

**Montgomery County Road Runners Club
Minutes of Board of Directors Meeting
Meeting of April 12, 2012**

Called to order: 7:05 PM

Present:

Board members: Karen Kincer (President), Susie Kinnecome (Vice President), Paula Knutson (Treasurer), Ken Earley (Secretary), Jim Farkas (Member at Large), Paul Foster (Member at Large), Brian Kim (Member at Large), Doug Watt (Member at Large)

Staff: Susan Debad (Director of Operations)

Guests: Lubin Palomino, Barry Hauptmann

Minutes Prepared By: Ken Earley

- 1. Review Agenda, assign timekeeper** – Doug volunteered to keep time. No changes to the agenda.
- 2. Half-Marathon Programs** – Lubin Palomino, Barry Hauptmann
 - a) Barry proposes continuing to lead the existing half-marathon program:
 - i. Designed to help runners complete a half-marathon.
 - ii. Using a conventional RRCA-style training program as opposed to FIRST.
 - b) Lubin proposes creating an advanced training program:
 - i. Designed to help runners qualify for the 2013 New York City Marathon.
 - ii. Targeted to faster runners.
- 3. Director of Operations Report/RMS Report -- Susan**
 - a) New members in March: 217 Total as of March 31: 4,338 (4,105 in March 2012)
 - b) Beginning Women's Program drove much of the membership increase.
 - c) Website redesign is progressing to the point that content is being added. Rollout scheduled for 3-4 months.
 - d) Major races will now accept credit cards at packet pickup.
 - e) Infrastructure underway for hiring a bookkeeper (e.g., computer, internet access).
 - f) Position will be posted after Pike's Peek.
 - g) All RMS spring contracts completed except one.
 - h) RMS staffing remains an issue. We have too few timers.
- 4. Treasurer's Report -- Paula**
 - a) The total cash in MCRRC accounts as of April 1, 2012 was \$343,088.26.
 - b) Significant income:

i. Race Entry Income:	\$ 23,394.00
a. Pike's Peek:	\$ 18,201.00
b. Seneca Creek Trail	\$ 4,745.00
ii. Training Programs:	\$ 10,384.14
a. FTM:	\$ 7,380.00
b. Beginning Women's	\$ 1,170.00
c. 8K	\$ 117.00
d. Stride Clinic:	\$ 503.14
 - c) Significant expenses:

i. Advertising:	\$ 6,464.96
ii. Web Design (2 nd installment):	\$ 6,760.00
iii. Awards Party:	\$ 5,784.82
iv. T-Shirts and Premiums	\$ 23,092.00 (WHMP and Pike's Peek)

v. Postage: \$ 5,200.00

d) Paula and Susan met for training.

Motion to accept the Treasurer's report. Brian moved, Susie seconded. Carried unanimously.

5. Old Business Items

a) Program to support elite runners – Karen

Motion: Prizes of \$500 will be given to the top open men's and women's at ATM. Team members can decide how the money will be divided. Susan moved, Paul seconded. Approved unanimously.

Action: Ken will write up publicity collateral for the new team competition prize money.

b) Awards event feedback and volunteer picnic – Susan

i. The Board reviewed feedback from club members on the new awards brunch.

ii. The Board discussed options for the volunteer picnic

Action: Doug will research Smoky Glen as an alternative location for a September picnic.

6. New Business

a) Twiligher – Susan

i. There is an insurance issue. Because we don't own the race, our insurance doesn't cover it. The City of Rockville is self-insured, but they or the Rotary need to insure (preferably through USATF or RRCA) and extend a Third Party Certificate to MCRRC. Susan will continue to investigate the extent of our coverage and next steps.

b) Signature authority for Director of Operations – Karen

Motion to designate the Director of Operations as a signatory on the club's checking accounts for withdrawals up to \$1,000. Susie moved, Paula seconded. Approved unanimously.

c) **The Board went into Executive Session.** The Board discussed Barry's and Lubin's proposed half-marathon programs:

d) **Review of strategic plan, committee liaison assignments, committee functions** – Karen

i. Paula will be on the Program (Eve Mills) and Finance committees.

ii. Doug will be on the Volunteer committee.

iii. Susie will be on the Finance committee (Bill Loomis).

iv. Susan will be on the Finance committee.

v. Karen, Jim, and Susan will be on the Technology (Timing and Logistics) committee (Bill Strider).

vi. Jim and Brian will be on the Race committee (George Tarrico).

vii. Paul will be on the Outreach committee.

viii. Ken will be on the Communications committee (Pat Maloney).

ix. All chairs should get together in May and meet to go over the strategic plan.

7. Announcements

a) None.

8. Closure

a) Review motions between meetings:

i. Motion to accept the Strategic Plan. Nicole moved, Susie seconded. Approved unanimously.

ii. Motion to accept the Bookkeeper Job Description and proceed with advertising the position. Karen moved, Nicole seconded. Approved unanimously.

iii. Motion to approve the job description for the Director of Operations. Susie moved, Karen seconded. Approved with one abstention.

iv. Motion to approve the purchase of a camera for use by RMS and the club training programs. Karen moved, Andy seconded. Approved unanimously.

v. Motion to approve the March minutes. Karen moved, Susie seconded. Approved unanimously.

vi. Motion to approve the action items for the Volunteer and Communications Committees. Ken moved, Jean seconded. Approved unanimously.

- vii. Motion to approve the action items for the Race Committee. Susie moved, Ken seconded. Approved unanimously.
 - viii. Motion to approve the action items for the Finance Committee. Susan moved, Jean seconded. Approved with one abstention.
 - ix. Motion to accept the IOC's rule regarding transgender athletes as described in the Stockholm Consensus. Ken moved, Brian seconded. Approved unanimously.
- b) Review motions and action items:
- i. Motions:
 - a. Motion to accept the Treasurer's report. Brian moved, Susie seconded. Carried unanimously.
 - b. Prizes of \$500 will be given to the top open men's and women's at ATM. Team members can decide how the money will be divided. Susie moved, Paul seconded. Approved unanimously.
 - c. Motion to designate the Director of Operations as a signatory on the club's checking accounts for withdrawals up to \$1,000. Susie moved, Paula seconded. Approved unanimously.
 - ii. Action Items:
 - a. Ken will write up publicity collateral for the new team competition prize money.
 - b. Doug will research Smoky Glen as an alternative location for a September picnic.
- c) Review Plans for Next Meeting
- i. Next meeting is Thursday, May 3, 2012 at 6:30 PM at the Stella Werner Council Office Bldg, 5th Floor Conference Room, 100 Maryland Ave. Ken volunteered to bring food.

Meeting adjourned: 9:56 PM

Respectfully submitted,



Ken Earley
Secretary