

Charlottesville Track Club Board of Directors Meeting  
December 19, 2022  
Virtual meeting - by Zoom

Board members present: Tim Wendel, Keith McLaughlin, Nick Lancaster, Rick Willis, Katie Walker, Katie Fisher, Sara Leigh and Diane Rosin.

Guests: Nicole Brimer

7:00 PM: Tim Wendel called the meeting to order, and a quorum was established

Nicole reported on the **C10M**. They are still waiting to hear from UVA/Stadium to find out if we can use the area for the race start/finish. Credit cards (with Karen as authorized user for one) are needed for C10M expenses. Costs for many of the typical purchases have increased. To meet these expenses, it was proposed that race registration start at \$55 with incremental increases as the race approaches (eventually peaking at \$80 close to race day). Karen is still looking for volunteers to lead the race committees, especially volunteer coordinator (partnering with Nicole), which is a big job. Aside from recommendations for beneficiaries needed from the board (review of applications), other requests for board help will not be needed until after the new year. Note added after meeting: 3/25/23 is the confirmed race day.

Rick moved and Nick seconded that the **minutes of the last meeting** be accepted; all approved.

Keith gave an update on the **NYDSK** and screen shared spreadsheets that show his anticipated revenue, expenses and estimated net revenue. A question arose about our insurance coverage for the race, and information was forwarded to Keith for further assessment. All other preparations are on track (race awards, food donations). Registration fees increased on 12/19/22.

In other race matters, Katie now has access to 8 RSU race pages (and to CTC's club membership page). Nicole is willing to manage any of these pages, as needed. Some of these are CTC-supported but are not CTC-sponsored races. Neither Katie nor Nicole have access to the Cville-Athon RSU page; MarkL wants to relaunch this program in 2023.

Treasurer KatieW gave a **financial report**. All required documents have been submitted to the CPA for our application for nonprofit status and for our taxes. A timeline for submission is not yet known. Katie also reviewed the annual report (income and expenses by activity) that she put together in spreadsheet form. Most of the races "zero out" after expenses are paid and contributions to beneficiaries are dispersed. Excess funds (for example, from club membership and training programs) do not have an earmarked purpose and will be part of the discussion of our next board meeting. Katie has online access to our various accounts but not the W4M account (administrator of that account is unknown; Audrey?). A record of a deposit of a check from the W4M received by mail (CTC PO box) some months ago was not found and will require additional investigation.

Tim and Diane reported on progress on CTC's **social media** made by **Molly Wraight**. She has created a revised website (awaiting additional review before going live). The board discussed the various options for creating a new Facebook page. Two sites may be the way to go – 1 for CTC posts (with viewers able to reply but not create posts) and 1 as a group page, where members can readily post

and have discussions. The latter will require some monitoring to see how it goes. We'll need a person (board member or other volunteer) to take charge of social media; Sara volunteered, and Diane will put her in touch with Molly. Molly very graciously offered to volunteer her time after setting up the website and FB pages to help with training of authorized users and with trouble shooting.

Over the next month, board members will be considering what they'd like CTC to be; what is our mission; how do we define our organization; to what projects existing funds should be allocated; what roles each board member would like to play – for **discussion at January board meeting**. Diane sent a draft of a list of board responsibilities and tasks for consideration. Nick has already agreed to be responsible for the **shed**. He and Keith will take a survey of its status to determine what is needed; a shed workday may then be scheduled.

The board discussed sending a **thank you** note to Scott and Suzanna for their service, and purchase of a gift certificate was proposed. Keith moved and KatieF seconded the idea; all approved.

Tim and Rick would like to have a **newsletter** ready after the holidays (after NYD5K – include photos) and welcome submissions from anyone who would like to write a story or submit photos. It was suggested that new board members be welcomed/announced in the newsletter, and that a short bio for every board member along with a running or volunteer photo be included. A thank you to Scott and Suzanna will be included; also a piece on the 2022 scholarship recipients.

AlecL contacted the board to ask if CTC would like to support the very popular **middle school track meets** held each year (spring) at the UVA track (which has been funded to date by RMRS). There are a number of possibilities for CTC to have a strong presence at the meets, and our participation will be a subject for discussion at later meetings. Diane moved and Rick seconded that CTC provide the funding that Alec requested for the meetings; all approved.

Rick presented his idea of **shoes for kids** (program name to be determined; Rick suggested 100run) that would provide a voucher to child participants at the All Comer's Track Meets in the summer for them to redeem at RMRS – to encourage kids to run, bring more kids to running, and keep them healthy (both in general and hopefully free of injury with properly fitted shoes). RMRS agreed to partner with CTC to offer shoes at cost and will also ask shoe companies for donations. It was proposed that we offer ~100 vouchers but we'll need to find out how many kids registered (or participated – some didn't register) so that we have a good estimate of how many vouchers may be needed. Rick will get more information, and discussion will continue at January meeting. KatieW mentioned that part of CTC's mission is to impact more of the community, so this idea is a good fit.

KatieF and Keith reached out to schools in several counties about the **CTC scholarship**, have been getting good responses, and received positive feedback that the deadline is earlier for 2023.

Nick led discussion on the template **fiscal sponsorship agreement** that has been proposed to bridge the gap for race sponsorship management until our nonprofit is restored. It would allow another nonprofit to act in a temporary capacity to receive donations from race sponsors that CTC would then distribute to C10M beneficiaries. Board members will look over the document, and Nick will contact the organizations who participated in the example agreement to discuss feasibility and willingness to partner with CTC.

The **next meeting** will be held in person and the date was changed to the 3<sup>rd</sup> Tuesday, as the 3<sup>rd</sup> Monday is MLK Day, and some venues are closed: **1/17/23 at 7 PM**. Rick offered to book a room for the meeting at the Miller Center.

The meeting was adjourned at 8:25 PM.

Respectfully submitted,  
Diane Rosin, Secretary