

**Montgomery County Road Runners Club  
Minutes of Board of Directors Meeting  
Meeting of October 4, 2012**

*Called to order: 7:02 PM*

**Present:**

Board members: Karen Kincer (President), Susie Kinnecome after 4a (Vice President), Paula Knutson (Treasurer), Ken Earley (Secretary), Jim Farkas (Member at Large), Paul Foster (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, Doug volunteered to keep time.
2. **Director of Operations Report/RMS Report -- Susan**
  - a) New members since August: 191 Total as of September 30: 4,410 (4,035 in August 2011)
  - b) The bookkeeper training is moving along very well.
  - c) We have contracted with a background check company.
  - d) Website issues are being resolved. Training will be started soon for program directors, etc. A new volunteer will be helping with photo cropping.
  - e) The 990 was submitted, and the Maryland form will be soon.
  - f) Security cameras have been installed at the shed, new locks installed and the pass code changed.
  - g) RMS is well under way. Staffing is pretty much set, but we need more people for the spring.
3. **Treasurer's Report -- Paula**
  - a) The total cash in MCRRC accounts as of October 1, 2012 was \$428,506.42.
  - b) Significant income:
    - i. Race Entry Income: \$ 71,937.25
      - a. Parks: \$ 51,850.25
      - b. Stone Mill: \$ 14,540.00
      - c. Run for the Roses: \$ 4,827.00
      - d. Riley's: \$ 720.00
    - ii. RMS: \$ 4,145.00
    - iii. Training Programs: \$ 1,028.93
      - a. 10K: \$ 1,593.64
      - b. 5K \$ 3,100.00
      - c. Stride Clinic: \$ 320.18
      - d. Walking: \$ 1,040.00Programs were charged back for PHM discounts.
  - c) Significant expenses:
    - i. Advertising: \$ 1,980.00
    - ii. Web Design : \$ 2,254.50
      - a. PHM traffic plan \$ 1,534.50
      - b. E-mail conversion \$ 720.00
    - iii. Volunteer event: \$ 2,675.00
    - iv. Race/program supplies
      - a. New Equipment: \$ 809.00
      - b. Food/beverages: \$ 3,297.79
      - c. Equipment – consumables: \$ 2,554.31
      - d. T-shirts and premiums: \$ 63,628.83

1. Parks:	\$ 7,623.50
2. FTM:	\$ 7,796.40
3. XMP:	\$ 3,268.50
4. Stone Mill:	\$ 754.47
5. XHMP:	\$ 517.95
6. 5K:	\$ 1,589.32
7. Walking:	\$ 677.94
e. Permitting:	\$ 6,416.58
f. Police/EMT support:	\$ 6,536.00
g. Equipment rental:	\$ 3,429.15
h. Program banquets/dinners:	\$ 1,183.41
v. Printing and reproduction:	\$ 1,053.50
a. PHM volunteer post cards:	\$ 981.28

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

#### 4. New Business

##### a) Social Activities – Karen K.

- i. Volunteer happy hour review – Very popular, and will do it again twice a year. The budget will be increased accordingly.
- ii. Holiday party plans – The Board will find a new coordinator, and the party will follow the same format as last year. Aiming for November 30 with a backup date of December 7.

**Action:** Doug will ask about coordinating.

##### b) Youth 5K/Halloween Young Run – Karen K.

Susie joined the meeting.

- i. A national youth 5K program with good sponsorship asked us to partner with them for a 5K next fall. This might integrate with or replace HYR. They have a training program that perhaps MCRRC could administer for youth. Karen is meeting with them tomorrow and will find out more.

##### c) Membership Category Revisions – Brian

- i. Deferred. To be completed between meetings.

##### d) Miscellaneous Updates – Karen

- i. The youth running committee is forming. Still recruiting a couple of more people.

**Action:** Ken will ask Julie Sapper about participating.

##### e) Sports Science Clothing – Susan

- i. Haven't heard back yet on how much inventory we have and if they will sell it to us.
- ii. We need to make sure our sales tax practices are correct.

##### f) By-law revisions – Karen K.

- i. The Board discussed proposed changes to sections IV and VIII of the by-laws.

**Action:** Ken will revise the proposals for changes to Sections IV and VIII of the by-laws.

##### g) Review latest draft 2013 budget – Paula

- i. The Board reviewed the latest draft of the 2013 budget.

##### h) Six Month Board Review – Karen K.

- i. Karen asks that the board members collect their thoughts on how things are going and ideas for going forward.

#### 5. Old Business Items

##### a) Program Committee documents – Paula

- i. Paula presented policies for program directors, program participants, program safety, and an amended policy for conflict of interest.

**Motion** to accept the revised conflict of interest policy. Susie moved, Doug seconded. Carried eight for and one abstention.

**Motion** to accept the Training Program Safety Policies, Program Director Policies and Procedures, and Training Program Participant Policies. Susie moved, Karen S seconded.

- b) Elite Athlete Program – Brian
  - i. Deferred to November.

**6. Announcements**

- a) Doug reports we have started on an HR policy.
- b) We will be sending out a questionnaire to program participants.
- c) FTM had its Rooftop Run this weekend.

**7. Closure**

- a) Review motions between meetings:
  - i. Motion to accept the August 2012 minutes. Karen S. moved, Paula seconded. Carried eight for and one abstention.
  - ii. Motion to authorize the payment of the \$125 pavilion rental fee for the 2012 memorial run for Mike Broderick, to be held in Seneca Creek State Park on November 3, from MCRRC (non-XMP) funds. Susie moved, Brian seconded. Carried seven for and two abstentions.
- b) Review motions and action items:
  - i. Motions:
    - a. Motion to accept the Treasurer’s report. Paul moved, Jim seconded. Carried seven for and two abstentions.
    - b. Motion to accept the revised conflict of interest policy. Susie moved, Doug seconded. Carried eight for and one abstention.
    - c. Motion to accept the Training Program Safety Policies, Program Director Policies and Procedures, and Training Program Participant Policies. Susie moved, Karen S seconded. Carried eight for and one abstention.
  - ii. Action Items:
    - a. Doug will Linda Hanson ask about coordinating.
    - b. Ken will ask Julie Sapper about participating on the youth running committee.
    - c. Ken will revise the proposals for Sections IV and VIII of the by-laws.
    - d. Susie will give Karen a copy of her company’s background check policy.
- c) Review Plans for Next Meeting
  - i. Next meeting is Thursday, November 1, 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,



Ken Earley  
Secretary