

Charlottesville Track Club Board of Directors Meeting

April 21, 2025, 7 PM

Virtual meeting – by Zoom

The meeting was called to order at 7:02 pm.

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

Absent: Kate Kaminski

Kristen moved that the **Minutes** of the March board meeting be approved; Frances 2nd; the motion passed.

Races/Events

1. W4M TP registration has already reached the 50 person cap; virtual registration will remain open.
2. All Comers Summer Track Meets (Tuesdays in July: 8, 15, 22, and 29) registration is open and people are already signing up.
3. C10M: Karen emailed the board in early April regarding her stipend then met with Tim and Diane by zoom. The board had a special meeting (4/13/25 by zoom) to discuss next steps and voted not to increase the stipend. Tim notified Karen by email, and she sent a reply 4/14/25 notifying us that she was stepping down effective immediately. In anticipation of that probable outcome, the board discussed at its 4/13/25 meeting the possibility of directing the race by a committee of board members; several board members stepped up.

Karen's departure left some tasks to be completed. Katie assembled final numbers, received what should be the final bill on 4/21/25, and was able to give the probable final net proceeds (pending other late bills); a cushion of \$1500 will be left in the account for any unforeseen expenses. There was considerable discussion about how to divide these funds among beneficiaries, including whether to reward organizations for recruiting more volunteers. [The board asked for numbers of volunteers recruited this year; Diane found those data and emailed them to board members.] As this incentive was not advertised previously, the board decided to set equal amounts for primaries and lower but equal amounts for secondaries. Next year we will offer a bonus for the beneficiary who recruits the most volunteers. It was decided [after the meeting, with a vote by email] that primaries this year would receive \$35K and secondaries would receive \$6500. Katie will prepare and mail checks. In lieu of a photo op with each beneficiary, which Karen has done in the past with large faux cheques for each beneficiary (Tim participated in many of them), it was suggested that we do a press release and social media campaign to highlight each beneficiary organization again. Diane and Sara will work on the social media posts; no one was assigned to do the press release. Diane will send a report by email to CTC members. It was suggested that we ask each beneficiary to create a 15 sec video of how the donation will help their organization; those videos could be post

The major task will be to find a new race director or co-race directors for next year. In the meantime, Frances will chair a race committee that will meet monthly on the 2nd Monday of the month. The first meeting will be 5/12, 7 pm by zoom with subsequent meetings possibly held in person. We will thank Karen publicly and advertise for a new RD (website, emails, social media). People outside of the board could also attend perhaps as a segue to becoming a future RD. Elaine Cheng (volunteer committee, 2025) has said she would like to participate in these meetings and be involved again next year (but not as RD). Diane reminded the board of the RD Handbook on the shared drive (a resource for race planning). The Handbook spells out requirements for RDs to submit race reports after the race; for a 2025 C10M report we need to get financials from Katie for and other data from Karen (some info is in her race report email to participants and volunteers).

Other suggestions – make flyers and have QR codes for more info – to recruit RD. Hand out at all events. Find a student in a project management course who needs a project for their course requirement – to help with the race. Diane sent board members by email a list of past RDs, past board

members, and board member candidates (that was assembled last year) – for people to think about who we can approach to be new RD. After meeting – Nicole offered to help transition a new person and offered a suggestion of someone we can ask to be RD (Diane emailed that person).

Treasurer's report – most of the recent activity has been for C10M with no other activity at this time of year. Band on the Run will now be running their finances through their school rather than through CTC. All required CTC financial filings are up to date. A quarterly report is forthcoming.

A large portion of meeting time was spent discussing **CTC scholarship applications**. Diane asked about our current source of funds. Katie said that the Bruce Barnes Mile is the traditional source of funds, but it usually brings in only enough for 1 scholarship. Membership fees (5300 this year; 9000 last year) are the primary source of revenue for general club expenses (largest expenses are \$2000 for storage until and \$3000+ for RRCA membership + insurance). Katie recommended an amount for the general club account balance (for unforeseen emergencies). With that in mind, we have sufficient funds for 4 scholarships (same as last year) but flexibility to fund a more.

Diane noted that we need to revise the application so that there is agreement between the questions we ask and the criteria we use for reviewing. Frances will work on that for next year. There was a lot of discussion about whether we reward academic performance and/or consider students with challenging personal situations who have other notable qualities and would benefit greatly from the funds. This is where the letters of reference are helpful. 7 top candidates were identified and we briefly entertained funding 6. Diane created a poll; board members voted for their top 4 candidates; the poll results revealed 4 clear winners: Callo, Pohl, Robert S., and T. Miller. Frances and Sara will send notification to the winning students (and their schools; cc: Katie) and letters of regret to those not selected. Katie: students should be informed that checks will go directly to their schools (contact info will be needed) in July (usually to the Bursar's Office); schools need to confirm receipt.

The next **Newsletter** will likely be in July after the first summer track meet – so that we'll have photos.

In the interest of time, CHS track lights were the only **Old Business** that was discussed. In response to an email from Tim, Andy Jones (CHS) said that they are anticipating installation of lights this summer with a ceremony planned for after the last Summer Track meet. Tim asked if we could place a plaque at the track or have Mark's name included on a common plaque, and Andy said yes. Details TBD.

New Business

We will need to purchase additional tables to store in the shed for races. Karen noted that there seemed to be a lot missing compared to last year, which left the 10 Miler short of tables for 2025. Tim will survey the shed to see how many are there and if we have space for more. Need someone to buy, pickup and store the new tables.

Monthly thank yous: no new thank yous were mentioned. Diane has put together a long list of people to be thanked (lots of C10M thank yous) to send to CTC members by email. It was suggested that we include a full page or more of thanks in the next newsletter. Rick would like to get headshots to include.

First monthly C10M meeting: May 12, 2025

Next board meeting: May 19, 2025

The meeting was adjourned at 8:37 pm

Respectfully submitted,
Diane Rosin, Secretary