

Montgomery County Road Runners Club
Minutes of Board of Directors Meeting
Meeting of April 4, 2013
Called to order: 7:00 PM

Present:

Board members: Karen Kincer (President), Susie Kinnecome (Vice President), Paula Knutson (Treasurer), Doug Watt (Secretary), Yvette Ju (Member at Large), Bill Loomis (Member at Large), Robert Gherman (Member at Large).
Staff: Ashley Zuraf, Operations Manager
Minutes Prepared By: Doug Watt

1. Review Agenda, assign timekeeper – Bill volunteered to keep time.

2. Director of Operations Report – Ashley is coming up to speed in her new position. Club has added 50-60 new members due to people signing up to FTM or other groups. New membership database will be moving to online membership from IMAthlete in the next few months.

3. Treasurer's Report – Paula: no race reports were ready at the time of the meeting for the Seneca Trail, and Piece of Cake.

Stride clinic will be moved from Sign me up to IMAthlete.

Started to use the "Square" to handle credit card charges for Piece of Cake. Members seemed to like it. Accounting for usage was easy and fast.

Paula met with IMAthlete to discuss the charging of sales tax for premium sales. Details were ironed out on what taxes need to be charged in specific situations.

Non Budgeted items: Paula will be tracking expenses for Web issues, rent for new space, furniture and build-out expenses, additional salaries, Club incurred several new expenses for race supplies, club awards.

Pikes Peak overruns: Several discounts have been given by several groups such as Speed Development. Because sponsorship is down, we are looking at cutting costs.

Significant Income:

Race Entries \$19,944.21 (\$13,574.21 Pikes Peak, \$5560.00 Greenway Marathon, \$440.00 Piece of cake, \$373 Germantown)

RMS \$1,350.00

Training Programs \$1,685.55 (\$386.10 Stride Clinic, \$250.00 CPR class, \$1118.75 BWR)

Sponsorship \$2,500.00 Geico for PP10K

Significant Expenses:

Other IT costs - \$307.38 new router for clubhouse (old one broke)

Clubhouse Materials/Maintenance \$1,075.28 (painting supplies, flooring, desk for Ashley, items needed for new space)

Race supplies :

New Equipment - \$1,125.01 (new race chips)

Equipment – consumables \$902.18

Food/Beverages - \$461.47

T-Shirts and premiums \$25,000.00 (PP10K premiums 2nd payment)

Equipment Rentals \$514.05

Service rentals \$973.50

Program Supplies:

Food/beverages \$442.68

Tee Shirts \$533.00 (BWR Coaches Shirts)

Program Manager/Pace Coach Gifts \$375.00

Club Awards \$4,671.00

Motion to accept the Treasurer's report. Suzie moved, Bill seconded. Carried unanimously, 7-0, one abstention

4. New Business

a) Construction: We have received two proposals to finish off the new space and the board is in the process of evaluating these offers

Action: Ashley will check on insurance requirements to see if we can get a rider for the construction. We either will need these offers to include language which spells out subcontract issues and indemnifies MCRRC with liability limitations, or go with a general contractor who covers liability issues. Club will look into getting more insurance to provide coverage.

b) Privacy statement: We have had an outside legal consultant draft a privacy statement. We have multiple sources of data entry of names into our systems which have created operational and tracking issues.

Action: We will check with IMAthlete to see if we can incorporate an "opt out" of mailing

Action: Karen will follow up with consultant on changes and finalize document.

c) Medical Guidelines- Robert would like a defined medical policy that standardizes our level of care.

Action: Robert will form a committee to see what we currently address and if there are any improvements that are needed. What are the minimum standards? He will check the race director's yahoo group to see what is written. Create a mission statement and a time line for action and a level of expectations for what they will produce.

d) Purchase Orders – Paula – Purchase orders are necessary to properly control spending within an organization.

Action: Paula will look at creating guideline for spending authorization for medium to large races and programs.

e) Review Asst. RD and committee assignments – Karen would like all new board members to work a race as assistant race director or through RMS to gain additional experience.

Susan will help June 7th.

Paul will help at Run Aware May 12

Doug will help at the Memorial Day race

Yvette will help at Mercy Health May 18

Bill will help out at RMS race Jeremy's Run May 27th

Robert will help on Mid-summer night's mile July 12.

f) Committee: We have several committees who have a chair and board liaison. We will need to assign liaisons for the rest of the committees

Race committee: Yvette was selected as liaison.

Communications: Doug was selected as liaison.

Finance: Bill was selected as liaison. Bill will also look for a chair replacement. Karen will check with Lori K. on potential recommendations

g) Holiday Party – Yvette will coordinate the event– We may change the name and have a different theme. Club is looking into scheduling a potential date of Nov 22.

h) Review calendar and schedule meeting dates - Karen

Due to conflicts, the monthly meetings will be held on the following dates

May 9

June 13

July 11
August 8
September 12
October 3

i) 4th Annual Save the Trail 5k -- Saturday May 25 - Karen
The club will continue making the donation to this race as budgeted.

5. Old Business

Board members were elected for the following periods at the Piece of Cake Business Meeting:

Karen Kincer (President) two years
Susie Kinnecome (Vice President) two years
Paula Knutson (Treasurer) one year
Doug Watt (Secretary) one year
Yvette Ju (Member at Large) one year
Bill Loomis (Member at Large) one year
Robert German (Member at Large) two years
Paul Foster (Member at Large) two years

Next meeting is Thursday, May 9, 2013 at 6:30 PM at the MCRRC Office, 14672
Southlawn Lane Bay I/J, Rockville, MD (pending construction). Robert volunteered to bring food.

Meeting adjourned: 9:20 PM

Respectfully submitted,

Doug Watt

Secretary