USAT Board Meeting: June 27-28, 2003

Gold Room, OTC Colorado Springs, CO

Presiding: Valerie Gattis

Present: Board Members

Ray Plotecia, Fred Sommer, Tim Becker, Diane Travis, Valerie Gattis, Jim Girand, Amanda Pagon, Eric Bean, Brad Davison,

Karen Buxton

Missing: Eric Schwartz

Executive Director

Steve Locke

Staff

Tim Yount, Angela Flannery, Kristin Sullivan, Gina DeMarco, Tracey Levenson, Shannon Votruba, Libby Burrell, Alan Ley,

Allison DeWall, Erin Hagan

Guests Chris Lesley Jim Scheer

Executive Session: 9:40 a.m. – 11:00 a.m.

Call to Order: Valerie Gattis called the meeting to order at 11:10 AM

Approval of Minutes: The minutes from the February meeting were amended and

approved with the following changes:

Page 1, Action item 1 – Tim Becker, as opposed to Jack Weiss,

changed by-laws

Page 2 – spelling of Bill's last name – Wengert

Page 4 – Athlete of the year selection team consisted only 4 members: Jerry McNeil, Liz Dobbins, Greg Sabo, and Tim Yount Page 19 – Resolution #5: 5th line, "previous year's" = "previous

years".

Staff Reports:

Steve Locke

Executive Director

Steve discussed the growth of membership and sanctioning.

Currently, annual membership is nearing 47,000.

Insurance issues:

- Looking at the possibility of a new insurance carrier.
- Not sanctioning race directors who owe money.
- 2 deaths this season: 1 race hit and run; 1 training run heart attack.

Jim's resolution has yielded 36 new races at new venues: 11 DUs 25 Tris.

Marketing:

- Looking to develop a partnership with 24 Hour Fitness.
- Looking at bundling property with USOC.
- Need to own events, including television spots.

Financial Condition:

- Thoroughly reviewing spending/budgets. Seem to be in a good position.
- Going forward with Arthritis program, "Joint in Motion."
- Currently in the initial stages of working with Lance Armstrong Cancer Foundation.

B.J. Evans

Communications Director

Please refer to written report for full details.

BJ was unable to attend the meeting.

Gina DeMarco Marketing Director

Stated objectives:

#1 Increasing the strength of the USA Tri. Brand:

- Standardization of logo is now in place
- Modernization
- Graphics standards manual
- Updated communication materials
- Working on giving the website a face-lift
- Development of E-newsletter
- Merchandise Site
- Updating membership cards and Tri Times masthead

#2 Increasing awareness:

- Race To Athens
- There was good branding at St. Anthony's, Pacific Coast, New York City, and Treasure Island

#3 Increasing Revenue:

- Merchandising
- Sponsorship
- Gift Giving Program
 - o Race to Athens goodie bags
 - o The money earned being saved for youth initiatives programs

- Increase annual membership retention
- Increase one-day participant conversion
- Identify marketing partners
- Identify potential sponsors for 2004

Comments:

Jim suggested placing full page adds in publications for USAT in preparation for Olympics.

Diane mentioned her concern about the lack of information being posted at races, including the hanging of USAT banners.

It was mentioned that next year, race directors would be required to send pictures of use of banners to USAT.

Jim also suggested that Timberline perform an audit of their database to update information regarding membership.

Special Report:

John Reuger

USOC, Athlete Ombudsman

"The sun is setting on the Olympic committee as we know it."

John's role as the Ombudsman is to provide independent advice and protective competition as well as assisting in mediating disputes.

He briefly discussed the Ted Stevens Olympic and Amateur Sports Act. In 1998- NGB council and AAC added.

Required to:

- Must earn position on team
- Must participate in anti-doping
- Sign code of contact

Right to:

- Opportunity to participate
- Hearings conducted by USADA
- Binding arbitration
- Representation
- Independent advice

Article XI athletes' rights:

- Amateur athletes (term defined by NGB) may not be denied participation in Olympic Games.
- Provide fair notice before a hearing
- Provides process for resolution of grievances
- Three Steps:
 - o Contact NGB
 - Contact USOC

File for Arbitration with AAA

Origins of inquiries:

• Athletes, lawyers, NGBs, coaches, officials

Types of inquiries:

- Trials, drugs, and eligibility (triathlon, track and field, swimming have few trials issues because of objective trials).
- Commercial terms, governance, code of conduct, harassment.

Commercial Issues:

- The athletes' image is their image
- NGB owns right to its marks
- Act protects Olympic marks
- Personal competitive gear

Comments:

Libby asked, "How can we bring together the NGB, AAC, and USOC in decision-making regarding the athletes?"

Jim Sheer responded, "USOC programs need to be coach driven, athlete centered, and performance focused. Resources are limited – funding driven toward potential podium athletes; those coaches and NGBs have more control over how to use the funding."

John states, "The act guarantees performance, not funding."

Steve responds, "While we would like to spread the funds to more people, we do not have the resources."

Special Report:

Jim Sheer USOC CEO

- As of March 3rd, he became the acting CEO of Olympic Movement.
- Reform process will be completed with in the next 6-12 months.
- With a smaller board of directors, a clearer mission, and a more defined purpose.
- USOC will look to trim the budget by about \$14 million in 2004.
- There has been speculation of moving the USOC to NYC, but not highly likely.
- Need to return focus on athletes as opposed to USOC.

5 Main Goals:

- Focus resources on core mission
- Enhance sponsorship revenue
- Communications strategy centered around NGBs and athletes on playing field

Assist NYC 2012 bid
 Operate in ethical manor and inspire US public

Looking ahead to Pan Am Games and Olympic Games.

• Goal of >100 medals at Athens Games.

Comments:

Jim Girand asked, "What is the challenge to Triathlon to gain popularity?"

Jim Sheer replied, "Triathlon has the core components: excitement, athletes, etc. It is a long process, but you must invest in it. It takes resources; you have to build your properties and your communication strategy. You need a venue where your athletes can showcase their personalities."

Lunch Break: 12:45 PM **Resume:** 1:20 PM

Staff

Reports Continued:

Tracey Levenson Duathlon Coordinator

Duathlon is growing:

- ~8% growth from 2002
- The position of Duathlon Coordinator has room to grow to encompass such things, as aquathlon, winter triathlon, etc.

Goals:

- Focus on 5 regions
- Add 5 new Duathlons
- Increase exposure to the sport

Comments:

Karen asked if it is possible to develop a system within our membership applications to determine if athletes are Tri, Du, or both.

Kelly Vargus Web conferencing

Kelly discussed the benefits of Web conferencing.

"We can allow you to run your meetings remotely."

- Cost is about \$300/person (physical attendance at a board meeting costs ~\$2000/person). \$.10/min audio, \$.20/min web.
- Must have access to phone line as well as an Internet line simultaneously.
- Looking into video conferencing, currently capable of video streaming.
- Web conferencing allows sharing of information across PCs. Completely secure.

Kelly gave a demonstration of a web conference meeting and it was noted that there is some difficulty conducting the meeting on an analog or other slower connection.

Comments:

Ray asked, "Do you currently support voice over IP?"

Kelly responded, "Not currently, but most likely in the next few years."

Valerie asked, "How soon will video conferencing be available?"

Kelly responded, "It can be done currently with web-cam, but will be available towards the end of 2004 on a more widely available basis."

Bill Wengert CFO

Bill gave an overview of the budget:

REVENUE BY TYPE:

- Membership 61%
- USOC funding 15%
- Sponsorship 7%
- Sanctioning 9%
- Camps/clinics/conferences, events, other 8%

EXPENSE ANALYSIS:

- Payroll 24%
- Insurance 16%
- Travel 8%
- Rebates 8%
- Other 19%

COMPARISONS

Revenue:

• All areas are ahead of this point last year except sponsorship.

Expenses:

- Ahead in salary because of increase staff.
- Ahead in grants/sponsorship and rebates because increase in sanctioning as of this time.

CASH FLOW ANALYSIS:

- MUST be positive in "cash generated by operations".
- Have generated \$2500 in cash for 2003
- Investment activities include \$15000 in assets

RATIO ANALYSIS:

- On track with numbers from last year, but still want to be higher.
- Days in receivables are lower than last year, but still too high. Shoot for 60 days.

OVERHEAD COSTS:

• Programs 15% through May (budgeted for 17%); in line with other NGB's.

REVENUE BUDGET:

- Potential Shortfalls:
 - o Sponsorship -- \$170,000
 - o License fees -- \$64,000
 - o Total -- \$234,000
- Additional Revenues:
 - o Team USA uniforms -- \$61,000 o Merchandise royalty -- \$10,000
 - o Runtex 2002 carryover -- \$10,000
 - o Membership --???
 - o Total -- \$81,000

EXPENSE BUDGET:

• Expected savings/cuts:

0	Risk management position	\$45,000
0	Travel	\$20,000
0	Marketing	\$11,000
0	National Teams Program	\$75,000
0	Regions	\$5,000
0	National Office	\$5,000
0	Payroll	\$10,000
0	TOTAL	\$183,000

• Potential Expense Overages:

0	Contract labor/professional fees	\$8,000
0	Maintenance and repairs	\$7,000
0	Taxes	\$3,000
0	Benefits	\$5,000
0	TOTAL	\$23,000

\$160,000

BUDGET ANALYSIS

• Net expense savings --

•	Revenue shortfalls Revenue Increases Net revenue loss	\$234,000 \$81,000 \$153,000
•	Expense Overages	\$23,000
•	Expense Savings	\$183,000

• Net increase to income -- \$7,000

PROJECTED CASH FLOWS:

- December 2002 = \$384,000
- December 2003 = \$418,000
- Based on projections, will not need to tap into investment funds in 2003.
- Continue to sweep excess cash into investment accounts.
- May be able to move excess cash into longer-term investments.
- Necessary building expansion/relocation.

INVESTMENT OVERVIEW:

• >\$1,000,000 invested

RISK TOLERANCE DISCUSSION:

- Current investments
- Establish and investment policy
- Determine time frame
- Complete policy
- Reallocate current portfolio

RESERVE FUND

- 3-6 months reserve
- Should = \sim \$900,000 currently

MANAGEMENT LETTER COMMENTS

- Accounts payable:
 - Instituted credit card policy
- Equipment:
 - Inventorying fixed assts
 - Recording USOC and VIKs
- Revenue Recognition:
 - Only recognized once signed
- Contractual Agreements:
 - Signed contracts for significant agreements.

AUDIT FINDINGS

- Two findings including disallowance of \$45,410 in reported expenses (no reimbursement necessary).
- Already implemented new policies and procedures track USAT expenses separately.

REGIONAL FINANCIAL STATEMENTS:

- Currently four regions: Pacific Northwest, Southwest, Mid Atlantic, South Midwest
- Have only audited South Midwest to date.

Break: 3:15 PM **Resume:** 3:40 PM

Staff

Reports Continued:

Shannon Votruba

Regional and Clubs Coordinator

Shannon highlighted the recent activities of the regions and clubs and discussed the regional rebates for the quarter. She also mentioned the new regional presidents.

Clubs:

- 205 current registered (increase from last year).
- National club commission survey
- New manual for education on gaining non-profit status.

Angela Flannery

Sanctioning Director

Angela discussed the recent developments and direction within the sanctioning department.

"Graph of sanctioning looks like a huge increase, however this is just because more events have been sanctioned, but events that have occurred to date is a more accurate portrayal of actual event growth."

Services for race directors:

- Race Director button on home page (including RD Newsletter).
- New and improved sanction application.
- Will begin processing events as received (as opposed to by date).
- Survey race directors about needs.

Event Sanctioning Proposals:

- Increase quality of sanctioning department:
 - 1) Increase fees
 - 2) Hire new staff/cap the number of events
 - 3) Program sanction application to be online

Increase fees:

Sanctioning:

- We have averaged a 10% growth in sanctioning over the past 5yrs.
- USAT loses \$47 per sanctioned event.
- Proposal is to break even.
- Increase Tri/Du fees from \$250 to \$300
- Increase Youth/Camp fees from \$75 to \$125

Late Fees:

- Increase late fees to encourage race directors to submit ALL of their paperwork and sanctioning fees in a reasonable, timely fashion.
- Rebates will stay the same.

Hire new staff:

Positives—

- Year long intern would keep cost down
- Allow service of all events
- Increase RD servicing
- Increase education/safety

Negatives—

- Lack of physical space
- Increase in expenses

Capping Events:

Positives—

- Sanctioning staff will be able to work with manageable number of events
- Race directors will plan ahead

Negatives—

- Potential to penalize new race directors
- Cause loyal race directors to become upset if they do not make the saturation point

Program Sanction Application Online:

- Will cut down on human error
- Will save on paper, ink, and postage costs
- Increases organization
- Allows real time processing
- Streamlines the process by increasing efficiency and minimizing cost

Comments:

Tim initiated a discussion of how expenses were calculated.

Karen asked, "What is the race directors' response to raising fees"?

Mixed responses

"Will modernization of sanctioning cut out the need for a new staff?"

"No, there are other aspects that are not being met now i.e. education and safety, that will need to be addressed as well."

Ray asked, "Would race directors who put on the same event annually be able to save their information and just update it?"

"YES"

Discussion of increase sanction fees:

- Membership fees were just increased, so another increase may upset RDs.
- Maybe increase fees for larger races, but not smaller races. (However the cost to service an event does not vary based on size of event.)
- Race directors will most likely pay more for better service.
- There is a general agreement on increasing late fees.
- There is a general consensus that capping events is not a reasonable option.
- Online sanctioning can be implemented by this fall and will cost ~\$15,000.

Val suggested, that in the case of time Angela and Shannon work more with race directors' commission to get feedback, obtain RFPs, and then revisit the issue in 30 days.

Libby Burrell

National Teams Coordinator

Libby highlighted the recent performances of the National Team and discussed the "Road to Athens."

(Handing copy of strategic plan in to USOC.)

High performance of National Team.

4 world championships thus far: (women have won 3 and gotten 2nd once.) Rankings:

- Only 6 best scores count for ITU rankings
- Athletes try to race where the field quality is the highest
- 4 men in the top 50 (15, 31, 35,45)
- 7 women in top 50 (1, 2, 4, 5, 24, 28, 37)
- Implementation of draft legal races!
- National select team has a promising future.
- Resident team qualifications are posted online.
- Have been narrowed to identify true medal contenders; will broaden again after Athens' Olympics and narrow again towards 2008 games.

2 basic camps for select team held at the training centers in Chula Vista, CA and Clermont, FL

• 2 locations were used so that athletes could give input as to which location is the most beneficial to training.

Race to Athens Series is a huge turning point in promoting the competitive level of USA Triathlon.

Under 23 National Select Team:

- Mostly men, need women.
- Rotate athletes based on performance
- Will add to growth and development of our sport

Planning:

- Pan Am Games in Dominican Republic in August.
- Olympic games in Athens in 2004 very challenging course.
- Analysis of course/environment conditions in Athens—showed videotape.
- Athletes and coaches will be implementing live high, train low beginning in 2004.
- USOC is funding the travel of 2 coaches to Worlds in New Zealand.

Membership:

- Elite membership is growing.
- Performance bonuses for athletes.

The National Teams Program is focused on Athens!

Specia	l Report:
Chris	
USOC	Liaison

- Triathlon is one sport USOC is focusing on as a medal contender for Athens.
- From a percentage basis, the level of funding from USOC to Triathlon is the largest of all NGBs.
- International standards are important in decided where to allot funding.
- The sustained competitive outlook is important.
- Addressing compliance of board of directors with USOC requirements:
- Must have 20% athletes, of which 50% must compete at Olympic distance. Due to a loophole in amateur sports act, USAT board of directors is in compliance

Alan Lev

National Development Director

Alan discussed Coaching Education and Athlete Development within USAT (Please refer to written report from Ric Rosenkranz for other details, activities and deadlines. Currently there is wonderful growth in USAT membership and certified coaches.

Current levels of certification:

- Level I
- Level II

Developing levels of certification:

• Level III (will affect few people, but will add to the quality of the program)

• Triathlon leader (could have a phenomenal effect)

Projects:

- Increase and improve certification.
- Improve manuals.

Currently coaching clinics are operating at maximum capacity and adding coaching clinics can generate revenue.

RADC Programs (Regional Athlete Development Coordinator):

- It is working, but can work better.
- Increase in youth and Jr. development teams and programs.

USAT Junior and U/23 National Triathlon Series:

• 5 races including a National Championship and Worlds Qualifier

NTC development:

- National recruiting camps are usually 16-26 year-olds.
- Training in Clermont, FL June 2-Aug. 24.
- Over 20 athletes in attendance training from 1-12 weeks.
- 10 athletes were granted scholarships, donated by NTC and staff.

Recommendations:

- Focus on quality of coaching education, talent ID, and athlete development.
- Work with various commissions to develop and attract youth.
- Expand coaching education and athlete development services.
- Do so in a fiscally responsible way.

Discussion of change of time frame for June 28th meeting.

Allison DeWall AAC Advocate

Alison announced the new AAC president, Siri Lindley.

Also discussed the USOC Compliance for Elite BOD representatives and elite health insurance. World Championship Qualification Criteria:

- Only 2004 Long Course Triathlon needs BOD approval
- Discussion about funding for athletes

World Cup Entries:

- Will begin using ITU criteria first, with USAT criteria second.
- Athletes must have scored points in ITU race with in 120 days to be considered.

Discussed the state of the Duathlon Advisory Committee

Olympic Venue Selection Committee:

- 3 venues
- Make decision by mid-July

Elite/Pro Qualification Criteria - making it more difficult

Winter Triathlon Update:

- Running, mountain biking, cross-country skiing
- USAT should fund athletes who meet certain criteria
- Need for expansion of sport
- Elite team selection proposal
- Doubtful to be Olympic sport even by 2010

Comments:

Libby stated that she is unable to assist with development before August, but eventually wants to sit down with Neal Henderson to help develop program for Winter Triathon.

Meeting

Adjourned: 6:10 PM

Call to Order: Valerie Gattis called the meeting to order at 8:07 AM

Present: Eric Bean, Tim Becker, Jim Girand, Karen Buxton, Val Gattis, Steve

Locke, Brad Davison, Ray Plotecia, Fred Summer, Diane Travis, Mandy

Pagon, Tim Yount

Commission Reports:

Age Group Commission (presented by Brad Davison, AGC Liaison)

AGC's responsibilities haves grown and subcommittees have been added with chair for each:

- Clothing
- Travel for Worlds
- AOY
- Education Resource
- Growth Initiatives of Youth Events
- Senior Task Force

Timelines have been developed for each of the committees to finalize projects.

Other highlights:

Steve Spinner is setting up the six to eight cities that he will be working with in some key market sections of the country to establish kids events.

Jim Girand wants to be certain that some key dollars that are budgeted in this area are not diverted to other areas (i.e., the development of the sanctioning application online).

Senior Task Force is working closely with AARP.

Multi-sport curriculum is going well with a pilot project Liz has set up with a Kansas school.

Liz is doing a workshop to deliver to the AAPHERD convention and submitted a proposal to an alliance of Physical education.

Please refer to written report for other details, activities and deadlines.

Discussion:

Diane mentioned that there were some rumblings within the AGC that some clothing decisions for 2004 were made absent of AGC feedback. Tim mentioned that there was a meeting that took place in March with Kevin Tordoff where some of the discussions took place with Gina and Katie. Tim quickly emailed Ruth to give them the update. He requested that it was still important to get feedback from everyone for a July meeting where the concerns would be submitted.

Regional Presidents Federation (presented by Brad Davison)

Florida Region did not conduct a legal election.

The committee will be researching if all regions are holding elections and following the respective bylaws.

The board supported that Brad move forward with this.

ACTION ITEM: Brad Davison will do an audit of each regions election process and see that they are all in compliant. He will also, in conjunction with Bill, conduct an audit of their accounting records.

The other reason to do an audit is that some regional presidents are not active, especially Jeff Larson in the Midwest.

Liz Dobbins has shown an interest.

There will be a call of the Regional Federation Presidents in July.

Budget process will start in August.

Financial audits have been a struggle from the regions. Most have not responded to Bill's requests for information.

Please refer to written report for other details, activities and deadlines

Women's Commission (presented by Karen Buxton, WC liaison)

Sherry has reorganized their structure – representatives in each region now exist. Set up booths at events and pushed membership to women.

Reebok series is doing very well and will continue to be part of the focus of the commission as well as the Danskin Series.

Suggestion was to try and develop a duathlon women's series.

Sidebar: Kenny Krell re-submitted his bid with funding this time from Tempe (he originally submitted a bid on time but it was later retracted because of the lack of funding). The board unanimously supported the request to have this trials event heard with the other bids that have been submitted.

Special

Report via phone call:

Bill Campbell

Marathon Management

Solicitation process marketing plan is 90% done (completed in the next five to ten business days).

Using the template Gina submitted from our contact.

Working hard towards getting Trials events covered with many of the companies he plans to approach.

There is still some optimism that we will be able to secure some big dollar sponsorships. He feels that we will be okay, especially knowing that Athens is around the corner. He has made contact with some companies all of which are interested in taking the next step and will soon be sent information.

They are:

Airlines (Delta), electronics (Panasonic, Sony, Phillips), soft drinks (Pepsi and Diet Coke), healthcare (Avon), Anheiser Busch for non-alcoholic category, and the ultra brand, a new product within the company.

Telling companies they can own the company for a low seven-figure number. Others will be approached with a midrange six-digit number. They will be asked if they want to support athletes as well as events and perhaps other things within the ala carte menu of sellable items.

Companies are looking for a breakthrough opportunity for exposing their products. We need to position ourselves to seize the opportunities.

We need to look at—"What sports are our "competitors"?

Cycling will be doing well in their marketing with Lance. Track and Field is too spread out but is a big hit in the Games. Swimming is tied to a non-Olympic Sponsor and others who are tied with the movement are looking at how to infiltrate that relationship. Combat sports are looking at breweries.

We will go Olympic Sponsor route first – all fifty sponsors first before going elsewhere.

Focus will be cereal companies first.

Still sticking to milestones set earlier this year and believes there will be activity in the marketplace soon.

PowerBar might be a good lead for Bill to pursue per a discussion Jim had at a trade show a few months ago in Anaheim.

USOC Employee, Jim Grice might be able to bundle some funding for NGB's with certain sponsors. This will be pursued by Steve and Bill in the next few months. Money will probably be tied to the Trials.

Committee and Commission Reports Continued:

Officials Commission (presented by Tim Becker, OC Liaison)

- Every Regional Coordinator scheduled clinics this year.
- ME and MW still need officials can't meet demand.
- NC trying to cover 20 events with officials. Has not been easy since there are only seven officials in that state.
- Many directors are still getting sanctions in late making it tough to cover with officials. Cycle coverage has been good for most events.
- Still have problems with the sale of entries at sold out events.

ACTION ITEM: Need to continue to warn people not to sell their entries. This must be placed fairly frequently in USA Tri Times.

Still asking for directors to post refund and transfer policies wherever they can. Elite racing concerns:

- Introducing the pro rules in the rulebook. Still seeing some resistance to change the rulebook.
- Dan Empfield speaks of standardizing rules for all countries especially in the draft legal format.
- Domestic rules at worlds have had an affect on how athletes have done when called for unknown infractions.

ACTION ITEM: Requesting that the board support the finalization of the project, report to be submitted at the next board meeting.

Leslie, Loreen and Libby have been working with Tim on this project. It will be draft legal and non-draft legal racing, long and short course triathlon. Just too many rules that are having to be applied to various events where international fields take place and/or draft legal waves are being conducted for elite athletes.

Fred asked, "What is the long-range plan for having an official at every event that is sanctioned? How are we growing the officials program?

Tim responded, that it has become a regional concern. Some are well stocked and others are not. Goal in the PNW is to have an official where every event takes place. Fred's concern is that the rules are being inconsistently applied because of self-officiated events but yet they are under our umbrella.

National Coaching Commission (presented by Alan Ley)

Gale Bernhardt is currently the chair.

Please refer to written report for mission and goals of the NCC.

Scott Schittzpan and Neal Henderson are the two new members of the commission. There was a very good selection criteria matrix in place. Many qualified candidates vied for these two positions and this is a good sign that we will continue to have great members on the commission.

Alan mentioned in response to a question from Steve is that the NCC is doing what they were empowered to do and that they feel they are being involved in the decisions of USAT that is expected and desired. There have been no complaints. They have some projects that will tie them in with other things that pertain to coaching and fit the goals of the organization.

Duathlon Commission (presented by Diane Travis, TDC Liaison)

- The group met at Powerman Alabama and the attendance was meager.
- Grand Prix is going well with good sponsorship support.
- Created duathlon T-shirts and handed out to the first 200 to register for the National Championships in Alpharetta, GA.
- Duathlon patches for All Americans are being paid for by the TDC.
- There was much disappointment with nationals this year. Timing issues, chip problems, and no awards ceremony were the major concerns.

A TDC meeting was held at nationals:

- It was suggested that Tracey be recommended for placement on ITU DU Commission.
- USAT will investigate "owning" DU nationals.
- Qualifiers diminished from five to three events with all three zones represented.
- One bid for 2005 national duathlon championship has been received.
- Develop the website so it is more attractive and has more information pertinent to duathlon.
- Diane will ask for feedback on how to improve the national duathlon championship for next year. This report will be submitted to Bill Burke, race director. He will need to be able to make these corrections OR the event will have to be moved.

Race Director's Commission (presented by Fred Sommer, RDC Liaison)

- Mike Greer has been working with Angela on the sanction fee increase.
- It is still a problem that so few people have responded to requests for information.
- Lack of communication is a large issue within the commission.
- There is an idea to create a forum online so that the RDC can get feedback from race directors.

ACTION ITEM: Mike Greer, chair of the RDC, will be invited to the next meeting to discuss the goals and direction of the RDC.

Staff

Reports Continued:

Tim Yount

Deputy Director

Tim discussed (Please refer to written report for full details.):

- Non-Owned Championships
- National Age Group Championship
- World Qualifier
- RFP's
- Team USA Preparation
- Ibiza Long Distance World Championship Re-cap
- 2004 Worlds Update
- Athlete of the Year (AOY)
- Rankings
- Newsletter
- Hearings and Appeals
- USADA
- AWAD
- All American Program

Resolutions:

Subject: Elite Athlete Competition Selection Committee

Presented by: Karen Buxton

Therefore Be it Resolved, that, a standing committee of 2 elite athletes (one male and one female, either active or retired), 2 BOD members (President and the NTP Liaison), the AAC Advocate, the Chair of the National Coaches Commissions and the National Teams Program Director be established as the Elite Athlete Competition Selection Committee commencing on the date of the acceptance of the resolution.

This resolution was withdrawn. It will be sent to Mike Highfield for his review and returned to the Board for approval. Karen Buxton will make corrections to the resolution prior to submitting it to Mike.

Subject: Establish the Physically Challenged Commission

Presented by: Brad Davison

Now, Therefore, Be It Resolved that, the Physically Challenged committee is a stand-alone commission in 2004.

This was amended to read: **Now, Therefore, Be It Resolved that**, the Athletes With a Disability is a stand-alone commission in 2004.

The budget amount of \$3200 was removed. Jon Beeson will develop a line item budget to be presented for the next board meeting.

Approved:

Unanimous

Subject: No USAT Board member shall serve on a commission or Regional Federation Board

Presented by: Brad Davison

Now, Therefore Be it Resolved, That, No USAT board member shall serve on a committee, commission or Regional Federation except for the standing committees set out in the USAT Bylaws.

Amended to read: **Now, Therefore Be it Resolved, That**, No USAT board member shall serve on a commission or Regional Federation Board.

Approved:

Unanimous

Subject: To Create A Professional Off-Road Category of Licensing

Presented by: Mandy Pagon

Now, Therefore Be It Resolved, That, a new category of professional licensure called off road be created. Athletes with an off-road pro license will still be considered amateurs in traditional triathlon and duathlon races, but will be considered a professional in off-road triathlons or off-road duathlons. Athletes who do not qualify for pro licenses under 2.4a, may apply directly to USA Triathlon if they meet one of the following standards:

Any athlete who holds elite status in NORBA, UCI, USAC, USAT&F; Any athlete who had qualified as an Olympic athlete in swimming, cycling, or running.

License fee will be \$50.

Approved:

Unanimous

Subject: To Enhance The Certified Officials Program By Adding A Yearly USAT Category 1 Officials Travel and Training Program Grant Award.

Presented by: Tim Becker

Now, therefore be it resolved, that two USAT Certified Category 1 Officials be selected each for a Travel and Training Program Grant (up to \$1500) to be used for expenses incurred in traveling to a national or international event of choice from the following list: all National Age Group Championship, all National Elite Championship, all ITU World Championships, or the Ironman World Championships. This will take affect in 2004 unless funds become available for this year.

The resolution was amended to read: **Now, therefore be it resolved, that,** two USAT Certified Category 1 and one category 2 officials be selected each for a Travel and Training Program Grant (up to \$1000 each) to be used for expenses incurred in traveling to a national or international event of choice from the following list: all National Age Group Championship, all National Elite Championship, all ITU World Championships dependent upon approval of the ITU technical committee, or the Ironman World Championships. This will take affect in 2004 unless funds become available for this year.

Approved: Unanimous

Action Item: Jim and Tim will work on a process for how these officials will be selected and will present this prior to the next meeting.

Subject: Payment of Local Official Volunteers Done in Accordance with the USA Triathlon Official's Manual

Presented by: Jim Girand

Now, Therefore Be It Resolved, that, the current and historical approach by WTC of screening marshals first as volunteers, and then utilizing certified marshals and not paying them will no longer be allowed, unless every certified marshal living in the Hawaiian Islands is first given the opportunity to marshal at Ironman Hawaii and be paid the full current stipend (\$125 in 2003). After the pool of certified marshals from Hawaii is exhausted, "volunteer" certified marshals from the mainland may be utilized to fill the remaining positions.

This resolution was withdrawn.

ACTION ITEM: Steve will call Lew Friedland about paying the continental based U.S. assigned cat 1 officials (number and people to be determined by Lew and Charlie) AND five mainland officials for their officiating efforts on race day in the Hawaii Ironman Triathlon.

Subject: Stipend for Elite Duathlete at the Short Course World Championships

Submitted by: Eric Schwartz Presented by: Diane Travis

Now, Therefore, Be It Resolved, that, in support of our elite duathletes, the travel stipend for the 2003 short course world championship be increased from \$1000 to \$1500 (maximum of 6 elite males and 6 elite females). The current \$1000 travel stipend is no adequate to cover the travel expenses of each athlete. The additional costs would be reallocated from the \$12,000 of unused travel stipends for long course Duathlon Worlds.

Defeated:

7-0. Eric Bean and Mandy Pagon abstained.

Subject: USAT 2003 Board of Directors Election Ballots

Submitted by: Eric Schwartz Presented by: Diane Travis

Now, Therefore Be It Resolved, that, USAT follows the instructions in the Call for Nominations and adds Val Gattis to the ballot.

Approved:

5 in favor, 2 opposed. Fred abstained. Val and Karen didn't vote on this issue.

ACTION ITEM: Tim Becker will lead the process for reviewing the rules for placing candidates by nominating committee and rules of the election.

By-Law Change Update

Tim Becker, Valerie Gattis and Brad Davison made several recommendations to our legal committee for changes to our by-laws. Please refer to board packet for these recommendations. Actual changes will be recorded for official documentation and verification in the board repository. All the recommendations will be completed before the next board meeting. Tim Becker will spearhead this. He will also update the repository.

ACTION ITEM:

The following will handle the remaining bylaw revisions: Article 7 Steve Article 8 Brad Article 9 and 10 Val

Article 13and 14 Markham and David

Article 16 Steve Article 17 Val

New Business:

Jim Girand defined in broad terms the growth initiative and Arthrits Foundation. We will do more email blasts to new areas close to events so they are aware of what we are doing. New strategy will be defined by the time we do the budget.

Mandy stated the USAT ITU Pro Rules Crib Sheet. It covers what all athletes who race as an elite should know. Need to place this in the next elite beat. The rules apply to both non-drafting and draft legal format. This would also need to be sent to race directors. This book would include all the ITU rules as well. We should also look at other guidelines that athletes can't find easily - \$5000 prize purse guideline for race directors to pay pros only, USADA expectations.

ACTION ITEM: Tim and Mandy will work together with Bob Langan, Libby Burrell, Loreen Barnett and Leslie Buchanan to determine what needs to be placed in the special elite rules document. This document should include both USAT and ITU rules that apply to draft legal and non-drafting events. We also need to have the pro rules pulled out of the USAT rulebook so that the age group and elite rules are not confused and co-mingled into the future.

The Tom Ziebart discussion about payment of commissions will be handled by conference call once Val receives all the information from Tom (one piece of information). Howard forwarded questions to Steve and Gina. They forwarded the answers to these questions to Val early last week. Howard Jacobs has done research that needs to be reviewed by the Board. Retainer issues need to be resolved with Howard. Steve will get an opinion from Howard on what he believes to be true – are there other situations that support the payment of commissions after termination?

The board was polled on whether the process should be held up for the information they are waiting to get from Tom that he stated in his declaration.

Those wanting to wait from Tom: Diane, Jim, Fred, Mandy

Those opposed to waiting: Tim, Brad, Karen, Ray

Eric abstained.

Valerie broke the tie. We are going to wait for Tom to forward that information.

2003 Election Discussion:

There was a heated discussion about how the election process will be handled this year. Karen stated that the integrity of the election process was in jeopardy by allowing candidates to hand out, collect and mail in ballots. Ray and Brad echoed this feeling. Jim Grand stated that this is the way it has been carried out in the past and we should continue to do so. Others felt that the process needed to be reviewed, but not during the current election.

It was then decided how this year's election will be carried out:

- 1. The ballot can not be faxed or photocopied
- 2. Front of Tri Times would have a statement that states this is the election issue!!
- 3. Ballot will be placed as a PDF on the website that people can download and send back to us. Stamped return address will appear on the backside.
- 4. Cardboard ballot insert will be placed in USA Triathlon Times.
- 5. Only members can mail in your ballot.
- 6. Ken Waugh will conduct a random audit of ballots returned to confirm they completed and sent in their own ballot.
- 7. Will apply to this year only

In Favor 4; Opposed 2; 4 Abstained. (***This decision was later over-turned during an email vote due to a discrepancy of the notes taken during the meeting).

Meeting

Adjourned: 5:45pm

Submitted by: Karen Buxton Secretary General