USAT Board Meeting:	November 23-24, 2002 Gold Room, OTC Colorado Springs, CO
Presiding:	**Ray Plotecia**
Present:	**Board Members** Ray Plotecia, Jack Weiss, Fred Sommer, Tim Becker, Victor Plata, Eric Schwartz, Diane Gravis, Valerie Gattis, Jim Girand, Karen Buxton, Amanda Pagon **Executive Director** Steve Locke **Staff** Tim Yount, Angela Flannery, Katie Baker, Kristin Sullivan, Ally Cox, Gina DeMarco, BJ Evans, Alison DeWall, Libby Burrell, Sara Rosenkranz, Ric Rosenkranz, Lora Lantz, Kristin Alexy **National Coaching Committee Executives** Alan Ley, Gale Bernhardt, Wendy Becker, Joe Friel **Regional Federation Presidents** Jonathan Hoskins, Robert Vigorito, Jim Donaldson, Larry Seidman, Steve Kelley, Lynne Kosorek, Jeff Larson, Kathy Fortin, Brad Davison, Charlie Crawford **Committee Chairs** Brad Davison, AGC; Liz Dobbins, AGC; Greg Sabo, TDC; Carol Whipple, TDC **USOC Representatives** Chris Vadala and Leslie Gamez **Others** Ester Weiss, Regional Officials Coordinator; Dot Richardson, Director of the USA Triathlon Training Center
Call to Order:	Ray Plotecia called the meeting to order at 8:32a.m.

A farewell was done for Jack Weiss who served three consecutive terms on the Board and Victor Plata who served one as an elite athlete representative.

The Regional Federation Presidents were immediately excused from the room to begin their meetings.

Approval of Minutes: The minutes from the summer meeting were amended and then approved with the following changes: spelling of Diane Travis and Fred Sommer throughout the document.

<u>ACTION ITEM:</u> **Karen and Ray will get the entire meeting minutes from 2002 signed and dated and returned to the National office.**

<u>ACTION ITEM:</u> **Karen will adjust the meeting minutes from the last meeting to reflect the proper spelling of names.**

Changes to Agenda: Ray stated the changes to the agenda and altered time schedules accordingly

Report: **Libby Burrell**

Libby gave an overview of her position and programs (full report is available):

- Vision and Mission Statement
  - Design a National High Performance Program
  - Support medallists in 2004
  - Develop emerging talent for 2008

- Program Requirements
  - High Performance Plan must be well structured
  - Must have detailed objectives
  - Top Notch Research

- Program Developments
  - Initiate under 23 concept
  - Develop NTC initiatives
  - Advance RADC Concept
  - High Performance Manager
  - Improve support for National Team members

Libby further discussed (please see hand-out for further explanation):

- John Crawley has been hired as the High Performance Manager.
- Michelle Blessing has stepped down from her position with USAT.
- Progress of the National Team
- World Rankings, men and women
- New NT Standards
- Development Pipeline

- Coach Education
- The NSTP, Team objectives and making the NSTP Team work
- Accessibility of NTC and OTC
- NTP – A Program of Excellence

Report: **Athlete Development**
Ric Rosenkranz

Ric highlighted various programs and activities (see Ric's handout for more complete information):

- Junior and Under 23 Triathlon Series
- Junior and Under 23 Holding Camp in Florida
- Junior and Under Success at Triathlon and Duathlon World Championships
- Recruitment Camps in CA and NY
- USAT NTC Events for 2003
- RADC Activities
- Collegiate Triathlon
  - Eligibility – if full time, over 17 and under 28 years of age, can score for their team
  - Note: if 45 years old, still encourage you to race but won't score
  - FISU policy will guide the age rules of this event

Report: **Coaching Education**
Sara Rosenkranz
Sara discussed the following:

- Regional Jr. Support and under 23 Support
- Coaching Education
  - Level 1 – Recap of Clinics
  - Level II – Recap of Clinics
- 2003 and Beyond
- 2003 Coaching Clinic Schedule
- Future Considerations
  - 150 certifications since March
  - 420 Certified coaches in total

Break: 10:00 AM
Resume: 10:10 AM

Special Presentation: **Dr. Dot Richardson – Director of National Training Center in Clermont**

Dot discussed her educational and athletic background as well as:

- The support she will give to athletes to reach the Olympic Dream
- Her new position developed a different infrastructure at the NTC
    - Eight Departments now (up from six)
    - Rehabilitation and Sports Science very important
    - Human performance very important
  - The NTC is the only training center for an NGB with hospital, medical staff on site and a University
  - One goal is to improve the health and quality of life for Clermont community

Dot went on to discuss some hurdles that she faces: "What she inherited was a health club – needs to take it to the next level – much of the funding was going back to S. Lake Hospital not to her department."

Dot feels that a partnership with USAT is very important – "We must listen to her needs."

Needs:

- An office Bldg, for other groups, her group the USAT staff who are there
- Marketing – need bigger presence at the Center, must invest in the future of triathlon

Plans:

- A global sport camp – do various sports
- Indoor facility – events and pool
- Human performance lab
- Looking at getting funding for a time trial criterium course
- Develop a Coaching and Parent education plan
- Develop U.S. coach's institute on the campus

Break: 10:50am (This break was due to a fire alarm. We were not allowed back into the building until 11:20)

Resume: 11:20am

Dot continued: Dot feels that the facility of Dr Ray's and his work will become very important to the training center and that research and the obtainment of grants will become very important. She also feels that housing is not an issue – "There are plentiful opportunities for athletes to be housed close to the center."

Special Presentation: Mike Price – Insurance and Risk Management

Mike gave a crash course on Risk Management, 101:

- Risk Management versus insurance placement
  - They are different
- Risk Management I
  - Identify risk
  - Set-up strategy/plan
  - Manage it
- Insurance Placement
  - Transferring risk for a policy holding to a risk taker
- Why must USAT purchase insurance?
  - "To cover our butts, law obligates us to do this."
- Who does our insurance protect?
  - The organization
  - The directors
  - The membership (Thru sport accident program.)

Coverage placed by USAT:

- Membership
  - General Liability – general liability (3rd party – protect someone who gets hurt – doesn't cover directors for decisions they make
  - Sports Accident – (1st party – protects athlete and is paid directly to athlete) – covers coaches and clubs
  - Excess Liability – for those wanting in excess of 1 million in coverage
- Directors (2 million per occurrence) – personal assets are at risk
  - Directors and Officers
- Organization
  - Medical
  - Building
  - General Liability
  - Property
  - Auto
  - Computers
  - Crime
  - Excess

"All insurance policies are not created the same – must read carefully."

- Hard Market – What causes it? It happens every 7-10 years
  - Stock Market – insurance makes more money in stocks through investments – where the profit is made.

    - Reinsurance cost of capacity (lack of) – those who are in industry leave the market because can't make any profit; USF and G takes small percentage of risk (1st 200k) – rest of it goes to re-insurance; USF and G pays part of principle and pays the re-insurer (biggest is Lloyds of London)
    - Market Place Correction – quick shift to getting underwriter profits

Other thoughts from Mike:

- Ride out until market turns.
- If you purchase early, you have options for price.
- Nothing you can do if you don't plan for a hard market (be proactive).
- USAT and ESIX have prepared for this position for three years. What steps?
    - 3 years ago the account was taken out to market.
    - 10 companies offer coverage (in soft market).
    - 4 quoted
- Moved from a flat rate
    - 2 years ago, USAT went with an un-audited policy.
    - Prior years were based on membership numbers
    - The numbers were forwarded to the carrier and USAT was assessed a sir charge based on the increase.
    - It was assumed that membership was going to increase, which resulted in premium savings.
    - Last year the account was marketed.
    - Maintained a new audit.
    - USAT wanted a new company that was stable in this industry
    - The re-insurers were stable which resulted in a rate reduction.
- Are the changes the result of 9-11? No. It caused it to be worse but not the reason.

Mike discussed the direction USAT needs to head:

> " We are in the middle of a hard market, premiums are increasing. Why? Membership is growing (insuring more). We should be below the 30% industry standard – projecting 20-25% increase. I prefer not to move away from USF and G. We must develop a reputation of staying with one company longer than we have in the past. We have moved around a lot."

Mike feels that USAT must not "react, but plan."

- Must explore deductibles.
- Must educate members and race directors.
- Must manage claims (ESIX helps to mitigate claims).
- Must explore long-term strategies
- Captive management group (become our own insurance company)
- Risk Purchasing group (select good people)

Questions:

- Who Handles Account for USAT? Mike (who has six accounts).
- Who is ESIX? Risk management firm – they develop strategies and read contracts.
- How is ESIX paid? Commission structure is common but USAT paid a flat rate.
- Who are ESIX's clients? Track and field, Volleyball, Major League Baseball, LPGA, Pro Tennis and others.
- What services do they offer? Risk managers, policy management and negotiations, contract reviews, cutting certificates, additional insured, claims and incident reports.

ACTION ITEM: **Steve will break out excess liability coverage from general sanctioning revenue for budgeting purposes.**

ACTION ITEM: **Mike and Steve will get the previous 5 years claim history/loss runs to present to the Board.**

Report: **Director**

Steve Locke

- Evidence all around that the sport is very healthy – the considerable growth has continued.
- The entire staff is working hard and doing great work.
- The Salt Lake City surplus was dispersed to National Federations – a total pot of 3.2 million.
- Gina is creating decks and levels of sponsorship and serving the sponsors – looking to do more if we can.
  - Tom is the salesperson for this solicitation – has measurable milestones.
  - The marketing plan will not be static.
- The USAT office building in COS will be safer with its new alarm system; looking at an expansion at the back – 2 more offices covering close to 450 sq feet for Gina and Lora
  - The value of building is valued at approximately $500,000.

  - There is possible eligibility for additional granting from El Pomar in a year or two.
- The officials program is growing but USAT still needs more certified officials (This is a focus of Charlie's for this year).
- Communication with elites has been great because of Katie – she will probably be moved over to the USOC to be closer to Libby.
- Anti-doping activity has been high. There have been two positive tests this year – athletes from outside of the U.S.
- USAT has moved forward with international relations – Mark Sisson's (ITU) presence will support this. Some sports are on the brink of being taken off the Olympic program, but triathlon is OK.
- This year's Team USA for the World Triathlon Championships in Cancun swelled to 800 athletes.
- Owned events were successful properties for USAT – there were harsh conditions in Lake Placid and great weather in CDA.

Lunch Break: 1:40pm to 2:25pm

Special Guests: **Mark Sisson, Les McDonald, Sheila O'Kelly (ITU)**

Mark's Comments:

- He explained the GAISF Convention being held in COS.
- The ITU has a very strong connection.
- There was great success at Cancun for U.S.
- ITU feels that it is a good step for USAT that Karen and Val now hold committee positions within ITU.
- It is important that the U.S. stay involved with ITU – including having more events at the various levels.
- ITU pulled out of the Masters World Games because triathlon/duathlon crown masters champions at our world championships.
- Clydesdales and Athena's do not hold official status within ITU. ITU wants them to participate in the master's games so that ITU can keep a presence within this event and C/A's can still have a world event.
- The Powerman brand can't co-exist with ITU – it creates very confusing situation from a TV standpoint. They have their own brand they want to create and ITU has their own brand they want to publicize.
- ITU has essentially disbanded the Duathlon Commission and will re-create with 7-8 more people.
- ITU will standardize and further support Duathlon Short course World Championships first.

Les' Comments:

- Not a good situation currently with Long Course Duathlon – gave some history about IPA.
- Doesn't feel that long course duathlon is very TV friendly – made the decision not to fight it any longer.
- There is not much funding for the ITU staff – their office is the home of Loreen Barnett. All the money is going back into the sport
- Spoke about equality of prize money given to male and female athletes and their opportunities.
- Felt that there was not acceptable that John (organizer of the London Triathlon) paid an appearance fee to Simon Lessing.
- Winter Triathlon is nowhere as it relates to being on the Olympic Program. IOC has said stick with what you are doing best.

They departed at 3:35pm

Steve's Report, continued:

- Has spoken to Graham at Ironman North America – voiced his concerns about event sizes being too large – needs to look at this closely.
- The USOC is becoming concerned with not having Games in the U.S. for a while – major funding concerns
- Shannon Kurek – He didn't sanction events last year because he owes USAT money. He now can't find insurance. Steve will continue to work with him, if he pays us. USAT will have covenants in place, like getting paperwork and money in-house before we sanction again.
- Race director conference in January in Clermont, FL at the NTC. He believes it will be successful.

Report: **Marketing**
Gina DeMarco

Gina discussed how relationships are the most important part of marketing. (See handout for complete report)

- Keys to Success
  - Can't be everywhere at once
- SWOT Analysis
    - Strengths
    - Weaknesses
    - Opportunities
    - Threats
    - Critical Issues
    - Marketing Objectives

- Marketing Strategies
- Building a Strong Identity
- Tactics

5:00pm: **Executive Session**

- There was a unanimous vote in favor of having Chris Vadala not present tomorrow so that other issues, including the budget, could be more thoroughly discussed. Chris would be invited to attend a future meeting so that the age group strategic planning discussion.
- The Hall of Fame race idea was to honor the first recipients to the USAT Hall of Fame. The race would be a great gathering of age groupers and a draft legal event. This could be a wonderful opportunity for the race to be considered as a Pan Am Qualifier. It could also be a great chance to co-op with National Training Center.
- Fred voiced concerns in several areas regarding the venue for the race– depth of water, date of event, possibilities of us not having a Hall of Fame location, operation of the race.
- Jack mentioned that a compromise might be for USAT to have the Hall of Fame ceremony and induction at on the national age group championship.
- Ray mentioned that we don't need a Qualifier for the Pan Am Games and that ITU is expecting us to put on more point races. He feels that the national training center connection is important.
- Fred and Diane feel that if Tom were the race director, it would be a conflict of interest. Steve felt otherwise because he has been asked by Dot to observe the production of the event.
- Fred believes that Tom should focus on increasing sponsorship dollars, not putting on events. He was frustrated that the event was not put out to bid.
- Steve commented we needed an early event with a prize purse and a qualifier for the Pan Am Games. There just aren't enough events around in early May.
- Fred wants there to be more definition of what Tom's job is.
- Jack stated that USAT should be able to bid this race out, including the elements of race management, timing, scoring, registration etc.
- A vote on this issue was tabled.

Meeting ended at 6:30 PM

November 23:

Meeting was called to order at 8:15am

Ray called for Executive Session

- The entire board was present except Victor, who arrived at 8:17 am, and Amanda, who arrived at 8:30am.
- It was stated that Robert Vigorito is open to having an event in the Maryland area that can serve as a Pan Am Qualifier.
- Regarding the Hall of Fame Race, it was decided that this event would not be supported by USAT in 2003.

ACTION ITEM: **Steve and Ray will meet with or call Dot Richardson to begin discussions on the contract going forward before the March 30 expiration of the current agreement.**

ACTION ITEM: **Steve will phone Dot to explain the position of the board as it relates to the Hall of Fame Race.**

RESOLUTION #1: **Revenue Sharing Plan with The USAT National Training Center**

Once the yet to be determined threshold is met, USAT will go into a revenue sharing partnership with South Lake Hospital. The board must approve the pre-determined threshold at a later date. If the threshold is not met, South Lake Hospital must pay USAT the difference. Steve and Ray will do negotiations. They will confer with the Board before a final decision is made.

Unanimously Approved

ACTION ITEM: **Fred, Diane and Steve will meet with Dot early in December to discuss a Revenue Sharing plan moving forward.**

Discussion Item: Insurance Broker – ESIX

- Tim – "We need to get loss run reports from last year and every subsequent year from the Broker."
- Jim wants an RFP to be written so that some brokerage firms can be weighted against what we have.
- Jack stated that, "It is important for the board to hold to the thought that cheapest is not always best, especially if they have been a good job for us."
- Steve – we may need to ask some questions: Do you (the board) trust Mike? Is ESIX providing the most

economical service? Do they understand the sport well enough to service us?

- Val believes it is in our best interest to shop for the best service for the price. Is this not what we are required to do with all things?
- Brad said he conducted some research to check on the strengths of our current carrier and found them to be very comprehensive and competitive.
- Jim has spoken to a company that we might be entering into a relationship with about discussing with their carrier rates and coverage are and if they could be competitive for us in the marketplace.
- Ray is concerned that the competing bids will "fly in the face" of our current brokerage firm and he is worried that going elsewhere will sour our existing relationship with ESIX.

Resolution #2: **USAT will continue its relationship with ESIX to the exclusion of all other brokerage firms**

Motion Fails by a vote of 4 in favor to 7 opposed

Further Discussion: Insurance Broker – ESIX

- Karen made the point that it seems that some board members apparently don't trust Mike is getting the best possible price and quality.
- Tim wants to see bid on paper first before he would be comfortable with ESIX

Amended Resolution: **ESIX Requirements Moving Forward**

Therefore, Be It Resolved, That ESIX is required to provide USAT with carriers they have contacted and the cost of coverage for each at the first of the year. Mike must forward the five-year loss run report to the contact Jim has to support documentation that will be sent to several carriers for bids.

Motion Passes by a vote of 6 in favor to 5 opposed

- Jim's final statement, he believes there is more A carriers out there who should be given the chance so submit a competitive bid.

Break: 12:10 PM

Resumes: 12:40 PM

Report: **The Duathlon Commission (See handout for the complete report)**
Greg Sabo and Carol Whipple

- Structuring TDC is an ongoing process.
- Trying to find more Powerman races in the U.S.
- Trying to find a duathlon long world championship in U.S. or England.
- Creating a Duathlon Grand Prix – set up to develop smaller event or events in regions where there aren't a lot of duathlons. They cover different distances and dates. There are no impacts to the budget.

Report: **Athlete Advisory Council (See handout for the complete report)**
Alison DeWall

- Described World Cup Entry Criteria
- Posed questions about location of 2003 Nationals

ACTION ITEM: **The AAC will forward a letter to Lora regarding the value of the bike pass waiver program.**

Report: **Age Group Commission (See handout for the complete report)**
Liz Dobbins and Brad Davison

- The AGC has been very busy with various projects and programs.
- The Criteria for qualifying for the National Championships
- Increasing the fee fro one-day and yearly memberships
- Helmet resolution
- Senior Task Force
- Athlete of the Year
- Educational Resource Committee
- New Co-Chair, Chuck Graziano announced

Liz gave an extended report on the progress the AGC has made with the Educational Resource Program (See handout for the full report)

Report: **Deputy Director (See handout for the complete report)**
Tim Yount

Tim reported on various issues, the majority regarding Team USA

- Championships
- National Age Group Championship
- Team USA
- Cancellation Policy
- Clothing next season
- Travel
- Team USA Site Modified
- Perks and Services for Team USA Athletes
- Results of the User Fee
- Anti-Doping
- Rankings
- All-Americans
- Athletes of the Year
- Newsletter

Report: **Officials**
Charlie Crawford

- Charlie stated that he is spending a considerable amount of time responding to emails each week.
- Bar end plug program is working, thanks to race directors and bike shops.
- Currently pleased with the behavior of our officials at events – race directors appear to be more receptive to officials.
- Charlie will be creating a new race evaluation that is quicker to fill out than the one used in the past.
- There will be a new policy on paperwork submitted to USAT – head referee will have evaluation from and penalty sheet as a document. He will then send the email to Charlie who will email to region coordinator. He will then forward it to the office. This should speed up the process.
- Clinics
  - The goal of the upcoming clinics will be to get more officials.
  - Having officials get their official clothing the day before their practicum worked well.
  - Having officials forward the exam to Charlie via email worked well and mailing the information booklet to interested officials clinics also worked well.

- Still having problems with turnaround time for appeals and disciplinary hearings.
- Believes that the rules are working very well – they are absent of loopholes and are very concise.

Discussion:

Jim Girand raised the issue of paying head referees a higher stipend. Charlie responded saying that he didn't feel this was appropriate at this time.

Report: **Membership (See handout for the complete report)**
Lora Lantz

- 37,272 is the current annual membership count.
- Renewals for 2002 was 53.9%, new was 46.1%.
- Single event permits numbered 131,181.
- She is formatting new renewal letter and will have an elite athlete write one for USAT.
- 30 races haven't turned in results, forms or monies.
- 541 Gold bricks have been purchased and construction has begun. It should be done in mid-January.
- Product programs have run smoothly. Sports Basement was especially well received.
- She is still working with United on the bike pass program and should know more soon.
- Eric did a survey on the value of the bike pass waiver program on Duathlon.com and it showed most people fly on the airline because of the bike pass waiver program.
- TRI ALL 3 SPORTS is up 500% in revenue over last year.
- A new program in 2003 will be Baker's Breakfast Cookie. Membership can go to their website and get cookies at a discount. The USAT logo will be on the box that is sent to athletes.
- Improving the quality of the membership card is a goal for the upcoming year.

ACTION ITEM: AAC to forward a letter to Lora regarding the value of the bike pass waiver program

Discussion: Work on the Budget needs to begin. What is necessary first is to address resolutions, which will affect both sides of the ledger. Expenses currently exceed revenues by $350,000

<u>RESOLUTION #3:</u> **Annual Fee Increase For 2003**

Therefore, Be It Resolved, That, the present annual member fee for age group athletes/members be increased from $25 to $30 and that the annual fee for elite licenses go from $75 to $150 effective January 1, 2003.

This was later amended to read:
Therefore, Be It Resolved, That, the present annual member fee for age Group athletes/members be increased from $25 to $30 and that the annual fee for elite licenses go from $75 to **$90** effective January 1, 2003.

Unanimously Approved

RESOLUTION #4: **Danskin One-Day Fee Payments**

Therefore, Be It Resolved, That, effective January 1, 2003, all Danskin Women's races sanctioned by USAT are required to reimburse USAT for one day memberships at the current rate at the time of the race commensurate with the rate charged all their USAT sanctioned events.

That, this policy applies to ALL specialty events and series irrespective of their unique circumstances.

Unanimously Approved. Fred abstained.

RESOLUTION #5: **One-Day Fee Increase For 2003**

Therefore, Be It Resolved, That, the present fee of $7 charged to all non-annual members be increased to $10.00 commencing with all sanctioned events beginning January 1, 2003.

This was later amended to read: Therefore, Be It Resolved, That, the present fee of $7 charged to all non-annual members be increased to **$9** commencing with all sanctioned events beginning January 1, 2003,

Motion Passes by a vote of 8 in favor to 3 opposed.

ACTION ITEM: **Steve will provide strong justification on why there has been an increase in fees for next year and circulate to the membership.**

Executive Session: Was called at 4:45pm

The EC met to discuss Steve's evaluation.

ACTION ITEM: **Steve will entertain bids for the expansion of the USAT building in COS and report back to the board.**

ACTION ITEM: **Steve will solicit bids for a cleaning service for the National office and have service in place by December 25th.**

ACTION ITEM: **Ray, Steve, Brad and Karen will provide an outline for a new evaluation to be used by the EC for the ED's yearly evaluation by the next board meeting.**

ACTION ITEM: **Steve will investigate the AARP commission report.**

Open Session: Began at 7:00pm

Regional Federation Initiatives were handed out to the Board. Any discussion on this was pushed to the next meeting.

Report: **Regional Federation Presidents Oral Report**

- Most regions are getting close to a full rebate.
- Officials rebate was great to cover officials clothing.
- All regions but one increased their sanction numbers.
- Would like to see statistics for annual members broken down better; also, renewals versus 1 days by region.
- Monthly emails from national office would improve communication.
- Awards – each Region will have the option of buying their own or getting those reserved by the national office.
- Videos – for regional board members and officials to do a marketing video – see what drafting looks like - send to clubs and other groups. Create other videos too such as those revolving around youth training. Will work with the AGC on funding. Cyle Sage has a video we might be able to use for youth – good for branding USAT – lets kids know simple racing cues – shows USAT is taking the lead in education.
- Via Tim Becker, the Presidents asked that the Quarterly Rebates be adjusted to reflect funding for the following: Base Rebate, Regional Official's Program, and Regional Championship Rebate, Regional Ranking System, Regional Club Program, Regional Magazine, Newsletter and Online Newsletter and Regional Website.
- The Regional President's Committee Chair is Robert Vigorito. Robert will act as the 'voice' for the regional presidents and will communicate with national office's

regional coordinator and with the board liaison for the Regional President Committee.

- The BOD in the February 2003 meeting will appoint the board liaison.
- The Regional Officials' Coordinators are paid for by regions in 2003 (according to Charlie Crawford's proposal) Basically, moving forward there will be **no monetary increase** for regional presidents, however, regions **will now be paying the stipend for regional officials coordinators**. This payment will be: $500 for a coordinator that sends officials to 20 or less events *and* returns post-race evaluations/violations within 72 hours. Each event beyond 20 will be $20 more per event. This will be deducted at the end of the year from your quarterly rebates, unless the national office otherwise notifies you.

Resolution #5: **Regional Rebate Program**

Now, Therefore Be it Resolved, That, the board of directors authorize the Regional Rebate program for 2003, and until further modified by the Board of Directors, as outlined below:

Base Rebate: $.50

A. Component 1: Established By-Laws approved by USAT?
B. Component 2: Board of Directors in Place?
C. Component 3: A minimum of 2 Board of Director's meetings planned for this year?

Regional Official's Program: $.25

A. Component 1: At least one officials' clinic planned this year?
B. Component 2: Official's uniforms provided at official's clinics?

Regional Championship Rebate: $.25

A. Selected and Conducted Regional Championships in 2002?
B. Selected Regional Championships for 2003?

Regional Ranking System: $.25

A. Did you have a 2002 Regional Ranking System that can be accessed on a regional website and/or was sent out to members in a newsletter or in a stand-alone rankings issue?

Regional Club Program: $.25

A. Website listing of clubs in Region?
B. Website information of Club Development Program?
C. Website information about Club Insurance Program?

Regional Magazine/Newsletter/Online Newsletter: $1.00

A. Component 1: Newsletter or magazine mailed at least for times per year free of charge to all annual members in your Region? (A newsletter may be part of an already established regional publication). OR
B. Online newsletter with a link sent to all annual members in the region at least four times per year?

Regional Website: $.25

A. Component 1:Website that is updated Regularly with race results, event calendars (races, camps and clinics), clubs and regional information? Note: the event calendars should include all regional and national championships and world qualifiers in the region.

The board tabled this.

Report: **The Strategic Sponsor Relationship with the Arthritis Foundation. (See handout for complete report)**

Jim Girand

- Reciprocal Value Proposition
- What the Arthritis Brings to the Table
- Fund Raising Strategy
- Methodology
- Support Required from USAT
- Support Required from Arthritis
    - Still to be determined

Request For Support: Jim received overwhelming support from the Board to continue this project with the understanding that all expenditures and updates be provided on as needed basis.

Resolution #6: **Hiring of a Chief Financial Officer (CFO)**

Therefore, Be it Resolved, That USA Triathlon establish a position for Chief Financial Office effective January 1, 2003 and that the Executive Director be authorized to hire immediately to fill such position.

That, the person filling that position has, at a minimum, a BA in Business Accounting or equivalent and that the salary would be $45-55 with benefits.

That, this is over and above the funding provided to retain the part time bookkeeper presently employed.

Unanimously Approved.

ACTION ITEM: **Steve will create the job descriptions for the CFO and Risk Management positions.**

Resolution #7: **Hiring of a Risk Manager**

Now, therefore Be It Resolved, That, USA Triathlon create a position of Risk manager to be assigned at the national office and work for the Executive Director and apart and separately from the sanctioning function.

That, this position be effective January 1, 2003 and that the Executive Director be authorized to fill the position immediately. Annual salary will be $45,000 with benefits and the position will not impact on the presently funded positions dedicated to sanctioning.

This was amended to read:

That, this position be effective January 1, 2003 and that the Executive Director be authorized to fill the position immediately. Annual salary will be up to $54,000 by insurance industry standards, to include benefits and the position will not impact on the presently funded positions dedicated to sanctioning.

Motion Passes by a vote of 7 in favor to 1 opposed, and 1 abstained.

Resolution #8: **Hiring of a Duathlon Coordinator**

Now Therefore, Be It Resolved, That, USA Triathlon create a position of Duathlon Coordinator to be assigned at the national office and that a person be hired in January or February to fill this position.

That, annual salary be $55,000 to cover salary ($30,000 to 35,000), overhead (25% of salary), travel, marketing and promotion expenses.

Unanimously Approved.

<u>Resolution #9:</u> **Concept of Race Transfers**

Therefore, Be It Resolved, That all USAT sanctioned events submit their entry refund and transfer policy as part of the sanction application.

That, all USAT sanctioned events publish their entry and refund policy either as part of the printed race application, or electronically via the web or other internet resources.

That, the RDC be available to assist Race Directors who may require assistance in developing an individual refund and/or transfer policy.

Motion Passes by a vote of 7 in favor to 2 opposed, and 2 abstained.

<u>ACTION ITEM:</u> **Steve will write a formal release about race transfers to be released once the board has signed off on it.**

<u>Resolution #10:</u> **Clydesdales, Athenas, and Age Group Elites Racing in Separate Waves**

Therefore, Be It Resolved, That, Paragraph 3.2b, Article III of the USAT Rulebook be modified as follows: After the last sentence ending with "…years of age and over.", add the following: "Clydesdale and Athena athletes will comply with paragraph 3.2a and 3.4m and must compete with their respective age group during the actual event."

That, paragraph 3.2a be modified by adding the words: "to include Clydesdale and Athena Categories" between the word "athletes" and "must" on line 1. It would now read: "All age group athletes to include Clydesdale and Athena Categories must participate and compete in the age group division…"

The resolution was withdrawn.

Instead, the board asked the following to occur:

1. Place information in the timing segment of the sanction instruction booklet that goes to race directors.
2. Request the timer's name, address and email on the sanction application so this same information goes to those who work with the event's results.

3. Do a broadcast email to race directors reminding them of this rule.
4. Do a special email to those who had these "waves" this past year.
5. Place this same information on the USAT website and in the newsletter.
6. Charlie to re-write the rule so it is clear to athletes what they can and cannot do regarding wave starts and what they must do in order to receive awards and ranking points.

ACTION ITEM: **Tim and Ally will communicate to the race directors the situation with elite age group waves and will then forward it to the age group commission for their comments.**

ACTION ITEM: **Charlie will re-write rule 3.4m to include the position of USAT as it relates to the elite age group waves and 5.9b which deals with helmets.**

Resolution #11: **Wearing of Helmets before and after events**

Therefore, Be It Resolved, That, it will be the official USAT policy that athletes will wear their helmets and have them buckled while riding their bicycles while on USAT controlled venue be it prior to, during a or after the actual event. That failure to abide by the Referees and/or Race Director's request to dismount can result in immediate disqualification. That this be added under Rule 3.3 as Rule 3.3f and that Rules 5.9b and 5.9Ab be modified to stipulate in and out of competition.

Unanimously Approved.

Final Budget Comments:

- $272,000 has now been added to Sponsorships.
- Steve will make further cuts to the budget.
- Diane and Steve will forward to the board further cuts that may be made in the budget.

ACTION ITEM: **Diane and Steve will inform the board about where further cuts will be in the budget.**

ACTION ITEM: **Tim will take the lead on finding a replacement for Ally.**

Meeting was adjourned at 10:20pm:

Signed:

__________________________________ Ray Plotecia, President

__________________________________Karen Buxton, Secretary General