

**Montgomery County Road Runners Club  
Minutes of Board of Directors Meeting  
Meeting of July 16, 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), Paul Foster (Member at Large), Brian Kim (Member at Large), Karen Smith (Member at Large)

Staff: Susan Debad (Director of Operations)

Guests: Danny Talmage

Minutes Prepared By: Ken Earley

1. **Review Agenda, assign timekeeper** – Karen volunteered to keep time. No changes to the agenda.
2. **Equipment purchases** – Danny Talmage
  - a) Danny proposed adding FinishLynk scoring equipment to our IPICO scoring system. This will provide more timing accuracy for high school XC racing and other races, and could lead to new races.
3. **Director of Operations Report/RMS Report -- Susan**
  - a) New members in June: 79 Total as of June 30: 4,376 (4,172 in July 2011)
  - b) Ordered new bib chips that are much smaller. Will work well for RMS.
  - c) Taxes: 990 information sent to the accountant.
  - d) Paula and Susan interviewed three bookkeeper candidates. Karen will speak to the leading candidate, and hopes to make an offer next week.
  - e) Requests for military discount. Will work on wording on the motion to present this to the board.  
**Action:** Brian will draft the motion to amend the bylaws to have a discounted membership category for active duty military.
  - f) We need to keep the shed locked. In addition to the widespread knowledge of the combination, there are keys out. We are getting a new staff member who will be working in the office. Danny will be changing the locks.
  - g) RMS is going well. Three new races this fall.
4. **Treasurer's Report -- Paula**
  - a) The total cash in MCRRC accounts as of June 30, 2012 was \$409,265.45.
  - b) Significant income:
    - i. Race Entry Income: \$ 35,958.32
      - a. Pike's Peek: \$ 1,322.00
      - b. Parks: \$ 22,630.00
      - c. Germantown 5 Miler: \$ 5,295.00
      - d. Run for the Roses: \$ 3,200.00
      - e. KOTR: \$ 2,358.32
      - f. Sin in the Woods: \$ 255.00
      - g. Riley's: \$ 320.00
      - h. Memorial 4 Miler: \$ 465.00
    - ii. RMS: \$ 16,915.00
    - iii. Training Programs: \$ 31,763.90
      - a. FTM: \$ 7,960.25
      - b. 8K: \$ 1,402.00

- c. Summer Half Marathon: \$ 8,766.08
- d. XMP: \$ 12,874.00
- e. Stride Clinic: \$ 616.49
- iv. Mailing list rental (Twiligher) \$ 1,200.00
- c) Significant expenses:
  - i. Scholarship Award: \$ 1,000.00
  - ii. Web Design (project payment 4): \$ 8,560.00
  - iii. Race/program supplies
    - a. New Equipment: \$ 596.59 (clubhouse shelving, misc.)
    - b. Food/beverages: \$ 3,076.75
    - c. RMS Staff Payment: \$ 3,837.00
    - d. Police/EMT for PP10K: \$ 4,956.00
    - e. Rental vehicles: \$ 4,977.11 (PP10K, KOTR, Run Aware, Capitol for a Day)
    - f. Service rentals: \$ 987.70 (Rockville Hilton elite athletes PP10K, Rockville HS MSM)
  - iv. T-Shirts: \$ 9,688.88
    - a. PP10K fleece jackets: \$ 8,200.00
    - b. 8K shirts: \$ 253.50
    - c. Run for Roses: \$ 598.93
    - d. Stride Clinic: \$ 157.00
    - e. SHMP: \$ 1,453.50
  - v. Postage and Parks mailing: \$ 3,962.90
  - vi. July Intervals: \$ 575.00

**Action:** Paula will tell Tom Brennan that there will be one fee for the program this year.

**Motion** to accept the Treasurer's report. Ken moved, Brian seconded. Carried eight for, one absent.

## 5. New Business

- a) Volunteer Committee Chair vacancy – Karen
  - i. Kimberly Price has resigned as chair of the committee. We need a new chair.
- b) Policy for cancelling club events/races – Paula
  - i. The current system of discussion with the race director, George Tarrico, and the club president is effective.
- c) Halloween Young Run – Karen
  - i. We will not be having it this year. We need to overhaul it and return in 2013. It needs to be run more like Parks or Pike's Peek, with team captains more active in planning. Ideas include partnering with a children's charity. We need a committee to reinvent this race.

**Action:** Susan will inform the team captains that the race is canceled and have the web site removed.
- d) Website update – Susan
  - i. Waiting to go live. We have a managed server through our ISP, and are working with them to go live by the end of this week.
- e) City of Rockville Youth Track Program – Karen
  - i. This is a lot of effort, in excess of the value of the lights. It burns out volunteers and diverts from our races.
- f) Youth Running Committee – Karen
  - i. We urgently need to look at youth running, age groups in races, involvement in training programs, and how we interact with the City and County programs.
  - ii. We have an opportunity to help with a high school XC invitational event in the fall. Karen is looking into what the depth of our involvement will be.
  - iii. The committee will need to look at ages for races, training programs. Types of programs, parental requirements, waivers (medical, legal stuff).
  - iv. Brian will function as liaison.

**Action:** Karen will draft goals for the committee.

- g) Outreach Committee report – Paul
  - i. Paul presented a draft of the committee’s purpose and how that relates to the Strategic Plan. He also discussed where the committee was and what it was working on.
- h) RMS staff position – Karen
  - i. Tabled until August.
- i) Volunteer gifts/premiums – Karen
  - i. Tabled until August.

## 6. Old Business Items

- a) Racing team proposal update – Brian
  - i. Not opposed to our suggestions, but made a third proposal. Dedicate a race team manager to invite runners to participate on a team. Better than a blast e-mail, but not a cohesive team (and hard to enforce board’s requirements).
  - ii. Singlets or uniform instead of jackets.
  - iii. How much more of a commitment would we want?
  - iv. Maybe sponsor a premiere race like CB10 instead of club race.
- b) Volunteer event/Mama Lucia’s – Brian
  - i. Go there, Bethesda location and say you are from MCRRC. They aren’t sensing a return on investment.
  - ii. We will have the volunteer event there.  
**Action:** Brian will work with Chris to see what arrangements can be made for a volunteer happy hour the third week of September.
- c) Programs Committee documents – Paula
  - i. The Board reviewed the documents produced by the committee and provided feedback.  
**Action:** Paula will communicate the changes to the Program Committee Chair.

## 7. Announcements

- a) Wednesday is half-price wine night at Mama Lucia’s.

## 8. Closure

- a) Review motions between meetings:
  - i. Motion to approve the May and June 2012 minutes as submitted by Ken Earley, Secretary. Susie moved, Paula seconded. Carried six for, three abstentions.
- b) Review motions and action items:
  - i. Motions:
    - a. Motion to accept the Treasurer’s report. Ken moved, Brian seconded. Carried eight for, one absent.
  - ii. Action Items:
    - a. Brian will draft the motion to amend the bylaws to have a discounted membership category for active duty military.
    - b. Paula will tell Tom Brennan that there will be one fee for the program this year.
    - c. Susan will inform the HYR team captains that the race is canceled and have the web site removed.
    - d. Karen will draft goals for the youth running committee.
    - e. Brian will work with Chris at Mama Lucia’s to see what arrangements can be made for a volunteer happy hour the third week of September.
    - f. Paula will communicate document changes to the Program Committee Chair.
- c) Review Plans for Next Meeting
  - i. Next meeting is Thursday, August 2, 2012 at 6:30 PM at the Stella Werner Council Office Bldg, 5<sup>th</sup> Floor Conference Room, 100 Maryland Ave. Brian volunteered to bring food, Paula will bring water.

*Meeting adjourned: 10:21 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 a long, sweeping tail on the 'y'.

Ken Earley  
Secretary