

Charlottesville Track Club Board of Directors Meeting

October 20, 2025, 7 PM

Virtual meeting – by Zoom

The meeting was called to order at 7:01 pm.

Board members present: Tim Wendel (Pres.), Frances Manly (Vice Pres.), Ellen Brock, Mark Stanley

Absent: Katie Walker (Treas.), Diane Rosin (Sec.), Kristen Heinan, Sara Leigh, Kate Kaminski

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

The minutes of the September board meeting and annual meeting (Sept 2025) were not brought to a vote during the meeting but were approved after the meeting by email.

Races/events

1. C10M updates from race director (RD) team. Elaine gave an update on late breaking news over the weekend. CTC had already reserved the Student Activity Building for 2026 packet pickup. But Rick Willis got a call from UVA; they need the Student Activity Building on the Friday before the 10 Miler for an event related to the Luke Combs concert at JPJ that weekend, and they are offering JPJ instead at no cost (for packet pickup and possibly for race day, too - ?). The race team (with input from MarkL who expressed strong opposition to trying to relocate the race start to JPJ again, due to a history of difficulty with arranging dates with UVA) discussed the options over the weekend. Pros for using JPJ: it would be at no cost, lots of bathrooms would be available, inside space to stay warm, parking is easy, runners would like to go back to the old course (there have been complaints from runners about the new course. Even if we stick with the new course this year, the team will endeavor to change the course in future years to address concerns about the portion of the course that goes through the UVA dorms area). Cons: it would be confusing to runners to change the location after 2 years at the Stadium (although there's still plenty of time to notify runners, including those who have already registered), would there be permanence in switching back to JPJ (not likely, since there is a long history of UVA being unwilling to commit to a date for the race far enough in advance to suit our needs). Elaine mentioned that runners would probably like being at JPJ. Another possibility would be using JPJ for packet picking but keeping the race start/finish at the Stadium. Elaine will reach out to Rick Willis to get answers about UVA's use of Student Activities Building during race weekend, including timing of setup, parking lot availability, and space allocation for packet pickup on Friday (if it's possible to share SAB – later decided that this probably not feasible). She will also check on needed street closures if race moves back to JPJ. Note after meeting (on 10/22); team decided to move packet pickup to JPJ but keep race start/finish at the stadium; permitting process to start asap. The shirts and medals for 2026 have not yet been designed; the team is considering a retro design. Tim offered to hold an executive committee meeting, if needed, to support race directors on venue decision. Elaine will keep executive committee updated on communications with UVA.
2. C10M training program – started on October 18
3. W4M – Jaime sent word to the board that the date for the 2026 race has not yet been set, pending confirmation from Foxfield. The finances for the 2025 W4M have now been wrapped up, and Jaime (with representation from the Board for a photo shoot) will present a check to the UVA Breast Care Center (the race beneficiary) on 10/25/25. Other news from Jaime: Michelle Little (who ran the W4M training program in 2025 for the first time) is now officially the W4M TP Director. The logo for the W4M TP has been the same for many years and will probably soon be updated to a new design.
4. Mark Lorenzoni is directing a new race in North Garden and asked if finances can go through CTC – yes.
5. Race report form: Ellen developed a form that will be provided to race directors so that race reports can be collected (submission of reports has happened only sporadically in recent years). Board members generally liked the form but suggested that it also ask for # of participants, # of registered runners vs # that actually ran the course, and times for 1st 3 male and female finishers. Do we need 2 forms – one that's more concise for smaller races like 5K and under, while maintaining detailed information for larger events. The current draft of the form will be shared with Rick Willis to solicit his feedback.

As Katie was unable to attend the meeting, there was no **Treasurer's report**.

The next **newsletter** will be in January

Old business

- CHS track lights – reminder of the ribbon cutting ceremony and plaque unveiling on 10/21/25 at 6:15 pm at CHS
- Not discussed at board meeting – we still need to buy 5 folding tables from Costco to add to the shed. If there is someone who can help, Diane has a car large enough to transport the tables to the shed.
- Revision of bylaws to include indemnification clause – MarkS is gathering the information that he needs, which he will have within about 1 week. He will provide draft language at least a week before next month's meeting.
- Tim is working on the annual report and will complete it by the next meeting or before Thanksgiving.
- Shed – a group will need to get together to clean out the shed again. Date TBD and coordinated via email. Related news from Jaime – she will dispose of a lot of old W4M TP materials that have been stored in the shed, which will free up space.
- Frances now has new PO box key and authorization to deposit checks at the bank. She will determine if it's possible to make an additional copy of the PO Box key (we currently have 2 keys).

Monthly thank yous – Elaine Cheng (C10M team liaison to the CTC Board) and the C10M race directors' team (Elaine, Stew Pollock, Nicole Hawker, and Katie Harrison)

Next meeting: November 17, 2025

The meeting was adjourned 7:56 pm.

Note: thanks to Ellen for taking notes during the meeting in Diane's absence and to Zoom's AI Companion (a Zoom note-taking service) for providing additional details.

Respectfully submitted,
Diane Rosin, Secretary