

**Montgomery County Road Runners Club
Minutes of Board of Directors Meeting
Meeting of February 7, 2013**

Called to order: 7:00 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), Yvette Ju (Member at Large), Doug Watt (Member at Large)

Guests: Nicole Deziel (left after #6b), Gwynne Roth (left after #3), Eric Friedman (left during item #2)

Minutes Prepared By: Ken Earley

- 1. Review Agenda, assign timekeeper** – Ken added privacy policy to the agenda. Doug volunteered to keep time.
- 2. Elite Team Guidelines** – Nicole Deziel
 - a) Nicole discussed the background, guidelines and application procedures for the team.
 - b) It is modeled after the Howard County team.
 - c) Georgetown Running Club has contacted Nicole about possible partnership opportunities.
- 3. 2011-2012 Team Premiums, Team Cash Bonus Race** – Gwynne Roth
 - a) Gwynne discussed the status of MCRRC teams.
 - b) Team registration procedures were discussed.
 - c) The status of the 2011 and 2012 premiums were discussed. They will be given out at the awards ceremony.
- 4. Administrator's Report** – Karen
 - a) New members since January: 121 Total as of January 28: 4,713 (4,264 in February 2012)
- 5. Treasurer's Report** -- Paula
 - a) The total amount of cash in MCRRC checking accounts as of February 7, 2013 is \$ 241,610.71. The total amount in savings and investments was \$212,316.87.
 - b) Significant income:
 - i. Race Entry Income:

a. Pikes Peek:	\$ 6,695.00
b. RUTL:	\$ 5,665.00
c. New Year's Day:	\$ 150.00
 - ii. RMS: \$ 880.00
 - iii. Training Programs: \$ 1,148.00
 - a. Stride Clinic: \$ 3,630.92
 - b. XMP (Banquet): \$ 248.85
 - c. SDP (refund): \$ 1,500.00
 - d. WHMP: \$ (307.80)
 - e. WMP: \$ 1,185.00
 - c) Significant expenses:
 - i. MCM Hosp. Suite (deposit): \$ 845.17
 - ii. Liability Insurance (auto): \$ 3,500.00
 - iii. Race supplies \$ 1,191.00
 - a. Equipment – consumables: \$ 391.08
 - b. Food/Beverages: \$ 467.74
 - c. T-shirt/premiums (RMS): \$ 425.00
 - d. Equipment Rentals: \$ 270.16

- e. Service Rentals (permits): \$ 46.00
- iv. Program supplies:
 - a. Food/Beverages: \$ 355.04 (WHMP/WMP)
 - b. Certification Reimbursement: \$ 702.00
- d) Fidelity funds were invested as per the investment policy.
- e) Sales tax remittance is in place, and race and program directors have been notified.
- f) 2012 1099s are complete.
- g) Shooting Starr used the new accounting form. Some tweaks will be made.
- h) Paula will be selling Sports Science apparel at the Country Road Run.
- i) Spring/summer training programs are being set up in imATHLETE.

Motion to accept the Treasurer's report. Ken moved, Susie seconded. Carried unanimously, 8-0.

6. New Business

- a) Dues/donations to MD RRCA Grand Prix Series, MD WDF – Karen
 - i. By consensus of the board the club will continue donations as in the past.
- b) RRCA Challenge Race – Karen
 - i. The board discussed having a club banner or something to act as a rallying point for the club's runners.
 - ii. Jim volunteered to help, as did Nicole.
- c) Timing – Karen
 - i. Karen has been working on the RMS contracts.
- d) Meet Manager Software Purchase – Karen
 - i. Excellent program for track and swimming, events with multiple distances (e.g., the Rockville track program, club track meets).
 - ii. The program is about \$1,500.00 the first year, with an annual licensing fee of about \$400.00.
- e) Training Opportunities for Timing – Karen
 - i. Additionally, we need a trainer for a day for the FinishLynx system.
 - ii. The club will move forward on the purchase of the software and contracting the trainer.
- f) Cancer to 5K Proposal – Karen
 - i. Marla Shapiro would like to use the track with the club in exchange for a volunteer effort by her five runners.
 - ii. Marla will need to fill out the form for the Outreach Committee.
- g) Privacy Policy – Ken
 - i. The board discussed Ken Swab's offer to help with a privacy policy.
 - ii. A concern is that we are dependent on outside vendors (e.g., smugmug, inATHLETE).
 - iii. Alan Pemberton has offered to check his firm (Covington and Berlin) to see if they can author (pro bono) a privacy policy.
- h) Staff Search/New Space – Karen
 - i. The board discussed interviewing candidates for the Operations Manager and Race Operations Assistant positions.
 - ii. Karen is looking into repairs/upkeep for the expanded clubhouse space.

Action: Doug will look into used office furniture (conference tables and chairs). Paula and Ken will assist as necessary.
- i) Awards and Awards Event – Karen
 - i. The event planning is going well.
 - ii. The board discussed potential recipients for club awards.

Action: Paula and Ken will look into gifts for the volunteers. Kathleen might be able to find a receipt to see how many to order.

7. Old Business

- a) Stride Clinic – Doug
 - i. Doug has not heard back from them.

8. Announcements

- a)
- 9. Closure**
- a) Review motions between meetings – Ken
- i. Motion to accept the December 2012 and January 2013 minutes as submitted by the MCRRC Secretary. Paul moved, Paula seconded. Carried 8 for, 1 abstention.
- b) Review motions and action items:
- i. Motions:
 - a. Motion to accept the Treasurer's report. Ken moved, Susie seconded. Carried unanimously, 8-0.
 - ii. Action Items:
 - a. Doug will look into acquiring office furniture.
 - b. Paula and Ken will look into volunteer gifts.
 - c. Paul will get Marla the Outreach Committee form.
 - d. Karen, Paula, and Ken will conduct the first round of interviews for staff positions.
 - e. Karen will purchase Meet Manager software and training for FinshLynx.
 - f. Nicole will revise the elite team criteria and of races.
 - g. The Army Ten Miler was chosen as the team race.
 - h. Ken will help Gwynne with team registration.
- c) Review Plans for Next Meeting
- i. Next meeting is Thursday, March 7, 2013 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: 10:03 PM

Respectfully submitted,



Ken Earley
Secretary