

**Montgomery County Road Runners Club
Minutes of Board of Directors Meeting
Meeting of January 5, 2012**

Called to order: 7:11 PM

Present: Jean Arthur (President), Karen Kincer (Vice President), Jim Farkas (Treasurer), Ken Earley (Secretary), Susan Debad (Member at Large), Nicole Deziel (Member at Large), Susie Kinnecome (Member at Large), Andy Steinfeld (Member at Large), Carol Lavrich

Minutes Prepared By: Ken Earley

- 1. Review Agenda, assign timekeeper** – Andy volunteered to keep time.
 - 2. Stride Clinic** – Carol Lavrich
 - a) The clinic requires dedicated and long-term volunteers. This has not been an issue from the professionals, but is more difficult with coaches volunteering, as it is annual and not seasonal and requires expertise.
 - b) Lack of central communication (e.g., not everyone is on any given distribution list, we were without a print publication).
 - c) Trish Koch has left the Stride Clinic.
 - d) Carol would like a head coach who manages the coaching philosophy, recruits newer coaches, etc.
 - e) Also, someone to help with administration, scheduling, etc.
 - f) The Board will consider these issues and come up with some suggestions.
 - 3. Club Administrator Report/RMS Report -- Susan**
 - a) New members in December: 115 Total as of January 1: 4,175 (4,073 in January 2011)
 - b) Susan has been compiling 1099s for all paid staff (RMS).
 - c) CPR class on January 14, and it is full.
 - d) RMS – Karen, Danny and Susan have gone over pricing and made it more standard. Updated contracts. Contracting for the year is beginning.
 - 4. Treasurer's Report -- Jim**
 - a) The total cash in MCRRC accounts as of December 31, 2011 was \$349,440.00
 - b) Significant income:

i.	Membership Dues:	\$ 5,675.00
ii.	Race Entry Income:	\$ 2,993.00
	a. HYR:	\$ 2,703.00
iii.	RMS:	\$21,511.00
iv.	Training Programs:	\$11,164.75
	a. Winter HMP:	\$ 6,240.00
 - c) Significant expenses:

i.	Web-site Re-Design	\$ 6,760.00
ii.	FTM Banquet:	\$ 6,185.92
iii.	Race Proceeds Distribution:	\$12,830.00
	a. Parks Half-Marathon:	\$ 8,200.00
iv.	RRCA Fees:	\$12,030.80
	a. RRCA Dues:	\$ 5,727.51
	b. Liability Insurance:	\$ 6,303.59
- Motion** to accept the Treasurer's report. Susan moved, Karen seconded. Carried unanimously.
- 5. Old Business Items**
 - a) Memo regarding appropriate use of Yahoo Groups – Karen
 - i. Policy will be drafted by Communications Committee.
- Action Karen will bring it back to Communications Committee

b) Memo regarding Coaching Criteria – Karen

i. Susie will draft a policy.

6. Committee Report

a) **Ad-Hoc Subcommittee for Elite and Sub-Elite Club Members** – Nicole

i. Met before the holidays.

ii. Many good ideas.

iii. More discussion before recommendations.

b) **Communications** – Pat reports:

i. Social media membership continues to grow in all areas.

ii. While major races are well-communicated, other club activities are not communicated using the various methods available.

iii. The club now has a paper publication again.

7. New Business

a) Awards event -- Karen

i. March 25 after Piece of Cake.

ii. No cost.

iii. We need a tighter program to control length.

iv. We will need an RSVP system to give the caterer a count.

b) Nominating Committee -- Jean

i. Lori K is the new chair of the committee.

ii. Lori recommends the following membership: Mike Acuna, Don Schulman, Wanda Walters, Mike Badamo

Motion to accept the recommended members. Susie moved, Andy seconded. Passed unanimously.

Action: Jean will announce the committee members to the club.

c) Series Scoring – Nicole

i. The Board discussed Art Drisko's proposed changes to the scoring systems.

Motion to accept the new scoring rules. Jim moved, Karen seconded. Passed with seven votes, and one abstention.

8. 2012 Staffing

a) Job Descriptions – Jean

i. Bookkeeper – Susan will draft a job description for the position.

9. Announcements

a) RRCA convention is in Memphis March 15-18.

10. Business Between Meetings

a) Approval of December Minutes. Nicole moved, Susie seconded.

11. Closure

a) Review Motions:

i. Approval of December Minutes. Nicole moved, Susie seconded.

ii. The treasurer's report was approved unanimously. Susan moved, Karen seconded.

iii. That the recommended members of the Nomination Committee be accepted. Susie moved, Andy seconded.

iv. That the new scoring rules be accepted. Jim moved, Karen seconded.

b) Review Action Items:

i. Coaching criteria, Susie.

ii. Nominating committee announcement, Jean.

iii. Karen will take Yahoo group discussion back to Communications Committee.

iv. Susan will draft a job description for the bookkeeper description.

v. Jean will announce the Nominating Committee members to the club.

vi. Jean and Karen will revise the position description for the Director of Operations and present it to Susan.

c) Review Plans for Next Meeting

- i. Next meeting is Thursday, February 2, 2012 at 6:30 PM at the Stella Werner Council Office Bldg, 5th Floor Conference Room, 100 Maryland Ave. Nicole volunteered to bring food.

12. 2012 Staffing, Redux

- a) Susan and Carol excused themselves
- b) **Executive Session:** The Board discussed and revised the job description for Director of Operations.

Action: Jean and Karen will revise the position description and present it to Susan.

Meeting adjourned: 10:28 PM

Respectfully submitted,

A handwritten signature in blue ink that reads "Kenneth P. Earley". The signature is written in a cursive style with a long, sweeping tail on the letter 'y'.

Ken Earley
Secretary