

**Montgomery County Road Runners Club  
Minutes of Board of Directors Meeting  
Meeting of October 3, 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), Ashley Zuraf (Director of Operations)

Minutes Prepared By: Doug Watt

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

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

Membership (as of **9/30**):

	<b>Total Members:</b>	<b>New Members:</b>	<b>Deletions:</b>
<b>8/31/2013</b>	4,380	103	June & July Exp
<b>9/30/2013</b>	4,435	48	N/A

October:

- Delete August expirations
- Send “Last Chance” for September
- Send renewal notices for October

Moving online signup to imATHLETE for new members

Ashley spoke about the various RMS activities to give us a better understanding of what the club invoices for and how funds are generated.

**3. Treasurer’s Report** – Paula

**Significant Income:**

- Race Entries \$8,385.00 (Parks ½ \$6740.00, Stone Mill \$1,400, Seneca Greenway \$245)
- RMS \$2,494.53
- Training Programs \$2,735.00 (CPR class \$300.00, 5K/walking \$800.00, Winter trails \$845.00, Stride \$690.00)

• **Significant Expenses:**

- Pest Control - \$348.00
- Property Insurance - \$1,529.00
- Clubhouse Remodel \$13,815.29 (this project is complete and everything is now paid for)
- Race supplies
  - Supplies \$194.39
  - Consumables \$5,725.01
  - Food/Beverages \$7,643.76
  - Premiums \$40,268.50 (Parks \$40,239.00, Cabin John Kids \$29.50)
  - RMS Staff \$3,881.50
  - Permits \$795.00
  - Equipment Rental \$2,799.47

- Service Rentals \$4,975.00
- Team Captain Gifts \$3,670.00 (Parks \$3,570.00, PP10K \$100.00)
- Program Supplies
  - Food/beverages \$144.89
  - Tee Shirts \$1,101.20 (XMP \$435.00, 8K \$666.20)
  - Banquet/dinners (\$813.08)
  - Training/CPR Certification (\$532.00)
- Club Communications \$ 839.00 (intervals)

## UPDATE:

- **Completed Programs** *2013 program reports: None*
  - **HMP** - 194 registered, 2012 - 140 registered, 2011 - 127 registered
  - **Summer Trail** BRAND NEW! 93 registered
  - **XHMP** -19 registered 2012 - 19 registered
- **Current Programs**
  - **FTM** - 268 registered (Goal Race MCM) 2012 - 294 registered 2011 - 255 registered
  - **XMP** - 185 registered (Goal race, variety of Fall marathons) 2012 - 196 registered, 2011 - 221 registered
  - **Fall 10K program** - 176 registered (Goal Race, Rockville 5k/10k) 2012 - 154 registered, 2011 - 142 registered
  - **Fall 5K program** - 104 registered (Goal Race, Rockville 5k/10k) 2012 - 120 registered, 2011 - 96 registered
- **Fall Walking program** - 19 registered (Goal Race, Rockville 5k/10k) 2012 - 41 registered, 2011 - 34 registered
- **Major Races**  
*Parks 9/8/13 – ~2750 (imAthlete, paper and same day).*
- **Recent Secondary Races -**
  - **Stone Mill 50 Mile** – 402 registered this year 2012 - 260 finishers(422 registered) (first finisher 7:25:13, final finisher 15:08:03)
- **Recent Club Races**
  - **Run for Roses** 107 finishers (1<sup>st</sup> – 17:54/final 47:25) 2012 - 192 finishers (1<sup>st</sup> 16:40, final 50:48)
  - **Mid-Summer Nights Mile** 107 finishers (1<sup>st</sup> – 17:54/final 47:25) 2012 - 192 finishers (1<sup>st</sup> 16:40, final 50:48)
  - **Rileys Half Marathon** – 488 finishers (1<sup>st</sup> – 1:19:07/final 3:22:27) 2012 - 481 finishers (1<sup>st</sup> 1:20:21, final 3:44:11)
  - **Comus XC** – 145 finishers (1<sup>st</sup> – 18:20/final 51:08) 2012 - 169 finishers
  - **Cabin John Kids Run** – still being gathered
- **Needwood XC 5K** – 133 finishers (1<sup>st</sup> – 41:06/final 1:37:06) 2012 - 110 finishers
- A discussion was made on having a cutoff time after a race or program finishes to have expenses submitted for reimbursement.
- There was continuing discussion on the draft budget to firm up expected revenues and expenses for 2014
  - Board is looking at potential additional expenses for new capital purchases, new permit costs and contracts for track and park facilities.
- Sponsors for races and programs need treasurer approval at least two weeks before printing of marketing/ materials such as web sites/ shirts, etc.
- **Action item:** Susie will check into advertising policy for sponsors on our websites.

### **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.

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

**Motion** to accept the premium purchases as modified in evenings discussion. Policy this will go to the race director manual, yahoo group, PD yahoo group, and website policy section.

Robert motioned, Paul seconded

#### **4. New Business**

Potential Changes to Race Series for 2014 **Karen**

Young Run Series: Committee created a report to improve series. Various suggestions were voiced around wanting to make the run more user friendly in the way of prizes and incentives. We will be checking on the feasibility of creating a database to track performance of the children during the year. The Club is looking for new replacements for the Riches who have done an excellent job of supporting this program for many years.

**Action Item.** Robert will put together a description of Race Director requirements to be advertised on web site.

Communications/Facebook Committee: **Action Item** Doug will look for a new committee to cover the best use of social media issues. Also look for next steps of new ways to use social media.

Pikes Peek: We are looking at bringing the outside race sites back into the MCRRC web site. We have a new logo for Pikes Peek to help give a new fresh look.

Track Permits: Karen will meet with the city to discuss higher track costs which will be significantly higher for the new fiscal year. In addition, the costs for evening lights for the work outs has increased. MCRRC has traded services in exchange for tracks in the past but, will need to increase budget to cover these costs. Board will look to see if there are other costs incurred with the county which can be reduced.

Race Directors/Program Directors meeting: Board will meet with both groups to get an exchange of ideas of upcoming events and to discuss how each group can work with each other.

Timing: Staffing for timing and equipment will be looked at to handle equipment and maintenance. We will need to find and train new personnel to do timing. Potentially a part time position may be considered. Will need to set expectations of what will be involved in doing the training.

**Action item:** Additional staff needs to be found and trained for low key and RMS races. Club will advertise in Ins and outs/ Info, and the web site.

**Action Item:** Paula and Ashley will figure out what money is currently being spent is already covered in the budget and see what would be spent on a part time rate cost.

There was a discussion about needing by-law updates for a new couple category.

**Action Item-** Susan Lynch will look into this.

The board will look at our ethics policy to see if it covers harassment adequately enough. We will look into seeing how the verbiage covers the club needs, and if it should be expanded to include program and race directors. **Action Item-** Susan will review.

#### **5. Old Business:**

- Holiday party has been moved to January 18

#### **Announcements:**

Next board meeting is Thursday, November 7, 2013 at 6:30 PM at the MCRRC Office,  
14672 Southlawn Lane Bay I/J, Rockville, MD

Meeting adjourned: *9:52 PM*

Susan will bring food

Respectfully submitted,

Doug Watt

Secretary