

**Montgomery County Road Runners Club  
Minutes of Board of Directors Meeting  
Meeting of January 3, 2012**

*Called to order: 7:03 PM*

**Present:**

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

Minutes Prepared By: Ken Earley

- 1. Review Agenda, assign timekeeper** – Karen added items on the PHM contribution and Pikes Peek. Brian volunteered to keep time.
- 2. Treasurer's Report -- Paula**
  - a) The total amount of cash in the MCRRC main club checking account (not race-dedicated) as of January 1, 2013 was \$ 301,194.53. The total amount in savings and investments was \$82,987.95.
  - b) Significant income:
    - i. Race Entry Income: \$ 6,066.00
      - a. Seneca Slopes: \$ 810.00
      - b. Turkey Burnoff: \$ 2,181.00
      - c. Piece of Cake: \$ 720.00
      - d. Jingle Bell Jog: \$ 335.00
      - e. Pikes Peek: \$ 2,020.00
    - ii. RMS: \$ 24,132.00
    - iii. Training Programs: \$ 20,918.48
      - a. Stride Clinic: \$ 320.18
      - b. Winter Trail Running: \$ 2,100.00
      - c. SDP: \$ 3,150.00
      - d. WHMP: \$ 10,790.00
      - e. WMP: \$ 4,270.00
  - c) Significant expenses:
    - i. Information Technology: \$ 1,058.19 (Nov. help from Clark Concepts)
    - ii. Liability Insurance: \$ 7,592.13
    - iii. Race supplies
      - a. Equipment – consumables: \$ 1,696.73
      - b. Food/Beverages: \$ 2,927.86
      - c. Equipment Rentals: \$ 484.32
      - d. Service rentals: \$ 2,357.34
        1. Don's Johns: \$ 1,306.00
        2. Seneca Creek State Park: \$ 1,053.34
    - iv. Program supplies:
      - a. Banquets/dinners: \$ 7,533.15
        1. FTM: \$ 6,959.69
        2. 5K: \$ 573.46
      - b. Coaches gifts (5K): \$ 525.00
    - v. RRCA Dues: \$ 6,000.00
  - d) Paula is collecting information to send 1099s for those who received prizes in 2012.
  - e) The board discussed the amount spent on t-shirts and considered using one vendor to cut costs.

**Action:** The board will review van insurance.

**Action:** Ken will verify the original purpose of the NASAFUCU CD.

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

### 3. New Business

#### a) Stride Clinic – Brian

- i. Carol Lavrich would like to bring the coaching theories of the clinic in line with the training programs.
- ii. She needs help with coaching at the clinic, specifically someone with experience who can lead the coaches.
- iii. She needs help with administration.
- iv. The board discussed some options to help Carol.

**Action:** Doug will be attending the Stride Clinic this month.

#### b) Human Resources Policy Documents – Karen

- i. The board discussed HR documents concerning paid staff.

**Action:** Brian and Doug will review the documents and provide their changes.

#### c) imATHLETE Contract – Karen

- i. The board discussed the proposed contract with imATHLETE.
- ii. Brian expressed some concerns about the contract that Karen will take back to imATHLETE.

**Action:** Karen will follow up with imATHLETE on the contract.

#### d) Committees update; schedule strategy meeting – Karen

- i. The board discussed getting together with the committee chairs on Sunday, January 27.

#### e) PHM Donation – Karen

- i. The board discussed a potential charitable contribution to be made from the PHM proceeds.

#### f) Pikes Peek – Karen

- i. Kaiser Permanente is uncertain if they will be back as title sponsor. Jean Arthur is working with them.
- ii. White Flint is available for 2013 and 2014 as a finish area.

### 4. Old Business Items

#### a) Elite team – Brian/Susie

- i. Nicole Deziel is working on implementing the new team.
- ii. A schedule is being made of races where the team could compete.
- iii. The uniforms and volunteer requirements were discussed.

### 5. Announcements

a) Today is Paula's birthday. There was cake.

b) Karen is subject to jury duty this month and might be out of pocket.

c) The board discussed Susan Debad's resignation and steps going forward.

### 6. Closure

#### a) Review motions between meetings – Ken

- i. Motion to close the existing Morgan Stanley account, and that its balance as well as funds from the main checking account be transferred to a new investment account with Fidelity. Such funds will be invested in accordance with the MCRRC Investment Policy. The President, Treasurer, and Director of Operations will have access to the account and the ability to move money between the investment funds. The Chairman of the Finance Committee will assist with investment selection. Susie moved, Ken seconded. Carried unanimously, 9-0.
- ii. The membership passed the 2013 Budget at the Annual Budget Meeting. Lori Kaleikau moved, Bob Elmore seconded. Carried by unanimous voice vote.
- iii. The membership passed changes to the bylaws concerning the terms of board and nominating committee members. Andrea Keane-Myers moved, George Tarrico seconded. Carried by unanimous voice vote.

b) Review motions and action items:

- i. Motions:
  - a. Motion to accept the Treasurer's report. Susie moved, Brian seconded. Carried unanimously, 8-0.
- ii. Action Items:
  - a. The board will review van insurance.
  - b. Ken will verify the original purpose of the NASAFUCU CD.
  - c. Doug will attend the Stride Clinic this weekend.
  - d. Brian and Doug will review the HR documents and provide their changes.
  - e. Karen will follow up with imATHLETE on the contract.
- c) Review Plans for Next Meeting
  - i. Next meeting is Thursday, February 7, 2013 at 6:30 PM at the Stella Werner Council Office Bldg, 5<sup>th</sup> Floor Conference Room, 100 Maryland Ave. Jim volunteered to bring food.

*Meeting adjourned: 9:13 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' and 'E'.

Ken Earley  
Secretary