

Charlottesville Track Club Board of Directors Meeting  
Aug 18, 2025, 7 PM  
Virtual meeting – by Zoom

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

Board members present: Tim Wendel (Pres.), Frances Manley (Vice Pres.), Diane Rosin (Sec.), Katie Walker (Treas.), Rick Willis, Sara Leigh, Kristen Heinan

Absent: Kate Kaminski

Guest: Ellen Brock, board member candidate

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

The board welcomed Ellen Brock, board member candidate for FY25-26, to the meeting and asked her to say a little about herself. Board members introduced themselves to her. Ellen stayed for the meeting to observe.

### **Races/events**

1. C10M: updates from Elaine and race director team (their next RD meeting is Aug. 20):
  - Registration will open on August 30th - RunSignUp site is ready, 10 Miler website changes (Weebly) in progress. Registration fee structure (from RSU site): 8/30-10/31, \$50; 11/1-2/28, \$60; 3/1-3/28, \$75. Virtual: \$45 (RD team accepted the board's recommendations).
  - Course change will be limited to only trying to get the start/finish on Whitehead Rd (vs. ending in Garage). Any other changes to the course will be considered for 2027.
  - Sponsor lists in progress, have started to reach out to some sponsors.
  - Discounts for CTC members only at this time
  - We will not offer the Mail Race Packet option as we will have race day pick up
  - We will discuss how we might leverage the Board in the coming meeting(s) and will reach out as we have those tasks defined – probably closer to early next year (i.e. Dec/Jan) as we get closer to the race.
  - Finally, we will have our beneficiaries selected by this Wednesday (Aug. 20) and we will send it to you for Board review and approval before we communicate to the beneficiaries. We would appreciate it if the Board could review this week. Tim mentioned that if the entire Board is not available to approve, the executive committee could review and approve.

Katie said she received a check for what might be the 1<sup>st</sup> sponsorship for the 2026 C10M (\$1500; she emailed Elaine to ask if it's for this year; the company who mailed the check gave \$500 last year).

2. W4M – Jaime needs more volunteers and help with volunteer recruitment, especially with volunteers to help park cars on race morning. Diane sent Constant Contact

reminder to CTC members (hours needed 5:30-7:30 am). Board members were also asked to sign up

3. M4M – Mark and Colin Steers said OK to April 12 or 19, 2026. Tim and Diane both texted Mark to find out what 1<sup>st</sup> things need to happen to choose one or the other date.
4. Tim mentioned Mark's new North Garden 5K, which will be held November 23 at Bundoran Farm and will benefit Red Hill Elementary School.
5. Fox and Hounds – Rick is still working to find a location and a date. Kristen suggested Darden Towe. This event would support CTC youth programs (e.g. Shoes for Kids, donations to Run Cville)
6. From Mark: Bill Steers 5K on target for September 7. Katie mentioned that their revenue stream comes through CTC accounts, like several other pass-through races (races that CTC supports; these are not official CTC races). Katie suggested that we should assess whether or not we want to continue doing this. (Same with Pepsi 10K and Kiwanis July 4<sup>th</sup> race). There is no reason to discontinue, but she mentioned that Band on the Run moved their finances out of CTC in part because we couldn't legally provide insurance to them through RRCA because they are not an official CTC race (Pepsi 10K and Kiwanis 5K provide their own insurance).
7. NYD5K – Rick is working on beanies (instead of race shirts – will save money) and has some ideas for age winner prizes

Katie (**Treasurer**) announced that she is leaving for a new job as Vice Chancellor for Finance at Indiana University; starts Oct 20. Everyone congratulated her but said she will be missed. She offered to stay on as Treasurer, work remotely, and attend board meetings as long as needed. She will need a board member who can provide a local physical address where checks can be mailed, and someone who will deposit checks (ideally the same person). She graciously offered to continue to do everything she currently does, as needed, until we find someone suitable who is willing to take on all her current duties.

We should consider moving the PO Box from Downtown (less convenient) to the Barracks Rd PO, which would be more convenient. Need to pass the job of picking up mail to a different board member; Rick has been doing this job, has a key to the PO box, and is rotating off the board. Rick, Frances, Katie to work out a transfer.

Checks for only 2 of our funded **scholarship** recipients have been sent to the colleges whose addresses the students have provided (still have not heard back from the other 2 recipients whose college addresses were requested), and only 1 of those checks has been deposited so far.

Last month, it was suggested that the next **newsletter** be sent in mid-September or early October to include news of the annual party and lots of photos from summer track meets and W4M; this timing was reconfirmed.

## **New business**

1. CHS is preparing for the unveiling ceremony and plaque for the new lights at the track. They sent a draft of the plaque, which acknowledges CTC's donation, and asked the board to approve the design, which was screen-shared with the board during the meeting. Frances moved, Rick seconded that we do so; all approved. When the board is notified of the date for the ceremony, we'll let members know so they can attend, if desired.
2. Distribution of board member responsibilities and succession plan. We are still in need of more board members as people rotate off. Tim asked board members to each seek out candidates who we might actively recruit (perhaps with specific skill sets in mind). Diane and Tim will stay on the board for another year but need to find board members to assume their responsibilities. Details of specific responsibilities will be shared with the board.
3. Who is returning to the board? Rick is rotating off; everyone else is returning.
4. Reminder about annual meeting/party; Sept 10; Timberwood Grill. Reminder to RSVP via Evite invitation.
5. Reminder about information needed for annual report. Katie will have list of donors and summary of club financials.
6. Updates to CTC website: Diane added a list of current and past CTC presidents to the website; the info is incomplete (but can be updated if more info is provided; list and order of presidents is accurate, but dates of service are incomplete). Diane maintains the website. It would be good to have a board member(s) review the website and make suggestions for updates (Diane can make the changes). Kristen offered to take a look.

Monthly thank yous – none were mentioned.

Next meeting: Sept 15. Tim will be on vacation; Frances (VP) will lead the meeting and will coordinate with Tim and Diane ahead of the meeting.

The meeting was adjourned at 8:05 pm

Respectfully submitted,  
Diane Rosin, Secretary