

**Montgomery County Road Runners Club
Minutes of Board of Directors Meeting
Meeting of December 6, 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) effective 3b, Paul Foster (Member at Large), Brian Kim by phone at 4a (Member at Large), Karen Smith (Member at Large), Doug Watt (Member at Large)

Staff: Susan Debad (Director of Operations)

Guests: Kathleen Clawson (Bookkeeper)

Minutes Prepared By: Ken Earley

- 1. Review Agenda, assign timekeeper** – Susan added a discussion of MCRRC teams to New Business, Paul added an item on organization. Brian volunteered to keep time.
- 2. Director of Operations Report/RMS Report -- Susan**
 - a) New members since October: 177 Total as of November 30: 4,485 (4,070 in November 2011)
 - b) RMS's fall season is complete, everyone is invoiced. Spring season is beginning.
 - c) Background checks for SDP, the trail program, and the Winter Marathon and Half-Marathon Programs have been completed.
 - d) Susan updated the 2013 race schedule and other cleanup work.
 - e) The CPR course is improving.
 - f) All club clothing has been received from Sports Science, and it will be available at Jingle Bell Jog.
 - g) Friends of Seneca Creek State Park has solicited our renewal. In the past we have been a Silver member, but they have doubled the charges per runner for our races. By consensus, we will be a Bronze member this year.
- 3. Treasurer's Report -- Paula**
 - a) The total amount of cash in the MCRRC main club checking account (not race-dedicated) as of December 1, 2012 was \$283,979.14. The total amount in savings and investments was \$82,151.51.
 - b) Significant income:
 - i. Race Entry Income: \$ 12,282.00
 - a. PHM: \$ 1,543.00
 - b. Stone Mill: \$ 6,700.00
 - c. Run Under the Lights: \$ 15,330.00
 - d. Black Hill 10K: \$ 270.00
 - e. Candy Cane 5K: \$ 1,440.00
 - f. RFR: \$ 25.00
 - ii. Sponsorship: \$ 4,250.00 (Schrier PT, Timothy Horst for PHM)
 - iii. Upgrades purchased: \$ 8,214.20
 - a. Run Under the Lights: \$ 1,474.20
 - b. Stone Mill: \$ 6,700.00
 - c. Walking Program: \$ 40.00
 - iv. RMS: \$ 13,072.00
 - v. MCM Room: \$ 4,531.41

vi.	Training Programs:	\$ 25,922.69
a.	Stride Clinic:	\$ 206.83
b.	5K	\$ 975.27 (banquet)
c.	Walking:	\$ 120.00
d.	Winter Trail Running:	\$ 1,500.00
e.	Fall 10K:	\$ 1,033.56 (banquet)
f.	FTM:	\$ 2,864.23 (banquet)
g.	SDP:	\$ 12,222.80
h.	WHMP:	\$ 7,050.00
vii.	Mailing List Rental:	\$ 1,869.00
c)	Significant expenses:	
i.	Information Technology:	\$ 646.20 (Oct. help from Clark Concepts)
ii.	Travel:	\$ 1,270.16 (RD conference)
iii.	MCM Room:	\$ 3,768.53
iv.	Race supplies	
a.	Equipment – consumables:	\$ 397.24
b.	Food/beverages:	\$ 4,607.32
c.	T-shirts and premiums:	\$ 12,981.97
1.	PHM:	\$ 3,129.93
2.	RUTL:	\$ 3,081.00
3.	Stone Mill:	\$ 6,771.04
d.	RMS Staff payment:	\$ 11,284.25
e.	Equipment Rentals:	\$ 1,528.78
f.	Service rentals:	\$ 1,490.00
g.	Race Proceeds Distribution:	\$ 6,400.00
1.	Montgomery Alliance:	\$ 3,000.00
2.	Glen Echo Fire:	\$ 200.00
3.	Community Foundation:	\$ 2,000.00
4.	Mara Heroes:	\$ 900.00
5.	BCC VFD:	\$ 300.00
v.	Program supplies:	
a.	Equipment – consumables:	\$ 2,572.51
b.	Food/beverages:	\$ 520.74
c.	T-shirts and premiums:	\$ 1,035.40
d.	Service rental:	\$ 2,655.00 (\$1,995.00 background checks)
e.	Banquets/dinners:	\$ 5,251.00
f.	Certificate reimbursements:	\$ 1,231.47
vi.	Other expenses:	\$ 4,500.00 (one time purchase of Sports Science clothing)
vii.	Club Communications:	\$ 1,335.00
viii.	Postage:	\$ 1,966.00

Motion to accept the Treasurer's report. Ken moved, Paul seconded. Carried unanimously.

4. New Business

a) Website/Server – Susan

- i. We had an outage late Saturday, it was discovered Sunday, and the site as back online on Monday. There is no answer as of yet as to what happened.
- ii. The site was also hacked at one point.
- iii. We need another hosting service.
- iv. This will require work and have an expense, but we need to do it.
- v. The issue was discussed, and more information will be obtained.

b) Holiday party – Paula

- i. The party was a success.

- ii. The idea of moving it to Saturday night was discussed.
- iii. A few other tweaks were discussed.
- c) Participation series premium – Karen K.
 - i. John Way would like an exception to his budget for a better premium (seat covers). The board agreed by consensus, but recommends that future premiums be more visible to other runners to promote MCRRC.
- d) Voting – Ken
 - i. Members need to cast votes, even if an abstention, or their vote will be recorded as an abstention.
- e) Personnel – Karen S.
 - i. Karen has accepted a job offer in Austin, TX and will be moving there. This will be her last month on the board.
 - ii. The board discussed possible replacements.
- f) Budget meeting/logistics – Susie
 - i. The proposed budget will be presented for approval.
 - ii. The proposed bylaw changes will be presented for approval.
 - iii. Karen would like to appoint the nominating committee at the meeting.
- g) Nominating committee – Karen K.
 - i. Karen has a chair and most committee members in mind, and solicited other names from the board.
- h) MCRRC Teams – Susan
 - i. Premiums for 2011 and 2012 forthcoming.
 - ii. We need someone to help with coordination.
- i) Organization – Paul
 - i. Paul addressed the idea of the board getting together for a session for training and focusing.
 - ii. Likewise, a strategic planning session would be helpful.
- j) Committees: Status, Progress – Karen K.
 - i. We need to revisit how the committees are operating.
 - ii. The board will try to get together in late January to discuss committees.

Action: Paul will circulate the Outreach Committee’s documents using the new “Drop Box” file.

5. Old Business Items

- a) Elite team – Brian
 - i. Nicole Deziel will act as coordinator.
- b) Sales tax/race finance reporting – Paula
 - i. Paula discussed the sales tax requirements for merchandise sold by the club or its races/programs.

Action: Paula will make revisions to the documents based on feedback.

6. Announcements

- a) Karen K. announces that the ad hoc committee on youth running has met and discussed a variety of issues. Kimberly Price, Julie Sapper, Samuel Bisby, Tom Young, Audrey Fincher, John Holten, Wanda Walters. Will get back to the board by June 30.

7. Closure

- a) Review motions between meetings -- Ken
 - i. Motion to accept the October 2012 minutes as submitted by Jim. Paula moved, Jim seconded. Motion carried: 7 for, 2 abstentions.
 - ii. Motion to accept the November 2012 minutes as submitted by Ken. Susie moved, Paula seconded. Motion carried: 8 for, 1 abstention.
 - iii. Motion to present to the membership proposed bylaw changes concerning term length and limits for board and nominating committee members. Paula moved, Ken seconded. Motion passed unanimously.

- iv. Motion to approve the 2013 race schedule. Susie moved, Paula seconded. Motion passed: 7 for, 2 abstentions.
- b) Review motions and action items:
 - i. Motions:
 - a. Motion to accept the Treasurer's report. Ken moved, Paul seconded. Carried unanimously.
 - ii. Action Items:
 - a. Paul will circulate the Outreach Committee's documents using the new "Drop Box" file.
 - b. Paula will revise the sale tax documents.
- c) Review Plans for Next Meeting
 - i. Next meeting is Thursday, January 3, 2013 at 6:30 PM at the Stella Werner Council Office Bldg, 5th Floor Conference Room, 100 Maryland Ave. Paul volunteered to bring food.

Meeting adjourned: 9:57 PM

Respectfully submitted,

A handwritten signature in blue ink that reads "Kenneth P. Earley". The signature is written in a cursive style with a large initial 'K'.

Ken Earley
Secretary