

Montgomery County Road Runners Club
Minutes of Board of Directors Meeting
Meeting of May 9, 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).
Minutes Prepared By: Doug Watt

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

2. Director of Operations Report – Ashley submitted report:

Membership (as of 4/30):

Total Members 5,042

New Members in April 92

Priority work for the summer months – finalize work on imATHLETE membership form & start to move over the database.

The Spring RMS season is in full swing, with 1-2 races each weekend.

On the Summer Calendar:

Woodacres 5K in Bethesda –this Saturday, May 11th

Mercy Health 5K – Saturday, May 18th in Rockville

Jeremy's Run 5K – Memorial Day, Monday, May 27th in Olney

Alex's Run 5K – Sunday, June 23rd in Olney

Mont. Village 5K – 4th of July (Thursday) in Montgomery Village

3. Treasurer's Report – Paula

Pike's Peek – transfer from main account (see attachment)

Review of Form 990. Bill made some corrections to 990 on how things are reported. Board will include the wording that "we will monitor and enforce the conflict of interest policy as required and on a yearly basis." Form will be sent by May 15.

Significant Income:

- Race Entries \$84,288.86 (\$63,232.00 Pikes Peak; \$17,765.00 Parks ½ ; \$31.00 Greenway Marathon; \$967.00 Germantown 5M; \$269.59 RFR; \$220.00 Spin in Woods; \$180.00 FB mile; \$810.00 Capitol for Day; \$848.00 KOTR)
- RMS \$7,362.00
- Training Programs \$45,085.84 (\$26,095.00 FTM; \$2902.50 8K; \$3,850.00 SDP; \$7,813.00 HMP; \$405.19 Stride Clinic; \$1,000.00 CPR class; \$2,760.00 BWR)
- Sponsorship \$ 1,700 (PP10K \$200.00 Sargecorp, \$500.00 ZK Health MGT, \$500.00 ANSIRA Marketing, Germantown 5M \$500.00 Healthtrax)
- NOTE: Germantown 5 Miler and Stride Clinic are using Signmeup. Ashley is moving Stride Clinic at the end of July.

Significant Expenses:

- Scholarships - \$2,000 (1 of 4 winners)
- Clubhouse Materials/Maintenance \$532.32 (cleaning supplies, supplies of new clubhouse)
- Awards Party \$5,983.49
- Liability Insurance \$4,810.00

- Race supplies
 - New Equipment - \$4,148.08 (IPICO chips, cables and Snow fencing)
 - Equipment – consumables \$2,119.43
 - Food/Beverages - \$13,889.24
 - T-Shirts and premiums \$21,695.80 (\$15,258.30 PP10K premiums; \$6,437.50 Parks finisher premiums)
 - Police \$5,462.00
 - Equipment Rentals \$10,175.25
 - Service rentals \$3,152.50
- Program Supplies
 - Food/beverages \$ 100.89
 - Tee Shirts \$8,127.42 (\$1,034.50 FTM Coaches Shirts; \$1298.58 SDP; \$5,794.50 WHMP)
 - Program Manager/Pace Coach Gifts \$300.00
 - Certification reimbursements/training \$1,915.70
- Club Awards \$1,970.25
- Printing and reproduction \$5,599.01 (PP10K post cards)

Community Outreach \$500.00 (donation to Capital Crescent Trail)

Cost of programs guidance: All programs should be reasonable/low cost. Programs need to be consistent for cost.

Spin in the woods: Need a marketing plan to improve Virginia/Maryland participation

Need to look at having dedicated club mobile phones for using the Square for race day sign-ups.

Pikes Peek: Club will need to cover some of the additional expenses.

Motion to accept the Treasurer’s report: Bill moved, Susie seconded. Carried unanimously, 7-0, one abstention

4. New Business

Pikes Peek Plans for 2014: Race will need to be moved next year because of the construction of the White Flint Mall. Road surface in front of White Flint Metro is also in bad shape.

Need a new course finish. **Action:** Karen will check with various shopping center management organizations for a new course end. New course will then need to be certified

Need a new race director. Jean is stepping down and a search for a new race director is in process

Easter is April 20 which takes away that weekend for scheduling the race.

Since this is a “signature” race for the club and the city of Rockville; the club does not want to cancel the race. There are many logistical issues which need to be overcome in a short period of time. A drop-dead decision date will need to be created.

Code of Conduct for Members: Board is looking at a “Code of Conduct for Members” When adopted, it will be posted on the web site and as people sign up for club membership. Wording was discussed and Karen will make additional changes before a vote is taken.

Web Update: Most of web issues have been fixed from the crash. We may have to allocate funds to do final fixes. Branding and content control will be improved by these fixes.

Action: Karen will finalize list of fixes

One Fund – Boston Contribution: **Action:** Yvette will check Chipotle in the Kentlands June 9th for a contribution meal.

Club is looking into making a matching contribution to the “One Fund Boston” on upcoming races. We will set up IMAthlete to handle the donation process. Need to get race directors instructions for the

donation process and to have them highlight this in their email blasts. Board will also work with our committees to get the word out to race participants. Club will set a cap on our matching funds.

The Memorial Day Race: Club will put out a collection pot for race day donations and will contribute a certain amount of race proceeds.

Parks is already set up to make a donation

Action: Doug will work with Heather to set up donation process for Memorial Day race.

Review of RRCA Convention: Susie, Paula, and Karen attended. Club was impressed with sessions and content. Thought RRCA content was not at the scale for MCRRC needs.

Dwight Mikulis (MD RRCA Rep) will be checking to trademark our race names

Session on club management

Board is considering having committees to meet with the board on a regular basis with the goal of improving communications and direction.

Discussion with committees and how they can be brought back up to speed on moving issues to completion for the club. Current chairs will be asked to look at filling other vacant chairs and positions.

Board will look for committees to start providing quarterly reports on their progress.

5. Old Business

Purchase Order policy: Any expenditure over \$500 must have a purchase order. Process will start with an email to office@mcrrc.org which will generate a purchase order number. **Action:** Paula will make discussed fixes to form and send out another draft. After review, she will send out to race and training directors.

Construction Contract: Proposed wording for contract w/landlord. Susan wants to get an identification of actual work, completion dates. **Action:** Karen will create a markup and send through email to the group and then to the contractor.

Strategic Planning: Our plan has 9 articles. Each meeting we will go over at least one article per meeting to check on our compliance and tactics to support these goals. "Current and emerging technologies to reach our runners" is the next one.

Announcements: We need help on the kids Rockville track meet. Monday, May 13th and then every Wednesday through June.

Next meeting is Thursday, June 13, 2013 at 6:30 PM at the MCRRC Office, 14672

Southlawn Lane Bay I/J, Rockville, MD (pending construction). Susan volunteered to bring food.

Meeting adjourned: 9:55PM

Respectfully submitted,

Doug Watt

Secretary