

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

*Called to order: 7:00 PM*

**Present:**

Board members: Karen Kincer (President), Susie Kinnecome (Vice President), Paula Knutson (Treasurer), Doug Watt (Secretary), Paul Foster (Member at Large) Bill Loomis (Member at Large), Susan Lynch (Member at Large) Yvette Ju (Member at Large), Robert Gherman (Member at Large)

Guests: Barry Hauptman, Daryl Hultquist, Kimberly Price

Minutes Prepared By: Doug Watt

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

**1. Director of Operations Report** – Ashley submitted report:

Membership (as of 10/31):

	<b>Total Members:</b>	<b>New Members:</b>	<b>Deletions:</b>
<b>9/30/2013</b>	4,435	48	N/A
<b>10/31/2013</b>	4,567	122	N/A

November Actions:

- Delete August & September Expirations
- Send “Renewal Reminder” for October Expirations
- Send renewal notices for November Expirations

Moving to imATHLETE: The new membership form in imATHLETE is completed, including a confirmation message. Goal is to have it up over the next week and turn off Signmeup.com.

RMS: Fall Race Calendar:

- MD/DC Private School XC Championships – Saturday, November 9<sup>th</sup> in Gaithersburg
- King of the Road 5K – Sunday, November 17<sup>th</sup> at Shady Grove Hospital
- Girls on the Run – Sunday, November 17<sup>th</sup> (cone truck) - Bethesda
- YMCA Turkey Chase – Thanksgiving Day Thurs. Nov. 28<sup>th</sup> – Bethesda

**2. Treasurer’s Report** – Paula

**Significant Income:**

- Race Entries \$30,900.00 (\$4,880.00 Parks ½ , Seneca Greenway \$1,324.00, RUTL \$23,250.00, Blackhills xc \$240.00, XC on farm \$275.00, Matthew Henson \$140.00)
- RMS \$24,014.49
- Training Programs \$-3,683.11 (transfer discounts from programs to Parks)

**Significant Expenses:**

- Advertising Budget \$945.00 (PP10K advertising in Run Washington email blasts (3))
- Information Technology \$2,147.13
- MCM Room \$4,412.00
- Race supplies
  - Equipment Maintenance \$296.66
  - Consumables \$115.11
  - Food/Beverages \$2,003.35
  - Premiums \$-3,151.15 (overpayment credit)
  - RMS Staff \$4,411.00
  - Permits \$8,780.00
  - Police/EMT Support \$4,200.00
  - Equipment Rental \$3,658.83
  - Service Rentals \$ 271.00
  - Race Awards \$5,518.08
  - Race Proceeds Distribution \$5,300.00
- Program Supplies
  - Food/beverages \$1,177.51
  - Tee Shirts \$8,226.28 (XMP \$4,053.00, 5K \$3,159.68, FTM 1,014.60)
  - Service Rentals \$1,022.45
  - Banquet/dinners \$2,162.66
  - Pace Coach Gifts \$1,050.00
  - Training/CPR Certification \$705.00
  - Drop in Runs \$500 (Brooks night) RNJ supported part of the cost.

#### UPDATE:

##### Completed Programs

- **Summer Trail** (closed) BRAND NEW! 93 registered (no goal race)
- **FTM** (Closed) 268 registered (Goal Race MCM) 2012 294 registered, 2011 255 registered
- **XMP** (Closed) 185 registered (Goal race, variety of Fall marathons) 2012 196 registered, 2011 221 registered
- **Fall 10K program** (Closed) - 176 registered (Goal Race, Rockville 5k/10k) 2012 154 registered, 2011 142 registered
- **Fall 5K program** – (Closed) - 104 registered (Goal Race, Rockville 5k/10k) program 2012 - 120 registered, 2011 - 96 registered
- **Fall Walking program** – (Closed) - 19 registered (Goal Race, Rockville 5k/10k) program 2012 - 41 registered, 2011 - 34 registered
- **Current Programs**
  - **Speed Development (open)** 176 registered (Goal Race Pikes Peak) 2013 309 registered, 2012 291 registered
  - **Winter Trail Program** (open) 36 registered (Seneca Creek Greenway goal race) 2013 99 registered
  - **Winter Half marathon** (open) 143 registered (National Half Marathon)2013 248 registered, 2012 290 registered
  - **Winter Marathon** (Open) 17 registered (National Half Marathon) 2013 93 registered, 2012 290 registered
- **Major Races –**
  - **Parks 9/8/13** – ~2750 (imAthlete, paper and same day). Waiting for all the expenses to be processed.

- **Recent Secondary Races -**
  - **Stone Mill 50Mile** – 402 registered this year - 2012-(440 registered) 260 finishers(422 registered)

- **Recent Club Races**

- **Run for Roses** –
  - 107 finishers 2012 - 192 finishers
- **Mid-Summer Nights Mile** –
  - 107 finishers, 2012 - 192 finishers
- **Needwood XC 5K** –
  - 133 finishers, 2012 - 110 finishers
- **XC on the Farm** –
  - 172 finishers, 2012 - 150 finishers
- **Matthew Henson** –
  - 172 finishers, 2012 - 150 finishers
- **Black Hills** –
  - 150 finishers, 2012 - 106 finishers
- **Rockville 5/10K** –
  - 1050 finishers 10K 471 finisher, 5K 579 finishers
  - 2012 1086 finishers 10K 537 finishers, 5K 549 finishers

- **Misc. Updates:**

All expenses must be submitted within 90 days to get paid.

All receipts must be submitted by 30 days

All races towards the end of the year must be submitted before the end of the year.

Will look at the possibility of an administrative person as a liaison for tracking race costs and revenues. **Action Item:** Paula will review race directives.

**Non-budgeted expenses this year:**

- Website Expenses – Still being gathered
- Monthly webhosting fees - \$4500 – budget \$3000 = \$1,500 over
- Additional rent – \$1,700 per month 11 months - \$18,700 (as of July report \$8,700 additional remains in 2013)
- One time expansion expenses \$2,500 furniture/supplies, build out ~\$12,000
- Additional salaries as of July 9<sup>th</sup>, we spent \$11,411.25 over last year same time. Expect the second half of 2013 to be even higher (employees did not start until February).
- PP10K -\$11,000.00 Loss, the budget expected a +10,748.87, we did not donate the \$12,500.00 to charity (net \$20K hit to budget)
- The budget expected Run for the Roses to remain the same as 2012. Not all the expenses are in, but it appears that rather than having a +4,000.00 net, it looks like it may squeeze by with a +1,000.00 net.
- Looks like Stone will go from +\$6,500 to + \$3,500

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

**Executive session** The Board went into executive session to review HR and budget issues

**3. New Business**

**Team Red, White and Blue proposal**

Barry presented. RWB is a nonprofit program using exercise to help veterans to get back on with their life. Barry would like to add this group to their trail running program at a reduced cost for the program after joining the club. It was decided they would be able to join the program but they would not receive the shirt.

Paula asked if we can add to a scholarship fund to support runners in need, which will require an additional item to be budgeted.

**Action Item:** Have RWB fill out the outreach form and volunteer for a race. Program director will need to up their participation cap to include them.

**Motion to accept:** Paula motioned, Paul accepted. Unanimously accepted.

### **2014 Stone Mill 50 Research Study**

Daryl presented a request to have the Stone Mill 50 participate in a study to learn more about the people who do ultra running to see what happens to people over a period of time. This study will look at effects of vitamins on runners. Daryl has proposed using Stone Mill as the test race. The research will be done by University of California Davis and Gettysburg College. If accepted, participants will need to waive all liability to the club. This will be for the 2014 race. Club will need a proposal before June 1, 2014.

**Action Item** Daryl will come back with more details and he will create a list of requirements he will need for the club to support the process.

### **Youth Running Series**

Kimberly will become the youth running series coordinator. Proposed changes for 2014: There is currently a youth and junior runner series. Club will combine the two and create just one series. The goal will be to track participants all through the year and give awards, i.e. shirt or certificate, on their achievements. She created rules mirrored on cross country series. The program will move to a points system as opposed to a timed race to track participation.

Need to determine if you can double dip between race series and championship series?

She would like to assist the race directors of adult races who also have youth races to make sure they are coordinated and run efficiently and also help to market them better.

Kimberly wants to change some of the snacks given out at end of races and would like to give out bracelets that list races and dates.

She has identified some modifications for the youth section of the web site

Some fixes on sign-up sheet are needed to give clarity in issuing the correct bibs, etc.

Wants to look at Sign-up Genius for tracking points system for youth completion

Need to publicize there are youth races.

**Action Item** Need to allocate a budget item for this program

### **Amendments to Bylaws**

Susan submitted changes on what types of memberships to include. The new classifications for Article IV Membership are as follows: couples, individual, and family. Couples membership shall include married couples or partners. Family memberships shall include married couples or partners, and up to four children (21 years of age and below)

**Action Item:** Will have drafts for the meeting on November 17 with the program/race directors.

**Motion to accept:** Susie motioned to accept the changes to the by-laws and Paula seconded. Carried 7 yeas and 2 abstentions.

**Additional Amendments:** Club will include a whistle-blower protection policy to be added to the bylaws Susan submitted changes on the ethics policy to make them more up to date.

Susan created a sexual harassment document and sent final drafts of changes for finalization on November 26<sup>th</sup>.

**Action item:** The board should finalize these documents at the December board meeting.

### **Championship Series- potential changes**

The youth running committee has asked for two new age categories for inclusion for the race series for 2014. The new 9-14 age group would be 9 races and will cover races 5K or less (4 to qualify). The new 15-19 age group will have 11 races (6 to qualify) This will encourage these age groups to run at appropriate distances and incent them to run races that are tailored for them. The club will expand the cross county and championship series to include these age groups.

**Motioned to Accept** Susie motioned, Susan seconded, unanimously accepted

### **2014 Budget**

Motion to accept the 2014 budget as submitted by Paula on November 26, 2014. The new budget will be posted on the club website. Motioned to Accept Susie motioned and Doug seconded. Unanimously accepted.

### **MoCo Rec and City of Rockville contributions**

The City of Rockville and Montgomery County government have provided many services such as barricades and scaffolding at no cost for many of our races and events. The club has also provided timing and other services to the community at no cost. To continue this good relationship, the club will make donations to the various departments within the county to cover some of these services out of our outreach funds. This has been an excellent value for the club.

### **Midtown Plaza One Mile**

The Friends of White Flint organization "Pike and Rose" who is a sponsor for part of the Pikes Peak 10k race would like to put on a one-mile race in their neighborhood. The board likes the idea, but due to scheduling and timing issues we will need to consider the race in 2015.

### **Race Directors/Program Directors meeting**

Will take place on Nov. 17 to discuss how our different groups can better work together to encourage running in the community and do a better job for our members.

### **Insurance policy**

The club has an insurance policy to protect the club if officers commit fraud. This policy was purchased in 1992 and it was felt the covered amount is not in line with current standards.

**Action Item** We will check on costs and what level to increase the policy amount.

### **Communications**

The club is looking for volunteers to assist in our social media use and coordination so we can effectively communicate with our members and community. If you are interested in helping out, please contact Doug Watt, Secretary.

**Action Item:** rebroadcast this request via "Ins and Outs".

### **Elite Racing team**

We have a new web page for the elite racing team. Thanks to Nicole, Yukun, and Dinos for all of their work.

Need the racing team to come up with a list of potential expenditures for the 2014 budget, keeping in mind the goal of how this highlights MCRRC.

**4. Old Business:** None

**Announcements:**

White Flint will be our finish for Pikes Peek.

Race/Program director meeting Nov. 17

Next board meeting is Thursday, December 5, 2013 at 6:30 PM at the MCRRC Office, 14672 Southlawn Lane Bay I/J, Rockville, MD. Paula will bring food.

Meeting adjourned: *10:12 PM*

Respectfully submitted,

Doug Watt,  
Secretary MCRRC