

**Montgomery County Road Runners Club  
Minutes of Board of Directors Meeting  
Meeting of March 6, 2014**

*Called to order: 7:00 PM*

**Present:**

**Board Members:** Karen Kincer - President, Paula Knutson - Treasurer, Doug Watt - Secretary, Paul Foster – At Large, Susan Lynch- At Large, - Don Shulman- At Large, Bill Loomis - At Large

**Staff:** Ashley Zuraf, Director of Operations

**Guest:** **Guest:** Danny Talmage, Larry Cynkin

Minutes Prepared By: Doug Watt

**Review Agenda, assign timekeeper – Susie** volunteered to keep time.

Danny Talmage is a member of the nominating committee and went over some potential changes to the bylaws on the nomination process for the Board. The suggestions centered on filling Board vacancies if a member leaves during their term as outlined in ARTICLE VIII ELECTIONS. In addition the Board would like the committee to go back to examine the possibility of building a larger board with specific roles for these members with lines of responsibility. It was recommended they speak to the RRCA rep as a resource of how other clubs are configured.

**Sunday Long runs:** Larry Cynkin has been the lead for the Kengar Sunday Morning runs and wants some coordination on marketing this activity. He will do some research to determine what he can do to improve participation. **Action Item:** Paula will look at adding a flyer to the Pikes Peek swag bag to highlight our weekly runs. **Action item** Don will help Larry to come up with ideas to promote these runs.

**Ashley Zuraf, Director of Operations Report**

Membership (as of **2/28**):

	<b>Total Members:</b>	<b>New Members:</b>	<b>Deletions:</b>
<b>1/31/2014</b>	4,800	98	N/A
<b>2/28/2014</b>	4,564	55	October & Nov '13 exp

March:

- Reminder Notices for Jan & Feb Exp (including letters to LT & No-emails)
- Renewal Notices for Mar Exp (including letters to LT & No-emails)
- Delete Dec Exp

**Other tasks being worked:**

- General Office:
  - Renew Directors & Officers insurance
  - Go to PEPCO to update billing for Suite J
- Programs:
  - Registration is open for Summer Half Program
  - Registration is open for Summer Intro to Trails

- Registration is open for FTM
- Update 8K webpage (waiting for PD)
- Update coaching rosters for spring programs – in progress
- Obtain CPR certifications & conduct background checks for new coaches – in progress
- Order 2013 RD & PD premiums

The question came up to see if we would have fewer member deletions if the club used reminder cards to be mailed out instead of emails. **Action Item:** Ashely will look at the logistics to make this happen.

## Treasurer's Report – Paula

### Significant Income:

- Race Entries \$14,895.00 (Pikes \$11,310.00, Seneca Greenway \$3,325.00, Shooting Star \$140.00, Germantown \$120.00)
- RMS \$9,550.00
- Training Programs \$3,649.00 (Winter Trails \$130.00, WHMP \$375.00, Winter 5K \$1,645.00, Stride \$510.00, CPR \$799.00, BWR \$60.00, HMP \$130.00)

### Significant Expenses:

- Accounting fee \$425.00 (prepare 1099's)
- Office expenses \$549.00
- Information Technology \$945.00
- Race supplies
  - Consumables \$-271.15 (overpayment)
  - Food/Beverages \$477.22
  - RMS Staff \$440.00
  - Permits \$85.00
  - Equipment Rental \$2,896.66
  - Service Rentals \$1,100.00
- Program Supplies
  - Food/beverages \$29.78
  - Premiums \$8,193.00 (Speed Development \$5,100.00 Neck warmers)
  - Pace Coach Gifts \$667.50
  - Training/CPR Certification \$952.00
- Team Programs \$2674.75
- RRCA Initiatives \$850.00
- **UPDATE:**
- **Current Programs**
  - **Speed Development (filled)** 303 registered, (Pikes Peak Goal Race) neck warmers were given out. 2013 309 registered. 2012 291 registered
  - **Winter Trail Program** (filled/open) 100 registered, program Long sleeve tech shirt included (Seneca Creek Greenway goal race) 2013 99 registered
  - **Winter Half marathon** (open) 275 registered program Long sleeve Tech shirt given (National Half Marathon Goal race) 2013 248 registered, 2012 290 registered (programs were combined)
  - **Winter Marathon** (open) 68 registered, program Long sleeve Tech shirt given (National Half Marathon Goal race) 2013 93 registered, 2012 290 registered (programs were combined)
  - **Winter 5K program** – (open) - 71 registered, headband/gloves (Piece of Cake 5K goal Race) New Program

- **Beginning Women's Program** (open) 48 registered started 3/18 (Goal Race Run for Roses) program shirt given. 2013 131 registered, 2012 154 registered
- **FTM** (open) 21 Cost \$120 – program shirt given/technical program hat given (Goal Race MCM)/ 2013 236 registered, 2012 294 registered, 2011 - 255 registered
- **HMP** (open) 7 registered Cost \$65 – program shirt given (Goal Race Parks) /2013 129 registered/2012 140 registered / 127 - 2011 registered
- **Summer Trail Class** (open) BRAND NEW! 6 registered (no goal race)
- **Major Races –**
  - **Parks 9/8/13** – ~2750 (*imAthlete, paper and same day*).
  - **Pike's Peek 4/27/14** – 1050 registered (*opened 11/24*) Jan 1<sup>st</sup> registration goes from \$35.00 to \$40.00. *Numbers are in line with 2 years ago, about 2x as many as last year.*
- **Recent Secondary Races**
  - **Run Under the Lights** - *Waiting for City of G'burg expenses*
    - **800 registered** (limit) Sold out in 10 days
  - **Stone Mill 50Mile** – *Not all expenses are in (no race proceeds).* **402** registered this year 2012-440 registered with **260** finishers
  - **Greenway Trail** - 450 registered/max 450 Last year 2013- 287 finishers
- **Recent Club Races**
  - **New Years Day** –
    - 2014 not all expenses in
    - 421 finishers (1<sup>st</sup> – 18:06/final 55:07) / 2013 - 385 finishers (1<sup>st</sup> 17:19/final 51:56)
  - **Shooting Starr Race** –
    - 2014 not all expenses in
    - 240 finishers (1<sup>st</sup> – 20:44/final 57:14) / 2013 - 349 finishers (1<sup>st</sup> 20:37/final 1:02)
  - **Country Road Run** –
    - 2014 not all expenses in
    - 331 finishers (1<sup>st</sup> – 28:15/final 1:23:56 / 2013 - 304 finishers (1<sup>st</sup> 27:26/final 1:21)

**Motion** to accept the Treasurer's report: Don moved, Karen seconded. Carried unanimously,

#### **Ongoing Business:**

Pikes Peek Update: Ernie Villacarlos is the new volunteer coordinator. The race has been getting new sponsors. The Board would like to place an emphasis on how we can improve and standardize our processes for putting on the race. Premiums for the race have been chosen.

Piece of Cake/Awards Brunch planning: Paul and Mary Foster are working the logistics for the rentals and food. The Board will be looking to tighten up the program presentations to make sure it does not go too long.

e-Marketing **Actions:** Committee will make recommendations to set policy for creating access. Committee will look at language for Benefits of the club web site

#### **New Business**

Outreach Committee status report: Paul would like to get new members for outreach committee. A new Board member will be selected as liaison.

Run for the Roses/ Women's Distance Festival: This is the 25th Anniversary of the Festival to commemorate a series of 5k races to show women's progress in running. The original festival was created to emphasize the fact that women were not permitted to participate in marathon races and to give women a racing venue. We would like to highlight this anniversary with the Run for the Roses as the key race. The club is looking for ideas for what we can do to highlight this anniversary. **Action Item** Don and Karen will get together to see what publicity can be done.

Cash Disbursements Procedures: Bill put together a draft policy document for internal controls so we have basic controls and to ensure we maintain standard accounting practices. We want to be able to show our disbursements have been reviewed and validated. This will help get us closer to improving and controlling operational processes. **Action item** Susie, Ashley, and Paula will review the draft and make recommendations.

The First time Marathoners program has requested an exception to the normal purchasing practices for the purchase of their program premiums. Paula motioned and Doug seconded. Carried unanimously.

**Announcement:** In the course of the nominating committee's interviews with all of the current board members, Paul Foster has indicated that due to other demands on his time, he will not be able to fulfill his term on the Board and would like to resign after the March board meeting. Paul's term was set to expire in March 2015. While we are sad to have Paul leave the Board we know that he will continue to be actively involved in MCRRC's success. According to current by-laws, Paul's seat must be filled by an appointment made by the President who has selected Lori Kaleikau to fill the seat until the Board 2015 election.

The Board has been discussing the club's priorities for the upcoming year and we have identified the documentation and evaluation of organizational practices as a high priority. The club has come a long way in the past few years in professionalizing and modernizing our operations and it is now important that we document and institutionalize what we have done, as well as evaluate what we still need to do to ensure that our operations are efficient and adhere to principals of sound management. This includes some basic items such as documentation of operational procedures, financial procedures and controls, and risk management strategies.

The President has asked Susan Kinnecome our current Vice President to lead this project. Susie's professional expertise as well as her long history with the club and service on Board and Finance Committee will be extremely beneficial to this effort. However, in order to allow Susie to better focus on this, I have asked Susie and Lori Kaleikau to trade slots on the Board, effective as of the Annual Meeting. I am thankful that Lori has agreed to step into the Vice President's role and that Susie will be able to lead this important project as an At-Large Member of the Board.

The Board would like to welcome Lori and to thank Paul for his service to the club.

**Announcement:** Bob Elmore is moving and will be stepping down from the 10k program. The Board would like to thank Bob for his work. Andy Steinfield will be picking up the task.

**Announcement:** Next board meeting is Thursday, April 3, 2014 at 6:30 PM at the MCRRC Office, 14672 Southlawn Lane Bay I/J, Rockville, MD. Doug will bring food.

Meeting adjourned: 10:21 PM

Respectfully submitted,

Doug Watt,  
Secretary MCRRC