

Charlottesville Track Club Board of Directors Meeting

September 15, 2025, 7 PM

Virtual meeting – by Zoom

In Tim's absence, Vice President Frances Manly presided.

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

Board members present: Frances Manly (Vice Pres.), Katie Walker (Treas.), Diane Rosin (Sec.), Kristen Heinan, Sara Leigh

New board members: Ellen Brock, Mark Stanley (elected at the annual meeting, Sept 10, 2025)

Absent: Tim Wendel (Pres.), Kate Kaminski, Rick Willis

Frances welcomed Mark and Ellen to the board

Katie moved that the **Minutes** of the August board meeting be approved; Mark 2nd; the motion passed.

Mark inquired about the beneficiaries for the C10M mentioned in the minutes, asking who had been approved (they are listed on the C10M website) and by whom. The application and review process was described (this year the race director (RD) team reviewed applications and made recommendations to the board) as well as the RD team's approach to supporting local organizations matching this year's "wellness" theme.

Races/events

1. C10M updates from race director (RD) team

- Registration launched on Aug. 30th. We have almost 200 registered for the race so far.
- Beneficiaries have been notified and are ready to support volunteer efforts and know their level of donation will be dependent on volunteer support. Beneficiaries are updated on the website and registration site.
- 2026 Sponsor level promotion sheet has been updated. Initial sponsor targets identified. We will be reaching out to potential sponsors over the next few weeks. Importantly, we have our first 2026 Silver level sponsor - Dominion Wood Preservers. [note after meeting: check received!]
- Next team meeting on Sept. 24th. Items to determine: 1) Race Shirts and Medals, 2) Detailed Race Logistics (timing, tasks, materials needed), 3) Registration marketing/communication plan
- Board asks: 1) The RD team asked the Board to look at our [potential Sponsor list](#) and letting them know if you have any personal contacts or suggestions. Nicole and Elaine will start reaching out to sponsors soon. 2) Save the date for 3/27 & 28, 2026. RD team will need Board members to play larger roles race day if. [Not part of meeting – Diane told Elaine that former board member Katie Fisher offered to be food coordinator again (pick up food and set up food tables) and Frances and her husband Sean would do finish line again).]

MarkS received an email about volunteering to chair a committee for the C10M but hasn't heard back from anyone. No one else on the board received an email, so there were questions about its source, whether the RD team had sent it, and whether it should also have been sent to all CTC members. Diane will consult with Elaine. It was also noted that the volunteer link on the C10M website or C10M RSU page takes you to an "Anywhere you Need Me" task; it might be good to have a note saying that volunteer registration will open on xxx date.

2. C10M TP – Diane received a message from MarkL that the TP will start on October 18, and Molly Ring will update the RSU page by the last week of Sept.
3. W4M – we need to request a race report from Jaime for this race, and in general, from all race directors of official CTC races. To make it easier for RDs, it would be helpful to create a standardized form (name of race, # of registrations, # of participants, # of volunteers, financials (Katie will have this info – revenue, expenses, net proceeds, amount donated to beneficiary(ies)), what went well, what needs to be improved. Ellen offered to work on creating a form, and Diane will provide any other details that might be needed. It was suggested that we also ask for similar information from TP directors (questions: how many people registered? How many people completed the training? How many 10MTP and MHMTP trainees registered for the C10M or for a marathon or half-marathon). Frances noted that having this information will help us make decisions about whether CTC has the capacity to start and support new programs or races. Katie noted that it would be good to create a planning form for RDs (official CTC races as well as CTC-supported races) that would be

submitted to the treasurer so that he/she has the information needed to register the event with RRCA for insurance (as a “rider” on our club insurance; the “rider” insures the location of the, e.g. McIntosh Farm, Foxfield, etc.). It would also include the expectation that RDs submit a race report after the race.

4. M4M – MarkL and Colin Steers said Ok to April 12 or 19, 2026; Diane is following up with MarkL to finalize a date. MarkS and others asked about the race, and Diane gave a history of M4M, Bill Steers’ role, the transition to a co-ed race (at UVA Dept of Urology’s urging) and to a 5K, and CTC’s desire to restore the M4M.
5. Email from Rick: still working on date/location for Fox&Hounds; NYD5K registration will open Oct. 1
6. Reminder about CATs party, Oct. 18, 6 PM, Visible Records. CTC Board has been invited to attend. Would be good to interact with other local running organizations. Prolyfyck was invited, too.

Katie gave the **Treasurer’s report**. Q2 and Q3 reports have been completed and will be shared with board members. Checks have been mailed for donations that were approved by the board: \$500 to the church in Keene where TP program runners park regularly, \$2500 to Run Cville for their kids’ programs, and All Comers Summer Track meets revenue (from participant donations to CTC) to CHS in thanks for use of the track for the meets. W4M financials will be wrapped up soon, but Katie will not mail the check until beginning of October to maintain consistency of bookkeeping for the race (so that record keeping of donations occurs each year at the beginning of CTC’s new fiscal year and doesn’t get doubled up in one year with no donation for the subsequent fiscal year).

Katie holds the account for the current PO Box; we discussed recent changes. The current PO Box is at the Downtown Mall PO, and a new box was set up at the Barracks Rd. PO, which is more convenient for. Diane and Katie have sent change of address notifications and made changes online (CTC and C10M websites, CTC RSU page, Constant Contact, VA Nat’l Bank; notifications to all race directors – re: invoices). New address: PO Box 4274 at Barracks, 2150 Wise St, Cville, VA 22905. We will ask Rick to make a few last stops at the Downtown PO Box to retrieve any existing mail, prior to closing that account and prior to US mail forwarding beginning. Tim and Diane each currently have the new keys (because Tim went to the PO to set up the new account), but Frances and Kristen volunteered to share duties of picking up mail, since they both go to Barracks Rd regularly.

Katie reiterated that despite her move to a new job in Indiana, she is willing to stay on as treasurer. She can perform most of her treasurer’s duties remotely, but she will need someone local to deposit checks. Because most checks would be mailed to CTC, it makes sense for the “PO people” (Katie and Frances) to be the check depositors, too, which they both agreed to do. They would need to send a photo of the check to Katie for her records, then go to VNB and deposit the check, which can be done at the ATM using the CTC debit card. Katie will work with Frances and Kristen to get a CTC debit card issue to each of them.

While on the matter of finances, Diane noted that she now has the Square Device, which Keith had previously. There are no current plans to use it but the C10M team might want to know about it in case they would like to sell merchandise at the race. We will need to check with NicoleB (who set it up previously) to make sure it is activated properly and that proceeds go to CTC’s bank account.

Katie reported that checks have been sent to and deposited by the colleges of 2 **scholarship** recipients, but the remaining 2 recipients have not responded to requests for the name and mailing address of their colleges. This prompted the question of whether \$1000 is worth the effort for students, and if \$2000 in future years might be more attractive. We could have 2 recipients x \$2000 in place of 4 recipients X \$1000 (to maintain the same expense to the club). Further discussion explored giving \$1500 to 3 recipients (to be able to help more people). Katie outlined the concern of going above our budget – membership fees must cover club expenses, including scholarships (which are funded to a small extent by revenue from the Bruce Barnes mile, which was a bit under \$1000 this year), so we need to be careful about increasing expenses. There was also a discussion about whether to base the selection of recipients on need (something the club has avoided, because the application would have to request financial information from families), but decisions were postponed to a future meeting after review criteria are reviewed. Diane reminded Frances and Sara (who chaired our scholarship team this year) about the email from Nelson County Schools counselor who requested information for their central scholarship database.

There was a discussion about where to store climate sensitive club equipment, such as the Square Device, boxes of CTC documents, and other CTC equipment that past board members and race directors have stored at their homes. Kristen offered space in her house as a way to consolidate equipment. MarkS asked about the infamous **storage shed**, which was then explained to him, and it was mentioned that it would be good to have an updated

shed inventory, which he offered to do in conjunction with someone who knows about items of value and items that are used routinely. We need a full inventory of club assets in the shed (compare to lists last year that were done for tax purposes – the club's assets; does not include miscellaneous items, like sleeves of paper cups). Katie and Diane will send the most recent lists to MarkS who will attempt to do an inventory; Kristen offered to help.

Diane will ask Rick about planned timing for the next **newsletter**, which will include news and photos from the annual party, summer track meets and W4M.

Old business

- CHS/BKAC lights – Black Knights Athletic Club (BKAC) informed us that the ceremony and plaque unveiling will happen soon but there is no date yet. It would be good to have at least a few CTC Board members in attendance.
- Frances gave a brief annual party/meeting recap
- Kristen did a CTC website review and made a few suggestions. Diane asked board members to make specific suggestions, and she can make the changes to the website. Anything more complex would need to fall to Molly Ring (or another web master), who has volunteered to help occasionally but doesn't have a lot of time.
- 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.
- Re: board member roles – Ellen graciously agreed to shadow Diane in the coming year to learn some of Diane's routine tasks. To discuss at a future meeting: is there a board member who can take on the role of web master? We also need an event coordinator whose primary role would be planning the annual meeting/party.

New business

1. Election of officers: MarkS moved that the existing slate of officers (Tim, Frances, Katie, Diane) be reelected for the 25-26 fiscal year; Kristen 2nd ; all approved.
2. Following up on last month, MarkS will soon have language needed to add an indemnification clause to CTC bylaws, and he will circulate it to the board. A majority vote of all CTC members would be needed to make this change. Diane noted OpaVote was used to collect votes on the new articles of incorporation in 2022, and it could be used again for revised bylaws. While we're at it, does anything else in the bylaws need to be changed or updated? Diane will send the bylaws to board members for review prior to discussion at next month's meeting.
3. Information will be needed for the annual report, which Tim will assemble. Diane will help.

Monthly thank yous – MarkL for enthusiastic and upbeat commentary and awards at CTC's annual meeting and party; Jaime Kurtz & all her volunteers for the W4M; Michelle Little and Women in Motion for directing the W4M TP (especially after a multi-year hiatus); Foxfield for allowing us to host the W4M on their property; Rick Willis for his service on the board (he's rotating off the board after 5 years), for starting and implementing Shoes for Kids, continuing to do the newsletter (even after departing the board), and for taking on directing NYD5K. A special call out to all the '0 dark hundred' volunteers who came to Foxfield before dawn to help with parking and other W4M race set up tasks, including Art (masterful parking planner and coordinator), the parking teams, and Art's glow in the dark cones marking the parking lanes across acres of Foxfield's fields.

We bid Katie Walker a sad farewell from Cville but wish her well (and congratulations!) in her prestigious new job. We thank her for her years as CTC's treasurer, for agreeing to stay on remotely as treasurer, and for continuing to participate as a committed CTC member, volunteer, and board member.

Next meeting: October 20

The meeting was adjourned at 8:25 pm

Respectfully submitted,
Diane Rosin, Secretary