

## Charlottesville Track Club Board of Directors Meeting

November 18, 2025, 7 PM

Virtual meeting – by Zoom

The meeting was called to order at 7:00 pm.

Board members present: Tim Wendel (Pres.), Frances Manly (Vice Pres.), Katie Walker (Treas.), Diane Rosin (Sec.), Kristen Heinan, Sara Leigh, Kate Kaminski Ellen Brock, Mark Stanley

Guest: Elaine Cheng (C10M Race Director team, CTC board liaison)

Kristen moved that the **Minutes** of the October board meeting be approved; Frances 2<sup>nd</sup>; the motion passed.

### Races/events

1. Elaine reviewed the summary document that she sent to the board ahead of the meeting and gave C10M updates from the race director (RD) team. Elaine mentioned that they are not emphasizing the 50th anniversary of the race this year after making a big deal about it last year. She reviewed the ongoing communication with UVA about whether to use the Student Activities Building or JPJ for packed pickup because of a potential concert scheduling conflict with SAB. Note after meeting: we'll stay at SAB and work around UVA's needs. The team worked with MarkL to modify the finish line and the portion of the course going through neighborhoods to bypass the dorms and finish on the street (not in the garage). This modification removes 2 hills (less elevation gain). The new course is on the website. The team asked for help with sponsorship (asking board members to review the sponsorship spreadsheet that Elaine sent) - just let Nicole know if anyone has any contacts and she'll facilitate contact. Or let the team know of any suggestions for companies to add that might be potential sponsors. The team has secured top sponsorships from UVA and UVA Health. We also discussed having someone from the RD team at the shed when we meet again to organize and clean out any unnecessary items.
2. C10M TP – TP started Oct 18; accepting new registrations until end of the year.
3. Upcoming local races: North Garden 5K (Mark L); Turkey Trots (Boars Head & Cville; volunteers still needed)
4. Tim will follow up with MarkL after North Garden race to finalize a date for the Men's 4 Miler

Katie (**Treasurer's report**) reported that everything is running smoothly. Checks were sent to the appropriate addresses/people (UVA Breast Care Ctr.; UVA Urology) for net proceeds of Women's 4 Miler and Bill Steers 5K. Frances is now picking up the mail once or twice per week, deposits checks, and sends info to Katie for her records. Getting a second key to Kristen is still in the works; Tim to follow-up. We discussed the need to post the annual report to the website, which we have done in the past; Diane posted it (after making a needed correction in labeling one of the tables in the financial report).

The next **newsletter** will be in January (after the NYD5K).

### Old business

- CHS track lights – Diane and Tim attended and reported on the ribbon cutting ceremony and plaque unveiling on 10/21/25 at CHS and what a great asset the lights are for the school and the community.
- Mark and Kristen had sent out a preliminary inventory of the shed prior to the meeting but would like input from board members and other CTC members with more knowledge of the history of shed contents. Jaime also reported by email that she had cleaned out a lot of old and unnecessary W4M/W4MTP stuff. We'll need to schedule shed inventory/organization/clean out #2, and we still need to buy folding tables to replace those that seem to have gone missing. Elaine and team would like to participate when we meet next at the shed. Date TBD (in December?) and coordinated via email. Tim will send potential dates to the team (preferably a weekend).
- Revision of bylaws to include indemnification clause – Mark suggested that we find an attorney that would volunteer their time (2-3 hrs/ year pro bono). Find a local attorney who is a runner. Someone who does business or contract law. Are our race directors signing contracts for their races? It might be better for a board member to

sign or have signatory rights assigned. Diane will send Mark some names and/or contact them first to ask if they'd be willing to chat with Mark (he can better describe what is needed). To be continued at Dec. meeting

- Kate offered to review the CTC website for missing/outdated information and provide suggestions for updating

#### **New Business**

- Diane summarized the advantages of using Catchafire (a nonprofit service that connects volunteers with organizations for various tasks). Note after meeting: Cville-Albemarle Community Foundation approved our application for Catchafire membership. Diane also mentioned that CNE might be a good source of information on attorneys who could help the club (e.g. with bylaws, etc.). We can consider rejoining CNE if we find it might be useful for legal/organization resources (Mark to explore)

**Monthly thank yous** – Rick Willis for assisting the C10M RD team and being a liaison with UVA for logistics of using either Student Activity Building or JPJ for packet pickup; everyone who helped with JackFest, which AlecL said was a huge success.

**Next meeting:** December 15, 2025. Frances (VP) to lead the meeting as Tim will be away.

The meeting was adjourned at 7:40 pm.

Respectfully submitted,  
Diane Rosin, Secretary