

**Montgomery County Road Runners Club  
Minutes of Board of Directors Meeting  
Meeting of November 1, 2012**

*Called to order: 7:02 PM*

**Present:**

Board members: Karen Kincer (President), Susie Kinnecome (Vice President), Paula Knutson (Treasurer), Ken Earley (Secretary), Jim Farkas (Member at Large), Paul Foster (Member at Large), Brian Kim by phone at 4a (Member at Large), Karen Smith (Member at Large), Doug Watt (Member at Large)

Staff: Susan Debad (Director of Operations)

Minutes Prepared By: Ken Earley

1. **Review Agenda, assign timekeeper** – No changes to the agenda, Karen volunteered to keep time.
2. **Director of Operations Report/RMS Report** -- Susan
  - a) New members since September: 191 Total as of October 31: 4,341 (4,014 in August 2011)
  - b) The background check training is going well (criminal, not financial). Privacy and security measures are in place, and are described in the information those being checked will receive.
  - c) We need better content management for passed policies vs. archived drafts.
  - d) Having some difficulty with Enterprise billing. Susan is working to resolve.
  - e) RMS going well.
  - f) The van has been repaired.
  - g) The web site adaptations are moving along. We need a volunteer for banner photo changes.
  - h) We'll need to start charging refundable deposits on the CPR classes.
3. **Treasurer's Report** -- Paula
  - a) The total cash in MCRRC accounts as of November 1, 2012 was \$440,856.22.
  - b) Significant income:
    - i. Race Entry Income: \$ 17,742.43
      - a. Stone Mill: \$ 6,750.00
      - b. Run Under the Lights: \$ 10,770.00
      - c. Lake Needwood 10K: \$ 264.00
    - ii. RMS: \$ 26,540.33
    - iii. MCM Room: \$ 2,096.02
    - iv. Training Programs: \$ 2,932.07
      - a. 5K \$ 1,200.00
      - b. Stride Clinic: \$ 160.09
      - c. Walking: \$ 320.00
      - d. Winter Trail Running: \$ 75.00
  - c) Significant expenses:
    - i. Professional services: \$ 3,000.00 (Accountant - 990)
    - ii. Race/program supplies
      - a. Equipment – consumables: \$ 748.26
      - b. Food/beverages: \$ 274.66
      - c. T-shirts and premiums: \$ 226.08 (PHM)
      - d. RMS Staff payment: \$ 2,506.00
      - e. Equipment Rentals: \$ 2,092.85
      - f. Service rentals: \$ 4,326.75
      - g. Race Awards: \$ 4,945.00
    - iii. Program supplies:

- a. T-shirts and Premiums:           \$ 7,437.00
  - 1. Fall 10K:                         \$ 4,660.00
  - 2. Fall 5K:                         \$ 2,976.00
- b. Service rental:                   \$ 709.75

**Motion** to accept the Treasurer's report. Ken moved, Paul seconded. Carried seven for and two abstentions.

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

- a) Review latest draft of 2013 budget – Paula  
Brian joined by phone.
  - i. Paula presented the budget to the Board.  
**Motion** to present the 2013 to the club membership at the Annual Budget Meeting. Doug moved, Susie seconded. Carried eight for and one abstention.
- b) The Board discussed consolidation of the accounts of the club and the major races for administrative simplification.
- c) Sport Science Clothing – Susan
  - i. They are unable to move club merchandise at this time. They are willing to sell the remaining merchandise to the club at a discount. We will make an offer on the things we think we can sell or use as giveaways.
- d) Maryland sales tax – Paula
  - i. We will collect sales tax on anything we sell.
  - ii. Race directors can continue to sell premiums, but they must comply with the state sales tax procedures to be set up by Paula.  
**Action:** Paula will present her sales tax procedures at the December meeting.
- e) 2013 Race Schedule – Karen K.
  - i. Tabled until December.
- f) Drop-in runs – Karen K.
  - i. The Board
  - ii. **Action:** Ken will get word to the run leaders about the club's social media outlets for announcing runs.  
**Action:** Jim will talk to Don Libes about the Tuesday/Thursday runs.

#### 5. **Old Business Items**

- a) By-law revisions – Ken
  - i. The Board discussed proposed changes to sections VI and VIII of the by-laws.  
**Action:** Ken will revise the bylaws and send them to the Board.

#### 6. **Announcements**

- a) Paula announced that the holiday party is Friday, November 30 at Longwood Recreation Center.
- b) Karen K. reports the RRCA Coaching Certification went well. She has compiled a list of suggested changes that she will forward to RRCA.

#### 7. **Closure**

- a) Review motions between meetings:
  - i. Motion to accept the September 2012 minutes as submitted by Jim. Paula moved, Karen S. seconded.
- b) Review motions and action items:
  - i. Motions:
    - a. Motion to accept the Treasurer's report. Ken moved, Paul seconded. Carried seven for and two abstentions.
    - b. Motion to present the 2013 budget to the club membership at the Annual Budget Meeting. Doug moved, Susie seconded. Carried eight for and one abstention.
  - ii. Action Items:
    - a. Paula will present her sales tax procedures at the December meeting.
    - b. Ken will get word to the run leaders about the club's social media outlets for announcing runs.

- c. Jim will talk to Don Libes about the Tuesday/Thursday runs and eliminating the Tuesday run.
- d. Ken will revise the bylaws and send them to the Board.
- c) Review Plans for Next Meeting
  - i. Next meeting is Thursday, December 6, 2012 at 6:30 PM at the Stella Werner Council Office Bldg, 5<sup>th</sup> Floor Conference Room, 100 Maryland Ave. Paul volunteered to bring food.

*Meeting adjourned: 10:46 PM*

Respectfully submitted,

A handwritten signature in blue ink that reads "Kenneth P. Earley". The signature is written in a cursive style with a large initial 'K'.

Ken Earley  
Secretary