annual Convention Report (presented during the next Association meeting)
 - Re-imbursements
2. Association XC Championship Meet
 - 12 November 2022, Starcke Park Pavilion in Sequin, TX (preliminary approval)
 - Event Sanction
 - Event in athletic.net (registration open, live date, registration cost, gate cost)
 - Event Marketing
 - Event Officials (20 officials)
 - Event Timing
 - Event logistics and supplies
 - Association Track and Field Championship dates (2023-2024)

2022 Annual Convention

Registration Discussion: Do things a little differently than last year – instead of delegates making reservations, have President or Treasurer make room reservations in a block (7 rooms), have delegates make own airline reservations. Action Item (AI): Mike & Jonny to make hotel reservations in a block instead of individually by the delegates. Currently, the link was not working to do that.

When should delegates arrive at conventions (Omar) – November 30th or December 1st?

Noted that usually the first association meeting occurs early morning on 12/1, delegates should arrive on 11/30. Check out is usually on the last day of the convention – 12/4. Schedule is not out yet, so we do not have exact times for the last meeting on 12/4.

Discussion on whether to leave convention on 12/4 or stay extra night and leave on 12/5: Airline tickets (as of meeting) were cheaper than on the Monday (12/5) than on the Sunday (12/4). If delegate(s) decide to stay the extra night, then the delegate(s) would be responsible to pay for the hotel room for that extra night. Mike O'Neal (past President) added that individual changes – especially if a delegate made any changes made at the last minute - were not allowed as it made it more difficult to track re-imbursements for each delegate. One issue is whether the pricing for the room will be the Convention rate versus their original rate. AI: Jonny will provide what expenses can be re-imbursed for approval and all information about pricing for the rooms, including the extra night.

Airline Tickets discussion: Delegates will make own airline reservations and submit to Treasurer for re-imbursement. Please get ASAP and send to Treasurer. Plan to arrive on 11/30/2022.

Meeting Attendance & Schedule: Noted that in the past the President created a spreadsheet that provided a list of the meetings for the delegates so that they can know where to go and when. This allows the most coverage by the delegates throughout the convention. Voting at the Convention – Noted that if as a delegate, you are in a meeting that requires a vote, then vote based on your 'heart' or what you feel is right. Mike O'Neal also recommended to get a copy of the referendums before you attend any meetings to study before the vote. AI: President/Vice President will provide the spreadsheet.

Annual Convention Report: Delegates are to provide notes from the meetings they attend, send those notes to the Secretary, and present that information at the next Association meeting. If a delegate does not provide the notes and present the information OR does not attend the convention or any meetings at the convention, then the delegate will not be re-imbursed for expenses.

Association XC Championship Meet

Date discussion: The date is: 12 November 2022, at Starcke Park Pavilion in Sequin, TX – approved and will be published on USATF website. Noted that the Youth Chair that was directing the championship has had to resign due to family issues. Work and notes have been on-going under the Youth Chair's direction. Now, we need to just keep moving to continue the preparations for the championship meet. AI: Mike and Alvin will go to Starcke Park and walk/view course.

Event Sanction: Completed on www.athletic.net Go Live – 10/7/2022, open for registration. Costs includes: \$10/athlete – registration fee; Spectators – free. Noted that wanted to raise the registration fee since spectators are free, but USATF template includes the \$10/athlete fee on it. There will be over 30 days to register; event is already on USATF calendar. Insurance – what do we need from underwriting? Underwriting is in progress now.

Event in Athletic.net: Mike is working with Kim at athletic.net to set up and connect to Stripe account. AI: Jonny will continue to work with Kim to complete. Events include: 2k, 3K, 4K, and 5K

Event Marketing: Omar noted that if we can put together a flyer, then he can get in high school Coaches packets and junior high schools, especially to UIL Region 4. Flyer will not include schedule but will include start time, 7am. AI: Secretary will develop flyer and send to President (review, updates) by Friday and then the Secretary will send the last version to Executives and Omar by 10/14/2022. Omar will print the flyers for distribution.

Event Officials (20 officials): How many officials will we need? Noted 20 to 30; included are the officials for the check-in table (Clerking tent, 3 people) and 2 Starters. All clerks should be Officials as well. Alvin noted that at TX A&M XC usually have between 15-20, so suggested 20 should a number. Use of Sign-Up Genius for Officials to commit to working the XC meet. AI: Preston will help us get Sign-Up Genius ready and work with Omar to learn how to do it. All Officials should have certification in good standing/current. AI: Preston to ensure official certification. Omar asked about housing for Officials – Mike noted that if official is driving >4 hours then should have a room. Haven't checked into housing yet but will continue work on this issue. Noted that we need to set rates for all officials.

Event Timing: Eric is not able to help with timing/chips for this meet. AI: Mike & Mike will reach out to Joe Bishop for Timing; he knows how to get results into the system for reporting. Noted that we will need to determine chip solution: Bib with chip embedded – only need 1 chip, otherwise will need 2 chips/runner. Bib with chip embedded is more accountable, plus having the # visible helps officials identify a runner if needed. Preston noted that we will need mat/cables – this will be based on Joe's recommendation.

Event Logistics: Noted there are logistics that need working through, such as supplies – what do we have/what do we need: more streamers (flags), a finish shoot, radios, flags to mark course,

etc. AI: Mike O will get radio brand for Jonny. AI: Mike will send out final list of supplies. Planning to schedule 40 minutes in between events. Omar noted that at XC races he has officiated, organizers usually have a generator. Will we have electricity, will we need a generator? Stipend for those officials/workers signed up but the meet gets cancelled – Mike O noted that most important is to be consistent with a standard. Example, a cancelled track meet this summer provided \$50.00 stipend to everyone for their commitment.

Association Track and Field Championship dates (2023-2024): Noted that the schedule for track field 2023-2024 needs to go out and be available online. 2023 Regional Championship scheduled for Texas Southern Association, but the Southwest Association wanted to switch with us, and we originally told them 'NO'. Now that we do not have a Youth chair, would like to go back to them and agree to the switch. Meaning, Southwest to host championship in 2023 and Texas Southern to host championship in 2024. All Agreed to the switch. AI: Mike will work with Southwest to make the switch. AI: Preston and Omar will work on the 2023-2024 dates looking at what dates have other Associations scheduled to make recommendations for our dates. Do we get a subsidy when hosting Association meets? Regional meets: There are 5 Associations to pull officials from, but the host of the meet should select those officials and other positions as required. Noted that the Region does not own the bank account(s) and would want a portion of the rewards (\$\$\$). AI: Jonny to help finding out who pays for what and who gets the benefits.

Other: AI: Secretary will create Archive folder for Notes/Minutes, Flyers, Lists information, all communications.

///Original Signed///

Joy Taylor
Secretary
USATF, Texas Southern Association