



SC USATF Board Meeting Minutes
Conference Call
Monday, August 29, 2016
8:00 PM

Board Members Present: President (Coach Richardson), 1st VP (Norman Venyah), 2nd VP (Bill Truman), Treasurer (Wayne Lacy) and Secretary (Mary Venyah).

Other Members Present: Mike Flournoy—Youth Chair, Valerie Beesly—Previous Treasurer, Perry Funnie—Certification Chair, Susan Heiser-Whatley—RaceWalk Chair, and Chad Bonheidt—Website Design

The meeting was opened at 8:00 PM, by Coach Richardson, the association president.

1. Administrative Business

- A. Coach Richardson suggested that we invest in seeking entities that could help us to set up a mass email program. The program should have the capability of sending emails and text messages. Coach Rich would like for this to take place over the next couple of months.
- B. Coach Rich would like to include an executive committee, as well as a sports and administrative chairs.
- C. Email Transfers: The past president has to complete a document to switch over emails. The form should be sent to Desiree in the national office.
- D. The following officers have submitted their biographies and they have posted on the SCUSATF website: Coach Richardson, Wayne, Bill, Norman and Mary.
- E. Requesting that pictures from all current officers and chair-members be submitted to post on SCUSATF website.

2. Financial Business

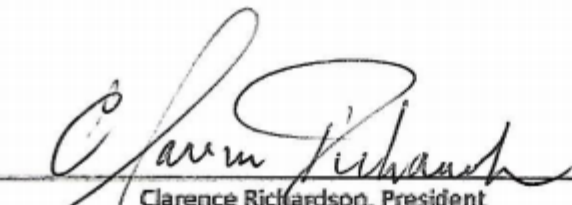
- A. It was mentioned that the SC Association has the same EIN number as the national office. It was discussed to look into applying an EIN number for SC Association only. EIN numbers are free to non-profit associations. It was also mentioned that an EIN was applied once before, but was declined. The association treasurer, Wayne Lacy, stated that we need to review the article of corporation for information concerning obtaining an EIN and the requirements. Susan Whatley stated we are an independent organization. Bill Truman, the 2nd VP suggested that we check with other association to see if and how did they obtain their own EIN. Wayne will check on EIN for the SC Association and check to see if we have anything on file.
- B. Finance Items Tabled
 - a. EIN for tax purposes
- C. The board suggested purchasing a laptop for the secretary to manage correspondence for the SCUSATF business. It was agreed upon that the association will purchase a flash drive and a hard drive for the secretary. The secretary did not feel the need for the association to purchase a laptop, since she has her own devices.
- D. A financial Committee should be designated ASAP. Nominees should be submitted ASAP.

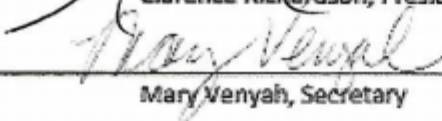
3. Bylaws
 - A. Bylaws have been tabled since 2014. There was a review in 2015 by Valerie Beesley, Susan Heiser-Whatley, Thaddeus Sligh, Linda Ellis, and Chris Kling.
 - B. An email of recommendations of changes to bylaws in the 2014 meeting was sent to Mary Venyah by Valerie Beesley on August 20, 2016. Valerie Jacobs has additional recommendations.
 - C. Bill Truman asked if the 2015 bill was ever voted on. The response was NO.
 - D. No binding by-laws were updated.
 - E. It was suggested that we put together a by-law committee.
 - F. The by-laws are out of date and not aligned with the national office bylaws.
 - G. The bylaws have improved but could be tweaked.
 - H. Valerie Jacobs had a January copy of the bylaws.
 - I. The last known copy of the bylaws is that of July 2014.
 - J. Mary will ask Valerie Jacobs for January meeting notes that include bylaws discussion/revisions.
 - K. It was suggested that the bylaw project be tabled until next meeting or after cross country
 - L. Create some type of document manager program so that members will have access to file online and be able to view, and/or input information within document. Ex. Cloud Share Drive—Google Docs
 - M. National office has the latest copy of SCUSATF Bylaws
 - N. The following referrals have been suggested to serve on By-Laws Committee: Pat Frye, Jack Gilmore, John Blackburn, and Archie Ard
 - O. Tentative Date for next Meeting January 14th or 21st. Location to be determined. Agenda will be for revising and updating bylaws. Sunday meeting may be a better option due to other activities such as Clemson Indoor track Season
 - P. Item tabled—Bylaw Revisions, Google Doc Share Drive
4. National Conference (November 30-December 4, 2016)
 - A. Officers attending: Coach Richardson, Mary Venyah, and Norman Venyah.
 - B. Officers not able to attend: Wayne Lacy and Bill Truman
 - C. Three executive seats are available
 - D. Thirteen is the minimum amount of delegates needed.
 - E. Athletes suggested to attend: Amber, Ian and Briana (need to verify that Briana is part of the SC Association.
 - F. Susan Heiser-Whatley will attend
 - G. Coach Rich is interested in sending delegates that have never attended to attend the association workshop.
 - H. Discussed where the Regional Coordinator was appointed by the president or voted on and how long does that person hold that position. The position is currently now being held by the former SCUSATF President Thad Sligh.
 - I. Coach Rich will contact Tracy Meyer concerning Thaddeus Sligh lack of financial responsibilities. He has suggested that until Mr. Sligh is in good standing financially, he should not be able to use any USATF funds to cover the cost of attending the meeting until he has paid all of his outstanding financial balance due to the association. Coach Rich stated that he received a binder of by-laws in the mail and will look to see what is said about fraud. A notice in certified mail will be mail to Thaddeus Sligh of Action Items.
 - J. **PRIORITY!!!!** Wayne will book a block of rooms for Annual Meeting ASAP.
 - K. Norman will call the hotel and contact the conference person.
 - L. Valerie Beesley and Wayne Lacy will take care of reservations for the Annual Meeting.
 - M. At least 10 rooms will be book. The date for late registration will be verified to avoid additional fees because the registration will increase after a certain date.

5. Officers Duties
 - A. Mike Flournoy requested input on his responsibility as the Youth Chair. Duties includes not limited to: Monthly meeting with coaches (could be conference calls), schedule regional meet rotation.
 - B. The youth chair and president will pick a site, agree on the site, and send information to people of where they youth meet will be held.
 - C. Linda Ellis was the former youth chair. Mike will contact her to ask for the Chair Guide Book.
 - D. The Youth Chair Meeting in March. The Youth Chair must be in attendance. Linda Ellis has reached out to Mike to initiate the turnover.
6. Cross Country Meet
 - A. A site for the cross country meet is needed
 - B. Coach Rich has reserved a site in Myrtle Beach for November 12, 2016. If Myrtle Beach falls through, Greenville, SC is the next choice.
 - C. We need to plan JO meets one year in advance
 - D. Sanctions for bid and other meet materials must be done 60 days in advance.
 - E. It was suggested to rotate the next XC state meet to Spartanburg
7. Other Meets
 - A. Add Open Masters for Accreditation
 - B. Add Open/Masters to Cross Country for accreditation
 - C. Bill will have a specific site for Cross County by September 9, 2016.
 - D. Touch basis with Tammy concerning Youth Cross Country
 - E. Regional Cross Country will be in Tallahassee Florida on November 19, 2016. You can go to GA website to view information.
 - F. Mike Flournoy and Coach Rich will discuss State JO meets fees
 - G. Request to hold a National 50 K Racewalk Event in February (31 miles), and a flat terrain. The event can include other races ex. 20K-30K. We will need road closure and a parking lot. About 30 athletes will be competing and about six to nine official will be needed. Suggested site College of Charleston or Downtown Charleston. Sunday mornings are race days. Will get support from national office. Ron Daniel is head of Racewalk at the national office. The national office will pay prize money of \$7000 to winner. Request for proposal should be sent to Chamber of Commerce of Charleston. Myrtle Beach is another option to host event. The request for proposal may be on the national website.
 - H. A Racewalk Event is scheduled for October 29, 2016.
 - I. A request to hold an Annual Multi competition in Myrtle Beach
 - J. A request to hold a JO multi meet separately
 - K. Tabled: schedule for outdoor JO meet for late June
8. Renovation of Stadium
 - A. City of Myrtle Beach Track Club will be renovating Doug Shaw Stadium January 2-August 31, 2017.
9. Equipment Inventory
 - A. Listed on website
 - B. Have the former SC president to turn in all inventory. He must answer to and give back all cordless speakers and microphones. It is calculated that he should have four of each items. Two that were back-ordered and then later purchased. As well as those that were purchased and picked up. The brand was Samsung. Val said that the speakers she saw at Mr. Sligh's home belong to SCUSATF. He later stated that those speakers were his. Legal process will be brought against Mr. Sligh for the inventory. A roll down USATF Banner is also property of SCUSATF.
 - C. SCUSATF will perform an audit of financial records.

- D. Wayne will take care of tracking down reimbursement and inventory from Mr. Sligh.
 - E. In 2014 or 2015 State meet at Winthrop College, speakers were purchased for the regional meet.
 - F. No current inventory is on file. Create an updated inventory. Pick up trailer from Mr. Sligh's residence and make sure all high cost items are present before leaving the premises.
 - G. Retable—Inventory and have report ready by New Year but preferably before cross country.
10. Vacant Chair Positions
- A. Membership Chair—suggested candidates: Kenny Funnie and Cathy Koziel. This position will be solidified by September 3, 2016. A co-chair and three committee members will be selected. Also mentoring of additional officials is included in job duties.
11. Certifications and Recertifications
- A. Beginning November 1, 2016
 - B. Background screening in January

The meeting was adjourned at 10:35 PM by Coach Richardson.

Signature:  Date: 10-18-16
Clarence Richardson, President

Signature:  Date: 10-18-16
Mary Venyah, Secretary