

**Am.Montgomery County Road Runners Club
Minutes of Board of Directors Meeting
Meeting of May 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), Paul Foster (Member at Large) Brian Kim (Member at Large), through 4a., Karen Smith (Member at Large), Doug Watt (Member at Large)

Staff: Susan Debad (Director of Operations)

Minutes Prepared By: Ken Earley

1. **Review Agenda, assign timekeeper** – Jim volunteered to keep time. Green Team report added to the agenda.
2. **Director of Operations Report/RMS Report -- Susan**
 - a) New members in April: 108 Total as of April 30: 4,450 (4,235 in April 2012)
 - b) The issue with insurance for the Twilighter is resolved. Rockville issued a third party certificate of coverage.
 - c) Credit card processing was used for Pike's Peek and was successful.
 - d) Comcast internet is installed in the club house.
3. **Treasurer's Report -- Paula**
 - a) The total cash in MCRRC accounts as of April 1, 2012 was \$363,945.47.
 - b) Significant income:
 - i. Race Entry Income: \$ 47,499.50
 - a. Pike's Peek: \$ 36,577.75
 - b. Parks \$ 10,350.00
 - c. Germantown 5 Miler \$ 385.00
 - d. Run for Roses \$ 220.00
 - ii. Training Programs: \$ 5,819.00
 - a. FTM: \$ 4,420.00
 - b. Beginning Women's \$ 1,347.65
 - c. 8K \$ 167.00
 - d. Stride Clinic: \$ 114.35
 - c) Significant expenses:
 - i. Advertising (KOTR brochure): \$ 1,042.88
 - ii. Web Design: \$ 1,735.00
 - iii. Race/program supplies:
 - a. Road closure signs: \$ 1,200.00
 - b. PP10K bibs: \$ 1,631.01
 - c. Medal: \$ 1,225.00
 - d. PP10K food: \$ 10,337.50
 - iv. T-Shirts: \$ 23,092.00
 - a. Parks: \$ 6,682.50
 - b. PP10K: \$ 9,792.50
 - c. KOTR: \$ 229.97
 - v. Intervals: \$ 1,312.00
 - d) Paula has attended the ASHA wellness program and will be attending one at Aronson, LLC.

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

4. New Business

- a) Prioritization of 12-month goals, delegation of tasks – Karen K.
 - i. The Board discussed the strategic goals.
Action: Board members will contribute to lists for succession planning for races and programs, and program resources and contacts.
- b) Website update and budget – Karen K.
 - i. The Board discussed the status of the Website, including changes in scope.
- c) 5K program changes – Karen K.
 - i. The 5K program will be adding strength training. The Board discussed adding a requirement that any additional fitness professional or instructor on the coaching staff must be certified by the appropriate governing organization.
Motion to amend the existing coaching requirement policy to require that any additional fitness professional or instructor on the coaching staff must be certified by the appropriate governing organization. Susie moved, Paula seconded. Approved 8 for, 1 abstention.
- d) Green Team -- Susan
 - i. Donated 414 pairs of shoes to Montgomery Interfaith Works
 - ii. Gently used running gear donated to Back On My Feet.
- e) Rockville Kids Track Program – Karen K.
 - i. We need additional volunteers for the rest of this season, and rework how we do this going forward.

5. Old Business Items

- a) Volunteer picnic event – Karen K.
 - i. The Board discussed the timing and venue of the picnic. The picnic will be September 16th, and Susan will book the usual venue.

6. Announcements

- a) The June board meeting will be May 31st.
- b) The July board meeting will be July 12th to avoid a conflict with Independence Day.
- c) The Board will try to schedule a meeting with the committee heads in June.

7. Closure

- a) Review motions between meetings:
 - i. Motion to make a \$500 sponsorship donation for the May 26 Save the Trail 5K benefiting Friends of the Capital Crescent Trail. Ken moved, Brian seconded. Carried unanimously.
- b) Review motions and action items:
 - i. Motions:
 - a. Motion to accept the Treasurer's report. Doug moved, Paul seconded. Carried unanimously.
 - b. Motion to amend the existing coaching requirement policy to require that any additional fitness professional or instructor on the coaching staff must be certified by the appropriate governing organization. Susie moved, Paula seconded. Approved 8 for, 1 abstention.
 - ii. Action Items:
 - a. Board members will contribute to lists for succession planning and program resources and contacts.
- c) Review Plans for Next Meeting
 - i. Next meeting is Thursday, May 31, 2012 at 6:30 PM at the Stella Werner Council Office Bldg, 5th Floor Conference Room, 100 Maryland Ave. Karen S. volunteered to bring food.

Meeting adjourned: 9:45 PM

Respectfully submitted,

Kenith P. Earley

Ken Earley
Secretary