***Draft Minutes***

**TRI-STATE WHEELCHAIR & AMBULATORY ATHLETICS (TSWAA)**

**BOARD OF DIRECTORS MEETING**

**SATURDAY, NOVEMBER 16, 2013**

The meeting was called to order at 9:00 am by Ken Brucato.

**Roll Call:**

**Present:** Ken Brucato, Debbie Armento (left at 9:24 am), Carolynne Bethka, Jim Cuevas, Phil Galli, Gil Perez, Maggie Redden, Pat Redden, Trisha Yurochko, Joan Wheeler (arrived 10:20 am)

**Absent:** Dan Martin, Jennifer Johnson

**Guest:** Ralph Armento (left at 9:24 am)

**Tristate Meet:**

Since Debbie Armento had to leave early, the agenda was changed to allow her to report on the Tristate Meet for 2014. JFK will not be sponsoring the meet in 2014. Debbie has contacted the USATF officials and Overpeck Park, and she, Trisha and Ralph had a very positive meeting about the facilities. There is a wide path for the 5K race, a mondo track, and indoor facilities for powerlifing and table tennis . The weekend of May 16 is available for the meet. Handcycles might be added to the 5K race. The goal is to get more IPC-certified athletes participating. The budget is now about $16,000-20,000, but we would have to add the cost of buses to take the athletes between the hotel and the venue, at about $75/hour. If possible, international classifiers would be added to enhance the meet. Trisha moved for approval of these plans; Carolynne seconded the motion and it passed unanimously.

**Chair’s Report:**

Ken reported that he is more at ease about the organization of the Regional Sports Organizations (RSOs) after the National Delegate Assembly (NDA) meeting, and he is excited about the new activities at TSWAA.

**Approval of the minutes of prior meetings:**

Phil moved approval of the March board minutes; Jim Cuevas seconded the motion and it was approved unanimously. Trisha moved approval of the September board minutes; Gil seconded the motion and it was approved unanimously.

**Treasurer’s Report:**

Trisha reported that the 501(c)3 paperwork had been turned over to a new lawyer at the same firm, who was given power of attorney to deal with the IRS. She spoke with contacts at the IRS about our frustration in not getting approved, and finally the approval was granted. Our new tax-exempt number is 23-7442593. Trisha asked the board to give a $100 gift card to the new lawyer since the work was done *pro bono*. Phil so moved, Jim seconded the motion, and it was approved with a 7-1 vote.

Cash on hand is $4555.26, which doesn’t include approximately $2000 reimbursement for the NDA attendees. With the tax-exempt number we can now begin accepting donations and apply for grants. A copy of the budget and expenses was submitted and appended to these minutes.

Thanks were extended to Trisha and Ralph for all their work on the 501(c)3. Carolynne moved acceptance of the treasurer’s report; Maggie seconded the motion and it was unanimously approved.

**Tri-State Reunion:**

Carolynne reported that she has sent emails to everyone and has been working with a very helpful woman in Atlantic City. We can get a free meeting room if we spend $5000 on food, and we can bring in our own music and video. We have to put down $1000 to sign contract. The current committee is Carolynne, Jennifer, Joan and Gil, although the contacts primarily are made by Carolynne.

The weekend of Columbus Day in 2014 was requested for the reunion. Rooms would be about $119 a night, although that rate might not still be available. We would need to charge a $50 registration fee for 100 people, with hotel room and some meals extra. Carolynne needs approval by the board and a serious commitment to consider continuing as chair; she is hesitant because of concern about the board’s priorities. Trisha said we need to find out if former athletes would be interested in attending, preferably using social media. It was also suggested that the committee be expanded to include Trisha and possibly one more person. There was some discussion on postponing the reunion to 2015.

Jim suggested interested parties be asked to pay the registration fee now but questioned how many would commit for a year in advance. Phil suggesting asking for a donation of $50 to the reunion fund, which would be used for the registration fee if the donor attended but otherwise would go to TSWAA as a donation. There was a lot of discussion about making the money refundable, reducing it to $25, or requesting any amount but recommending $50.

Phil moved to establish a reunion donation fund and to explore interest in the reunion by emailing past and present members for a suggested donation of $50 or whatever is possible, with the money credited toward the reunion fee if we hold the reunion. Trisha seconded the motion and it was approved unanimously.

**Tri-State Hall of Fame:**

The Hall of Fame could be virtual on the website and announced with the other awards at the Tri-State banquet in May. We need to determine categories and determine the criteria. Inductees could include athletes, coaches and contributors. Ken proposed that we start this year.

Trisha moved that we use WASUSA criteria for the inductees, selecting up to 5 athletes and contributors every year, and announcing the inductees at the Tri-State banquet. Gil seconded the motion and it was unanimously approved.

Ken and Maggie will report on the criteria at the next board meeting in January.

**Official’s Training:**

Officials and coaches need training on the new rules that come into effect on January 1. Phil said the USWTF changes, with pictures, will be posted with questions and answers on the WASUSA website. Clinics will be held at regional games and the changes sent to all IPC certified officials.

**National Delegate Assembly Report:**

Trisha, Joan, Ken, Stephanie Kuebler and Ann Marie Santos attended the NDA meeting.

Trisha had to go to the classifier’s training with Ann Marie so she missed some sessions. Classifiers have to go to another regional game to work with a national classifier to be fully certified. She was disappointed there were so few people at the NDA. The Central RPO (Regional Point Organization) had very little representation and very little feedback; they had said they would send out quarterly reports but have not done so. The Eastern region, not yet official, had seemingly done more work, although they are currently missing the whole New England area. She was on a site visit for 2014 NJDC. The track is nice with somewhat wider lanes on the turns but a “lot of lines” on the curves. There is an outdoor pool (part of a water park with a slide and a lazy river) for the long course, an indoor pool with no deck space and staging in another room for the short course events. There are good field facilities, a new facility with bleachers for archery, table tennis possibly on the handball courts, and powerlifting at the host hotel. The host hotel is not fully accessible at the main entrance. The meet will start on July 5, with swimming et al at the beginning of the week and athletics later. There will be a mini awards ceremony on Wednesday night for those not staying for the banquet.

Joan said we were the best represented RSO and thinks that may carry over to the RPO. She felt Greg Baumgartner (president) has good ideas but they have to be carried out.

Ken said that each team will be a “chapter,” as would TSWAA. He suggested that TSWAA be an “association” rather than on an equal footing with the teams, but that would have to be proposed to 2014 NDA. A chapter can offer 2 sanctioned meets a year. In the organizational chart, the Eastern RPO would be above TSWAA and would need its own 501(c)3. He was assured we will have the same representation at NDA since each chapter would send one representative, but he’s not sure that’s true.

Carolynne said there were very few committee reports compared to last year and questioned whether the organization is foundering. She asked about our status in the east. We are an RSO functioning as an RPO, and we are the last on the schedule to become an RPO. The new by-laws for WASUSA don’t mention RSOs, and Trisha is collecting suggestions for by-law revisions. There was a question on the status of the $3 that we got for the RSO from dues, which was used for sending delegates to the NDA.

For future NDA meetings they are going to consider the ease and cost of travel, not necessarily using the NJDC location.

**Social Media:**

Joan is working with Michelle Wheeler to find ways to get more people to look at Facebook. Last year kids were looking at photos, and this year we could put meet schedules and deadlines on it and link to the TSWAA website. We can also put a link for donations now that we’re a 501(c)3 organization. April has been posting. It was noted that Ray Martin was named Paralympian of the year and Jim Cuevas was named Paralympic coach of the year for 2013.

**Tri-State Adult Team:**

Joan reported that the committee (Joan, Ralph and Debbie) hasn’t gotten together yet, but some adults are doing road races. She needs a list from Ralph of all the Tri-State graduates in NJ and will post information on Facebook.

Carolynne reported that Burke is trying to become a Westchester chapter of Achilles and is also developing a handcycling team to be up and running by March.

**New Business:**

**Training for Officials:**

We need to set dates. A suggestion was made to use a webinar.

**Meet Schedule for 2014:**

Tri-State swim meet, sponsored by CSH – March 1

Newington (HSC) indoor meet – no date

CSH Invitational – May 3 (tentative)

Tri-State Games – May 16-18

Masonic Regional Meet – May 31-June 1

Burke Wheelchair Games – no date

It was noted that the swim meet will include IPC officials training and an IPC classifier. It may get funding from USA Swimming-NJ, and it includes adults and will try to get unaffiliated community swimmers.

**Open Board of Directors Position:**

Bill Schneider is moving to the Tampa Bay area and has resigned from the Board. Greg Baumgartner doesn’t see a conflict of interest for Ralph Armento, unless there are specific issues involving the WASUSA board or office affairs. Ralph sent a letter of interest for election to the board. The board unanimously agreed to his election.

Bill had suggested Chris Noel from NY, and he will be cultivated for future membership on the board. Carolynne also suggested cultivating contacts with Achilles.

**Emergency Procedures:**

Ken was at Office of Emergency Management training and wondered what procedures we have in place for emergencies at events. It was noted we should use the venue’s procedures and have emergency numbers available (Ralph, Trisha and Debbie already have these numbers). Carolynne suggested having written procedures at every meet, and it was noted that we need a security manager and contact for parents as well. There was a discussion about procedures. Ken will share the Matheny policies.

**Future Meetings:**

The next meeting will be January 11 at 9am, at St. Peter’s University in Jersey City.

**Adjournment:**

The meeting adjourned at 11:58 am.

**Respectfully submitted,**

**Pat Redden, Secretary**