

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

Called to order: 7:02 PM

Present:

Board members: Karen Kincer (President), Susie Kinnecome (Vice President) (joined during 3d), 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)

Staff: Ashley Zuraf, incoming Operations Manager

Minutes Prepared By: Ken Earley

- 1. Review Agenda, assign timekeeper** – Karen added privacy to the agenda. Jim volunteered to keep time.
- 2. Administrator’s Report** – Karen
 - a) Most spring contracts are complete. Paula and Kathleen have been working on them.
 - b) Insurance has been completed and approved.
 - c) Membership management:
 - i. Everything will be sent by e-mail going forward.
 - ii. The new membership form on imAthlete is ready. As soon as the web site can be linked it will go live.
- 3. Treasurer’s Report -- Paula**
 - a) The total amount of cash in MCRRC checking accounts as of March 6, 2013 is \$222,629.07. The total amount in savings and investments was \$212,341.38.
 - b) Significant income:
 - i. Race Entry Income: \$ 10,340.00
 - a. Pikes Peek: \$ 9,825.00
 - b. Country Road: \$ 405.00
 - ii. RMS: \$ 3,500.00
 - iii. Training Programs: \$ 749.72
 - a. Stride Clinic: \$ 327.02
 - b. CPR Class: \$ 622.70
 - c) Significant expenses:
 - i. Accounting fees: \$ 395.00 (1099 and 1099Misc generation)
 - ii. Other IT costs: \$ 647.70
 - iii. Clubhouse Materials/Maint.: \$ 1,700.00 (Office furniture)
 - iv. Race supplies
 - a. Equipment – consumables: \$ 175.65
 - b. T-shirt/premiums: \$ 9,284.50 (PP10K premiums deposit)
 - c. Equipment Rentals: \$ 1,949.97 (Enterprise – RUTL, Turkey Burnoff, and Stone Mill)
 - d. Service Rentals (permits): \$ 770.00 (Per runner fee for Seneca Creek State Park – NYD 5K)
 - e. Race Proceeds Distribution: \$ 4,470.07 (RUTL to Gaithersburg)
 - v. Program supplies:
 - a. Food/Beverages: \$ 384.66 (WHMP/WMP, Winter Trail Program)
 - b. T-Shirts: \$ 1,443.00 (Winter Trail Program)
 - c. Prog. Mgr/Coach Gifts: \$ 354.00

- d) Kathleen is making more electronic payments. The glitch where payments were being made in Karen's name has been corrected.
- e) Paula would like a dedicated team to collect money at low key races.
- f) The sale of Sports Science Apparel has gone well, including at the Country Road Run. The club has recouped over half of its investment.
- g) Spring and summer programs are being set up in imAthlete.
- h) Paula is working with a tax expert on questions regarding sales tax collection.
- i) The Board discussed race and program budgeting, with emphasis on premiums.

Action: Ken will find the official language on expense approval.

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

4. New Business

a) Website – Karen

- i. The new site should be up soon, once the domain is released from the previous company.
- ii. There will need to be quick updates to the site. Board members need to check their pages and update if possible, list any other updates.

Action: Board members need to check web content for accuracy and update.

b) Social Media -- Twitter, Facebook policies – Karen/Ken

- i. The Board needs access to social media outlets and discussion groups.

Action: Ken will write a request for access to the various media outlets.

c) Other – Karen

i. Programs

- a. The Board has heard great things about the Winter Trail Program and is behind the summer program, contingent on an RRCA certified coach heading each program.
- b. By consensus the Summer Trail Program is approved.
- c. Karen will take feedback to Lubin on XHMP.

ii. Construction

- a. The Board reviewed bids for work in the office space. The Board will vote between meetings.

iii. Rocklands Fundraiser/other fundraisers

- a. By consensus the Board approved accepting Rocklands offer and dedicate proceeds to youth running programs subject to Yvette's findings.

Action: Yvette will follow up with Rocklands.

5. Old Business

a) HR Policies – Karen

- i. The Board discussed the proposed HR policies.

Motion to approve the HR policies. Doug moved, Paula seconded. Carried unanimously, 8-0.

b) Privacy – Karen

- i. The Board discussed the privacy policy drafted by the attorney.

Action: The Board will review the privacy policy and pass it between meetings.

c) Cancer to 5K; Outreach Committee applications – Paul

- i. Paul presented the Outreach Committee's criteria for assistance and application process.
- ii. The Board discussed the Cancer to 5K's request for assistance and consented by consensus.

d) Finalize Elite Racing Team guidelines – Susie

- i. The Board discussed the proposed elite team guidelines.

Motion to approve the guidelines as modified by the Board. Susie moved, Jim seconded. Carried unanimously, 8-0.

e) Review agenda for Annual Business Meeting and Awards Brunch – Karen

- i. Planning is coming along nicely.
- ii. The Board discussed the agenda of the event.
- iii. Board members volunteered for various presentations and assignments.

f) New Board – Karen

- i. The Board discussed how business has been conducted with a view to changes for the future.
- ii. The Board discussed tools such as Dropbox and the Yahoo! group.
- iii. Karen would like all new board members to work a race as ARD or through RMS in the next few weeks; the new board has a dearth of this experience.

6. Announcements

- a) Wanda Walters has created collateral for the programs to be distributed at Pike's Peek.
- b) The new board member dinner will be 3/20/2013.

7. Closure -- Ken

a) Review motions between meetings:

- i. Motion to accept Dinos Papoulias' offer to provide the website services described in his proposal on a volunteer basis for a six month period. Susie moved, Paul seconded. Carried unanimously, 9-0.

b) Review motions and action items:

i. Motions:

- a. Motion to accept the Treasurer's report. Ken moved, Paul seconded. Carried unanimously, 8-0.
- b. Motion to approve the HR policies. Doug moved, Paula seconded. Carried unanimously, 8-0.
- c. Motion to approve the elite team guidelines as modified by the Board. Susie moved, Jim seconded. Carried unanimously, 8-0.

ii. Action Items:

- a. Ken will find the official language on expense approval.
- b. Board members need to check web content for accuracy and update as necessary once the new site is available.
- c. Ken will write a request for centralized board access to the various social media outlets.
- d. The Board will review the privacy policy and pass it between meetings if possible.
- e. Paul will work with Jim on strategic planning.
- f. Yvette will follow up with Rocklands.

c) Review Plans for Next Meeting

- i. Next meeting is Thursday, April 4, 2013 at 6:30 PM at the MCRRC Office, 14672 Southlawn Lane Bay I/J, Rockville, MD (pending construction). Paul volunteered to bring food.

Meeting adjourned: 10:04 PM

Respectfully submitted,



Ken Earley
Secretary