

Montgomery County Road Runners Club
Minutes of Board of Directors Meeting
Meeting of August 2, 2012

Called to order: 7:04 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), Karen Smith (Member at Large), Doug Watt via telephone until 5 c iii (Member at Large)

Staff: Susan Debad (Director of Operations)

Minutes Prepared By: Ken Earley

1. **Review Agenda, assign timekeeper** – The agenda was adjusted to allow Susan to leave early.
2. **Website CMS Training** – Susan
 - a) Susan trained the Board on administering content for the new web site.
3. **Director of Operations Report/RMS Report** -- Susan
 - a) New members in July: 109 Total as of July 31: 4,366
 - b) No RMS issues to report.
 - c) The bookkeeper will be starting at the end of August.
 - d) Karen K. and Susan met with imATHLETE to discuss the membership management system, and we will be moving forward with this soon.
4. **Treasurer's Report** -- Paula
 - a) The total cash in MCRRC accounts as of August 1, 2012 was \$428,716.89.
 - b) Significant income:
 - i. Race Entry Income: \$ 30,397.00
 - a. Parks: \$ 26,290.00
 - b. Run for the Roses: \$ 2,315.00
 - c. KOTR: \$ 100.00
 - d. Riley's: \$ 740.00
 - e. Mid-summer's Mile: \$ 687.00
 - f. Run Aware: \$ 260.00
 - ii. RMS: \$ 5,275.00
 - iii. Training Programs: \$ 10,152.66
 - a. XMP: \$ 6,789.00
 - b. 10K: \$ 2,421.44
 - c. 5K \$ 400.00
 - d. Summer Half Marathon: \$ 260.00
 - e. Stride Clinic: \$ 137.22
 - f. 8K: \$ 75.00
 - g. Walking: \$ 70.00
 - c) Significant expenses:
 - i. Scholarship Awards: \$ 1,000.00
 - ii. Parks HM Postcards: \$ 5,528.36
 - iii. Web Design : \$ 6,200.00
 - iv. Race/program supplies
 - a. New Equipment: \$ 874.06
 - b. Food/beverages: \$ 692.86

- c. Equipment – consumables: \$ 5,687.51 (\$5,090.00
- d. RMS Staff Payment: \$ 0.00
- e. Equipment rental: \$ 1,607.17
- f. Service rentals: \$ 2,151.50
- v. July Intervals: \$ 751.98

Motion to accept the Treasurer’s report. Ken moved, Susie seconded. Carried nine for.

5. New Business

- a) Youth Running Mission Statement – Karen

- i. The Board discussed the mission statement

Motion to accept the mission statement for the Youth Running Committee. Brian moved, Paul seconded. The motion passed, nine for and zero against.

- b) Website, Webmaster position – Karen/Susan

- i. Even with the changes to the web site, we need the technical expertise of a webmaster. Harvey Sugar has resigned. We may need a short-term support contract with Clark Concepts.

- c) RMS staff position/RMS/Cherry Blossom – Karen

- i. With an increase in races and race activity, and few scorers, we might need a part-time race support person. Because some functions are already paid, this wouldn’t be wholly paid for anew.
- ii. The consensus of the Board was that we should move forward on reviewing this position, including budgetary concerns and a job description.
- iii. Cherry Blossom has submitted an RFP for us to time the race. The Board discussed the feasibility of being able to handle this, and decided we are not there yet in terms of trained staff for a race this large. (Doug excused himself before the motion).

Motion to decline the RFP from Cherry Blossom. Ken moved, Paul seconded. Six for, two against, and one abstention.

- iv. The Board discussed the FinishLynx scoring system that Danny Talmage presented in July.

Motion to purchase the FinishLynx system. Susie moved, Brian seconded. Eight for and one abstention.

- d) Volunteer gifts/premiums – Karen

- i. Deferred until September.

6. Old Business Items

- a) Equipment Leasing Policy update – Brian

- i. The Board discussed the proposed policy revision, and provided Brian with feedback. **Action:** Brian will revise the policy and lease.

- b) Elite Racing team – Brian

- i. Brian reviewed the suggestions of the committee.

- c) Volunteer event – Brian

- i. Mama Lucia replied that Tuesday, September 18, 4-7, with an outdoor patio bar and finger food inside might work.

7. Announcements

- a) Karen S. edited Ins and Outs this week.
- b) Paul wrote an article for *Intervals*.
- c) The XC invitational will be supported by MCRRC, 9/7/12, and we will have our name on it.
- d) RRCA coaching class on October 14th and 15th, sponsored jointly with Howard County and Annapolis. We will fill our slots with our program coaches first.
- e) The Road Race Management Conference is November 8-10th. The club will be sending a few people associated with big races after reviewing the budget.
- f) Debbie Shulman commented that the club should have standardized medical contingency plans for races of particular sizes. The Board agreed and will start a committee to do this.
- g) The September meeting is moved to Monday, September 10.

8. Closure

- a) Review motions between meetings:
 - i. None
- b) Review motions and action items:
 - i. Motions:
 - a. Motion to accept the Treasurer's report. Ken moved, Susie seconded. Carried nine for and zero against.
 - b. Motion to approve the mission statement for the Youth Running Committee. Brian moved, Paul seconded. The motion passed, nine for and zero against.
 - c. Motion to decline the RFP from Cherry Blossom. Ken moved, Paul seconded. The motion passed, six for, two against, and one abstention.
 - d. Motion to purchase the FinishLynx system. Susie moved, Brian seconded. Eight for one abstention.
 - ii. Action Items:
 - a. Brian will revise the Equipment Leasing policy and lease.
- c) Review Plans for Next Meeting
 - i. Next meeting is Monday, September 10, 2012 at 6:30 PM at the Stella Werner Council Office Bldg, 5th Floor Conference Room, 100 Maryland Ave. Jim volunteered to bring food.

Meeting adjourned: 10:46 PM

Respectfully submitted,



Ken Earley
Secretary