

USATF Mid-Atlantic Board Meeting – December 15, 2025

Meeting minutes

Format: Zoom

Full Committee reports: attached.

Start of Meeting: 7:30 PM

Roll Call/Meeting Attendance

1. Robin (Acting President)
2. Tom Jennings (Acting Secretary/Financial Secretary)
3. Kenneth Kapner (L&L Chair)
4. Alison Schwalm (HP Committee Chair)
5. Nelson Berrios (Youth Committee Chair)
6. Frank Palombaro (Officials)
7. Earl Edwards (Officials Chair)

Absent: Rogers Glispy, Monique White, Ken Yerger, Sal Scarafone, Tom Steenkamer

November 10 Board meeting minutes: approved

Overview

The meeting covered various operational aspects of track and field, including the selection of venues for youth meets and discussions about USATF's recent annual meeting and membership statistics. The group addressed website and communication challenges, reviewed financial updates, and planned for upcoming track events while discussing strategic priorities for growing participation and stabilizing the organization. Key topics included officiating challenges, budget planning, and the need for new board members with specific expertise, along with plans for improving communication and event organization.

Next BOD Meeting: Jan. 21, 2026 (30 min BOD followed by Budget Committee breakout)

March 2026: All Association meeting

Next steps

- Nelson Berrios: Forward the list of hotels from Moravian to Robin.
- Earl and Frank: Provide content (e.g., photos, stories, clinic dates, official awards) to update the officials section of the website.
- Earl: Send a list of recent official award winners to Robin for website/newsletter content.
- Alison: Connect with Nelson regarding the HP meet contract and best practices for contracting.
- Tom: Refactor and distribute the 2026 budget template to all committee leads by the first week of January.
- Nelson Berrios: Send 2026 youth budget to Robin and Tom.
- All committee leads: Submit updated 2026 budgets, including summary and detailed backup pages, by the January budget meeting.
- All committee leads: Provide newsletter content (awards, updates, etc.) to Robin within the next week.
- Earl: Talk to Frank and the officials committee (and potentially outside candidates) to identify and propose new board members, especially those with financial, marketing, or promotional expertise.
- Alison: Contact Gary regarding the Treasurer role and clarify expectations/commitment.
- Robin: Reach out to Laura Brennan about volunteering for the newsletter role.
- Nelson Berrios: Call Jay Green to discuss athletic trainer requirements (USATF membership, 3-step certification, coordination with physician) and report back.
- Tom: Contact his tent company contacts (or coordinate with GA) to identify a trusted tent rental company for upcoming meets.

- Nelson Berrios: Coordinate with committee to delegate roles and responsibilities for the Region 2 and association youth meets this month.
- Robin: Schedule and announce January 21st meeting as a working budget committee meeting.
- Alison: Send meeting summary to Robin for review and distribution.
- Robin: Download and convert meeting transcript for detailed recordkeeping.
- Earl (and/or Frank): Draft and send an "officials update" note for the newsletter (e.g., upcoming key meets, save-the-dates, etc.).
- All committee leads: Assign (or confirm) dedicated finance and communications leads for each committee.
- Alison: Write back to strategic planning meeting attendees for final notes and prepare a formal report for the board.
- Robin: Plan and send out a youth email this week with a PDF attachment, and coordinate a newsletter for early January.
- Nelson Berrios: Work with Robin and Alison to plan for tent needs at upcoming meets and map out locations for tents.
- Robin: Follow up with Visit Lehigh Valley and Region 2 for hotel/attendance estimates to lock in group rates.
- Robin: Update website with new photos and content, especially for officials and recent events.
- All committee leads: Review website content for outdated information (e.g., 2022/2023 dates) and update to 2026 as appropriate.
- Robin: Add a link/button to Chuck Shields' calendar and other relevant track meet schedules on the website.
- Robin: Purchase and prepare giveaway items (hats, bags, etc.) for upcoming meets and coordinate with committees to avoid duplication.
- Robin: Prepare and send out all-association meeting announcement for September 2026 (to comply with PFI requirements).
- Robin: Send example of administrative budget format to committee leads for reference.
- Robin: Schedule and announce March all-member meeting, including bylaws approval on the agenda.

Summary

Youth Meet Logistics and Selection

The team discussed the selection of Cerritos for the youth national meet, with Nelson confirming it was chosen despite being less ideal than other locations. They reviewed logistics for an upcoming meet at Meridian, with Earl sharing past challenges about bathroom facilities and the need for ice delivery. The group agreed to proceed with the meet at Moravian, noting its affordability at \$5,000 for 4 days, and confirmed they would go live with the full youth schedule in the next week once the contract was finalized.

USATF Annual Meeting Challenges

The group discussed the recent USATF Annual Meeting, noting significant audio issues during the hybrid format and a decrease in attendance compared to previous years. They reviewed membership and participation statistics, with youth membership showing a 14% increase but officials numbers declining. The group also discussed the challenges of starting new clubs due to complex registration processes and expressed concerns about the upcoming Portland meeting's high travel costs.

USATF Membership and Official Discrepancies

The group discussed discrepancies in USATF membership and official numbers, with Earl explaining that the actual number of validated officials was around 80, not the reported 137, due to issues with 3-tier compliance and outdated records. They identified that the organization's systems may need improvements, particularly regarding data sophistication and accuracy, as well as a potential need to adjust accreditation numbers given a significant decline in

officials over the past year. Frank shared an example of past membership categorization issues, while Earl noted that some members might have been incorrectly listed as officials due to historical membership pricing structures.

Association Bylaws and Website Updates

The meeting focused on the status of the association's bylaws, which are pending an all-member vote for compliance. Robin highlighted the importance of website updates, sharing that 28,800+ people have visited the site in the past four years, with significant traffic for Grand Prix and youth results. Earl and Frank agreed to provide photos and content to enhance the website, while Robin set a goal to update photos regularly. The group discussed the need to link to other track meet resources and acknowledged the effort required to maintain an up-to-date website.

Website and Email Communication Challenges

The group discussed website and email communication challenges, particularly regarding live results and member communications. Earl noted that Athletic.net provides instant results but raised questions about whether these could be integrated into their own website, while Robin highlighted issues with Member Connect, explaining that sending emails requires extensive manual effort and carries significant legal risks due to opt-out compliance. The discussion concluded with Robin planning to test a new approach for youth communications by sending a simple email with a PDF attachment, aiming to streamline the process and potentially improve newsletter delivery in early January.

Financial Updates and Future Planning

	2025 Budget			B&F Committee
	2025	2025	2025	4/7/25
	REVENUE	EXPENSES	NET	
	Budget	Budget	Budget	
Admin.	90,275	41,600	48,675	Approved
HP	5,000.00	15,049.00	(10,049)	Approved
LDR		19,850	(19,850)	Approved
Youth	24,200	66,846	(42,646)	Approved
Officials	2,610	15,885	(13,275)	Approved
Totals	122,085	159,230	(37,145)	Approved

	2025 ACTUALS			
	2025	2025	2025	
	REVENUE	EXPENSES	NET	
	Actual	Actual	Actual	
Admin.	81,556	17,702	63,853	
HP	0	7,710	(7,710)	
LDR	0	8,934	(8,934)	
Youth	23,578	41,661	(18,083)	
Officials	5,360	6,189	(829)	
Totals	110,494	82,196	28,298	

	Account Balances		
		12/31/24	12/15/25
TD Bank			
Checking		27,577.00	\$ 24,260
Money Market		36,930.00	\$ 36,946
Total CD Bank		64,507.00	\$ 61,206
Vanguard			
Div. Growth Fund		35,476.31	
S&P 500 Index Fund		51,731.00	
		87,207.31	\$ 99,422.00
		151,714.31	\$ 160,628

The meeting focused on financial updates, with Tom reporting a significant surplus of \$28,000 year-to-date, largely due to committees spending less than projected. The organization's total account balances increased to \$160,000, with investments up to \$100,000. For next year, Alison discussed plans for a combined meet with USATF New Jersey on June 28th, pending contract finalization, and noted that the Gwynedd Mercy U. track facilities at the venue need inspection and improvement. The group also discussed the need to reconcile financial matters with the HP committee and address remaining expenses for LDR awards and travel stipends.

Youth Track and Field Event Planning

The group discussed plans for upcoming track and field events, including the need for tents to provide shade for athletes and officials during competitions. They agreed to explore options for tent rental and discussed the importance of having an athletic trainer present. Nelson reported on plans for the 2026 Region 2 championships at Moravian

College, including updates on the venue and potential hotel accommodations through a tourism bureau. The group also touched on the need for estimates from Region 2 to secure hotel discounts for the event.

2026 Budget and Youth Initiatives

The group discussed plans for the 2026 budget, including marketing strategies and giveaway items for youth meets. Robin shared details about custom medals and earbands for the upcoming youth meet, emphasizing the importance of attracting new members. They also discussed the need to explain to parents that while meet costs may increase, the quality of events remains high compared to other organizations. Earl suggested looking into track sacks as potential gifts for officials, and the group agreed to work together on budgeting for various expenses.

USATF Strategic Growth Challenges

The group discussed USATF's strategic planning and challenges in growing participation. They highlighted strengths like increasing club numbers and engaged master's community but noted gaps such as limited HP programming and marketing reach. The discussion touched on issues with starting new clubs and the need for better national office support. They also addressed the importance of youth meets and the role of incentives like gear and backpacks in attracting participants.

Strengthening Organizational Growth Initiatives

The meeting focused on addressing key priorities to stabilize and grow the organization, including recruiting leadership roles, resolving officials' governance issues, and retaining major youth clubs. The group discussed expanding participation, improving financial and communications ownership, and exploring partnerships for hosting meets. Long-term goals included selecting specific events for different groups and considering bids for championships. The team agreed to follow up with a formal report to the board and continue discussions on prioritizing initiatives for 2025-26.

Youth Officials' Training and Planning

The group discussed challenges in officiating, particularly for youth meets, with Earl explaining that large-scale meets like Alvernia's are too busy for clinics and noting difficulties in training new officials due to legal requirements and the complexity of managing large events. They agreed to create a 4-5 year calendar to help plan for national-level meets, and USATF requested that newsletters be revived with content focusing on awards and official activities, with the first issue planned for mid-January.

Board Strategies and Budget Planning

The board discussed challenges with Mid-Atlantic membership transfers and officiating recruitment, agreeing to create a tip sheet for officials and include key meeting dates in the next newsletter. They addressed the need for new board members with specific expertise, particularly in finance and marketing, and discussed the upcoming budget process with a target completion date of **January 21st**. The group also planned to hold an All-Member meeting (per bylaws) in March and agreed to send out a draft budget template by early January.



Annual Meeting Recap
Membership & Sanction Report
BOD Meeting
December 15, 2025

Total attendees to the USATF Annual meeting:

Total: 677 (this is down from 900 in 2025. Offering the remote option didn't increase participation)

- 360 In-person
- 317 Remote

Associations Committee (Simone Terry, Chair) – Friday, 2PM, Saturday - all day

Total members: 120,870 in 2024 | 119,169 in 2025

Total clubs: 3,324 in 2024 | 3202 in 2025

Sanctions: 5,565 in 2024 | TBD 2025

Officials: over 6,000 in 2024 | approx. 4,300 in 2025

Mid-Atlantic Membership stats:

2025 Individual Memberships (accreditation requirement is 2,060 members):

- **November 30, 2025 - 3,454 (1,963 Youth/1491 Adult)**
- 2024 Individual members – 3,107 (1,697 Youth/1,410 Adult)

2025 Clubs & Organizational Memberships (accreditation requirement is 49 clubs):

- **November 30, 2025 – 86 Clubs**
- 2024 Organizational/Clubs – 92 Clubs

2025 Sanctions, Nov. 1, 2024 – YTD (accreditation requirement is 103 sanctions):

- **November 30, 2025 – 144 sanctions (events hosted 11/1/24 to 10/31/25)**
- 2024 Sanctions – 166 sanctions (events hosted 1/1/24 through 12/31/24)

Membership stats for the Grow to Impact grant:

2025 Mid-Atlantic Association Grow to Impact Grant results									
2024 EOY		2025 GTI Grant Goal	2025 Feb #'s		2025 Oct 31		2025 Dec 12	YOY Change	YOY %
Overall Membership	3,107 (1,301 F/1,806 M)	5% growth		1,817		3,265	3,454	347	10%
Adult Memberships	1,378	N/A		1,147		1,490	1,491	113	8%
Open (19-39)	468	20% growth by 10/31/25	29% of Open members	337	29% (138)	475	492	24	5%
Youth (18 & U)	1,697 (824 F/873 M)	N/A		670		1,776	1,963	266	14%
Clubs	91	N/A		73		83	86	-5	-5%
Sanctions (1/1 - 12/14)	160	N/A		66		133	144		

2025 Admin Budget (with membership)

Association		2025	2025	2026	2026	2026 NOTES (RJ)
		Predicted	Actual	Forecast-12/12/25 RJ	Actual	
GENERAL REVENUE		REVENUE		REVENUE		
Club/Organization Membership (\$25-forecast 90 clubs)		2,375	2,075	2,250		actual 86 (93/2024, 95/2025)
Individual Membership : Adult forecast 1,565/5%	Adult \$25	32,000	25,328	39,125		actual 1,491 (1,378/2024, 1,300/2025)
Officials forecast 100 (flat?)	Officials \$25	3,000	2,517	2,500		101 Officials @ \$25+ 85/2024 questions
Youth forecast 2,257/15%	Youth \$12	20,400	19,963	27,084		actual 1,963 (1,637/2024, 1,700/2025)
Total Membership		57,775	49,883	70,959		(note, large rev dump on 12/31)
Total Sanction Fees:	Sanction forecast 155	28,500	21,146	23,000		(160/2024, 144/2025)
Investment Interest/Dividends		1,500				
Awards Luncheon						N/A
Advertisement						N/A
Miscellaneous/Marketing						N/A
National Grow to Impact Grant		2,500	3,650			Not all \$5K approved
Association Accreditation Grant						
Contributions						
Other Inc						
Total General Revenue		90,275	74,679	93,959		

Bylaws update: Jackie Callendar (*Mid-Atlantic updated our bylaws in 2024 but still waiting for membership approval*) – *Deemed partially compliant. 20 Associations haven't updated their bylaws since 2020 or earlier*) Bylaws must be updated in accordance with Reg. 7-G.

As part of accreditation, all Associations are required to maintain their bylaws to be consistent with the National bylaws. Where the National bylaws intersect with Association bylaws intersect are in **Regulation 7-G**. Significant changes to the National bylaws in 2022 and 2023 were reflected in regulation 7G in the same years. That is why as far back as 2022 the Associations Committee and Accreditation Subcommittee have been including reminders in presentations at the Annual Meeting and in Associations workshops that Associations need to update bylaws to remain compliant.

Website Requirements for accreditation: will be spot checked on a quarterly basis. Must be compliant with USATF VIS guidelines, a must be up-to-date and contain all documents in Website requirements docs such as 990's, state and federal non-profit documentation, meeting notes and calendar of events.

**Mid-Atlantic is one of the five or six Associations still maintaining our own website. It's critical we keep up with compliance standards. If we lose the website, we'll have to create a microsite for LDR Grand Prix, Off-Road and XC series.*

A visually appealing website with up-to-date content elevates our members experience. The first place a potential members/official goes to learn about USATF is our website.

Accreditation checklist:

5.3 - WEBSITE REQUIREMENTS CRITERIA					
Each Association is required to provide and maintain a website. Over the years the abilities and requirements for those websites has evolved without much update of the written requirements. Currently there are two general types of Associations Websites: those that are administered by the National Office under the USATF Template (Association.USATF.org); and those that are developed and maintained entirely within the Association. Both types are recognized but evaluated slightly differently. These standards are under review and subject to modification.					
Regional Representatives and Accreditation Evaluators will from time to time evaluate the website for compliance to the recommendations below and on the next page as is appropriate. While any function of the website is subject to review, specifically they will be evaluated for:					
<ul style="list-style-type: none"> meets funding requirements (not on the USA Triathlon template) updated directory current and accurate Meeting schedule (at least up to previous year if Annual Meeting is near) most recent 500 and current year budget current bylaws annual reporting including such as Association Championships and links to results as well as local news items 					
Criteria	Recommendation	CONFIRMED	DATE	SUBMITTED TO NATIONAL	NOTES
USA Tri Assn Logo	Falls under general USATF branding policies – National Office responsibility				
Membership, Club, Board, Coaches, Officials, Background check, Member	All of these navigation type of functions are fundamental to the design of the USATF Template and are a National Office responsibility	Yes	1/22/25		Jeffers (take screenshots)
Events Calendar	Top line events calendar and National Events are fundamental to the design of the USATF Template and as a result are a National Office responsibility	Yes	1/22/25		Jeffers -keep 2024 events in the Association meetings
Assn Championship Info	In the usatf.org template this function is on the second line as upcoming new events/recent events and results and are the responsibility of the Association to update and keep current	Yes	1/22/25		
Assn Bylaws	Located at the bottom of the page and is the responsibility of the Association to update and keep current	Yes	1/22/25		Amended copy but not approved yet
Directory with emails	Under the Absolut link is the directory. Is the responsibility of the Association to update and keep current	Yes	1/22/25		Not updated for 2025
For Associations that maintain their independent websites the long-standing website requirements apply. The Association is responsible for all content and upkeep. MID-ATLANTIC					
Criteria	Recommendation	CONFIRMED	DATE	SUBMITTED TO NATIONAL	NOTES
USA Tri Assn Logo	Must be current and may not be streaked, blurred, or distorted in any way				
Membership Info	Absolut on the home page directing members to "Join Now or Renew"				
Club Membership Info	Absolut in the main navigation bar Bed Membership, that includes at a minimum a list of member benefits, link to renew or join and contact information for the membership chair				
Sanction Information	Absolut in the main navigation bar Bed Sanctions, which includes at a minimum links to how to find a club, how to register/renew a club and contact information for the membership chair				
Events Calendar	Absolut in the main navigation bar Bed Events, which includes at a minimum current association sanctioned events				
Assn Champs Info	Within the Events page/navigation, a link Bed Association Championships with the desired current year information including at a minimum the sanction date, and at least one link on the same page of linked from navigation. Also within the events page/navigation, a link Bed Results, which contains at a minimum past/Championship results and place holder current year results				
Assn Bylaws	Absolut in the main navigation bar Bed About. Within this page/dropdown, a header Bed Association Bylaws with either a document to download or the bylaws on the webpage				
Directory with emails	Under the Absolut link in the main navigation bar, a pagelink Bed ContactUs, this page should contain at a minimum the comprehensive list of the Association leadership with their email and phone address (phone number is optional), mailing address and main business phone number of the association				
Coaches Info	Absolut in the main navigation bar Bed Coaches, which contains at a minimum a link back to the USATF coaching education site				
Officials Info	Absolut in the main navigation bar Bed Officials, which contains at a minimum a link back to the USATF officials site and contact information for the Association Officials Certification chair				
Background check Info	Absolut under the Absolut in the main navigation Bar Bed SafeSport, which includes at a minimum a link back to the SafeSport information on the USATF website				
Association Financial Info	Under the Bed link in the main navigation bar, a pagelink Bed Financials, which includes at a minimum the current year budget and most current 990 documents				
5.8 - 2025 ACCREDITATION THEME					
Any questions may be directed to accreditation@usatf.org					

Mid-Atlantic Website stats:

