

**Montgomery County Road Runners Club
Minutes of Board of Directors Meeting
Meeting of December 4, 2014**

Called to order: 7:00 PM

Board Members Present: Karen Kincer - President, Lori Kaleikau - Vice President, Becca Kinney - Treasurer, Doug Watt - Secretary, Daneille Jones – At Large, Yvette Ju -- At Large, Susan Lynch – At Large, Kimberly Price – At Large.

Staff: Ashley Zuraf, Director of Operations

Guests: Tom Brennan, Audrey Fincher, Conroy Zien, Wanda Walters, Shirley Skorbiansky, Barry Hauptman.

Minutes Prepared By: Doug Watt
Lori volunteered to keep time.

Ashley Zuraf, Director of Operations Report

Membership (as of **11/30**):

	Total Members:	New Members:	Deletions:
10/31/2014	4,023	51	July expirations
11/30/2014	4,002	139	Aug expirations

11/30/2013	4,469	157
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The MCRRC office will be officially closed on Christmas Eve, Christmas Day, and New Years Day.

Treasurer’s Report – Becca

Significant Income (November 2014):

- Membership Dues \$2,934
- Race Entries \$2,815
- MCM Room \$2,108
- Training Programs \$8,212 (Winter Half \$2,800, FTM Banquet \$2,760)

Significant Expenses (November 2014):

- Background checks \$1,995
- Volunteer event \$2,115
- RRCA Insurance \$5,802
- Other Insurance \$3,984
- Race supplies
 - Equipment New \$3,063 (shoe tags)
 - Equipment Consumables \$1,583 (Parks \$1,045 bibs)
 - Food \$4,078 (Stone Mill \$1,827, RUTL \$1,750)
 - Premiums \$6,882 (Pikes \$5,795, Stone Mill \$2,666)
 - RMS Staff Payment \$4,458 (5 races)
 - Equipment Rental \$1,435 (Enterprise 4 races)
 - Race Awards \$1,354 (RUTL)

- Race Proceed Distributions \$2,750 (Pikes)
- Program Supplies
 - Banquets \$9,615 (FTM \$8,674)
 - Program Director Gifts \$3,023 (FTM \$1,770, 10K \$701)
- Club Communications \$1,388
- RRCA Dues \$5,652

UPDATE:

- **Completed Programs**
 - **FTM**
 - Net income \$9,729, decline of \$322 over 2013.
 - \$33,865 income, up from \$31,544 in 2013. Net of \$2,680 transferred to Parks for discounts.
 - \$22,756 expenses, up from \$21,041 in 2013. Banquet increased \$2,595.
 - Budget: \$12,946 net income, \$36,500 income, \$23,347 expense.
 - 270 registered (Goal Race MCM)/2013 266 registered/2012 294 registered
 - **XMP**
 - \$18,380 income, down from \$19,506 in 2013. \$1,120 transferred to Parks for discounts.
 - Awaiting final expenses.
 - 198 registered (No specific Goal Race, Fall) / 2013 183 registered / 2012 196 registered
 - **10k**
 - Net income \$3,717, decline of \$403 over 2013.
 - \$10,785 income, up from \$9,680 in 2013.
 - \$7,068 expenses, up from \$5,600 in 2013. Premiums increased \$1,460.
 - Budget: \$2,690 net income, \$10,200 income, \$7,510 expense.
 - 187 registered (Goal Race Rockville 10K) / 2013 176 registered / 2012 154 registered
 - **5K Run/Walk**
 - Net income \$198, increase of \$101 over 2013.
 - \$5,450 income, up from \$5,350 in 2013.
 - \$5,252 expenses, consistent with \$5,235 in 2013.
 - Budget: \$1,087 net income, \$6,030 income, \$4,943 expense.
 - 111 registered (Goal Race Rockville 5K) / 2013 123 registered / 161 registered
 - **Fall Intro to Trails**
 - \$1,025 Income, no expenses.
 - 41 registered (No Goal Race)
- **Current Programs**
 - **Winter Trails** 127 registered, 150 limit (Goal Race Seneca Creek), Dec 6 start / 2013 100 registered (filled)
 - **Speed Development** 232 registered, 300 limit (Goal Race Pikes Peek), Jan 10 start / 2014 303 registered (filled)
 - **Winter HMP** 244 registered (Goal Race National Half Marathon), Dec 3 start / 2014 275 registered
 - **Winter Marathon** 73 registered (Goal Race National Marathon), Dec 3 start / 2014 68 registered
 - **Winter 5K** 30 registered , 100 limit (Goal Race Piece of Cake 5K), Dec 3 start / 2014 71 registered
- **Major Races**
 - **Parks Half Marathon**
 - Net income \$14,110, decrease of \$6,627 over 2013.
 - Awaiting final distributions. \$5,300 in 2013.
 - \$139,403 Income, down from \$152,457 in 2013. Decrease in registrations.
 - \$125,293 expenses, down from \$131,720 in 2013.
 - 2,385 registered / 2013 2,750 registered.

- **Pike Peek 10K** 4/26/15 – 549 registered (opened 11/15). 2013 2,740 registered.
 - **Secondary Races**
 - **Run Under the Lights**
 - Income up \$921. Awaiting final expenses.
 - 800 registered (limit). Sold out in less than 2 days.
 - **Stone Mill**
 - Income up \$7,335. Awaiting final expenses.
 - Increased price \$10, increased registrations
 - 435 registered (limit). 2013 – 402 registered.
 - **Club Races**
 - **Cabin John Kids Run**
 - \$231 net loss. Decline of \$51 over 2013.
 - Participant medals and ribbons cost \$184.
 - 155 finishers.
 - **Matthew Henson 5K**
 - \$255 income, \$410 expenses, \$155 net loss. Improvement of \$61 over 2013.
 - 115 finishers / 2013 – 172 finishers / 2012 – 150 finishers.
 - **Black Hill 10K**
 - \$250 income, down from \$395 in 2013. Less membership revenue in 2014. Awaiting final expenses.
 - 107 finishers / 2013 – 150 finishers / 2012 – 106 finishers.
 - **Cross Country on the Farm**
 - \$540 income, \$452 expenses, \$88 net income. Improvement of \$113 over 2013.
 - 169 finishers / 2013 – 172 finishers / 2012 – 150 finishers. Awaiting final income and expense.
 - **Candy Cane City 5K**
 - \$1,093 income, down from \$1,835 in 2013. Awaiting final expenses.
 - 388 finishers / 2013 – 412 finishers / 2012 – 376 finishers.
 - **Turkey Burnoff 10mile & 5mile**
 - Awaiting final income and expense.
 - 10mile – 276 finishers / 2013 – 245 finishers / 2012 – 238 finishers.
- 5mile – 213 finishers / 2013 – 343 finishers / 2012 – 332 finishers.

Motion to accept the Treasurer’s report: Kimberly moved, Daneille seconded. Carried unanimously

Strategic Planning

New Business:

Program Fee discussion with Program Directors

The Board invited our Program Directors to the monthly business meeting to give them a wider perspective of what is happening in the club and how each program impacts the overall club from a financial and marketing perspective. Karen Kincer spoke about the how the club is made up of many parts and the roles the programs had in our club. She spoke about the fact the overhead of the club, such as facilities, equipment, salaries, web site, etc., needs to be shared by all involved. Each Program Director spoke about their respective programs. Individual comments ranged from having the cost of program included with membership to others thought we were too low in cost for the services provided. There was discussion about the length of the programs and the fact that the cost of the program needs to be in line with the effort supplied by our directors and coaches. Also, while we

are not for profit, we do need to cover our expenses and plan for the future. Overall, our program directors felt runners get a good value for the services they receive.

The differences in the programs were highlighted. Each program serves a different demographic, such as trail runners, marathoners, speed development, and first timers. Runners from each group have different expectations and requirements. The 5k program was discussed as catering to mostly new runners and the program was a way to attract new runners to the club. It was emphasized that the high value of constant coaching to get the runners comfortable with running and low cost of the program was the main reason runners signed up. Since each program serves a different demographic and need, we need to price accordingly.

The Board had a discussion with the Program Directors about the refund policy. The club has a “no refund” policy and it is stated in the registration when a participant signs up for a program. The Board realizes there may be certain valid exceptions and would like the program directors to decide what guidelines are acceptable and for them to work through the process with their participants.

Action item: The Board will look at the fee structure we charge and will send them to Program Directors for their comment. A time line will need to be generated and a market analysis draft will be done by the January meeting, with a goal to have new prices set by March 1, 2015. Danielle will coordinate this market analysis for the January meeting. She will request assistance from Halsey.

Action item: Susan will check on the waivers to make sure they are the same for each program.

Code of Conduct: The Board discussed a complaint raised by an MCRRC Program Director that Karen Kincer, MCRRC President, violated the MCRRC Code of Conduct and ethics by changing the price of a program without prior notification of the Program Director. The Board reviewed all evidence related to this complaint and determined that this complaint is not substantiated by the evidence and is without merit. Further, the Board determined that in the event that MCRRC Bylaws conflict with MCRRC Club policies, then the Bylaws are determinative of the issue. In this case, the Bylaws at Article VI, Section 1 indicate that the Board may make all decisions related to running a business. In this case, the Board has full authority according to the Bylaws to set the prices for the Programs without prior notification or approval of the Program Directors.

The Board will send the Program Director notification of the Board’s decision on this issue within 14 days of this Board meeting.

Race Series rules- Art Drisko made the following requests to change the Championship Series and Cross-Country Series for 2015. He has provided the proposed rule changes, the current rule, and the rationale for the changes.

Proposed Rule 3:

3. Your age group for the year will be determined by your age on the day of your first race in this series. You must disclose your birth date when registering for your first series race to be eligible for age group prizes. Age group will be determined separately for the Championship and Cross-Country Series.

Current Rule 3:

3. Your age group for the year will be determined by your age on January first of that year. You must disclose your birth date when registering for your first series race to be eligible for age group prizes.

Rationale: In 2014 the Club began posting all race results based on age on race day rather than Series (Jan 1) age. Consequently neither the runners nor I can tell for sure from results on the web site what someone’s Series age group is. Runners cannot verify age groups or check my accuracy, and I need to

wait for a special copy of the results with Jan 1 ages. The change would allow me to post standings sooner and allow anyone to verify them. I may also be able to catch some race scoring issues before the results become official (see below), since my program detects various inconsistencies.

Proposed Rule 8:

8. Race results and series standings become official and final for the purposes of series scoring 10 days after they are posted on mccrc.org. Any corrections or protests must be received by the race scorer (hyperlink) AND series coordinator (hyperlink) within those 10 days. If changes in standings result from such corrections, 10 more days will be allowed for protests only of the changes.

Current Rule 8:

8. Race results and series standings become official and final for the purposes of series scoring 10 days after they are posted on mccrc.org. Any corrections or protests must be received by the race scorer or series coordinator within those 10 days. If changes in standings result from such corrections, 10 more days will be allowed for protests only of the changes.

Rationale: Rule 8 is the “statute of limitations” for corrections, designed to prevent months-long series of corrections and misleading standings. Many runners plan strategy around the current standings, particularly near the end of the year. Rule 8 was new this year and was somewhat useful, but I have not always been able to find out when a protest was lodged when it has gone to someone else. This rule would ensure that I see official protests (or that I can say that the deadline has passed).

The complete current rules are available on the Series pages:

<http://www.mccrc.org/championship-series-cs>

<http://www.mccrc.org/cross-country-series-xc>

Motion to accept the action: Kimberly moved, Susan seconded. Carried unanimously

New elite racing team: The Club would like to announce the 2015 Elite Racing team. The purpose of the team is to assemble and recognize highly talented and competitive members of MCRRC, promote competitive distance running among club members, and increase the visibility of MCRRC within the broader running community in the Washington DC area.

Join us in congratulating your fellow club members who will be representing MCRRC on the road, trails and track. Sarah Flynn, Lisa Chilcote, Miles Aitken, Wayne Breslin, Megan Haberle, Cindy Conant, Alex Booth, Jeff Duyn, Christina Papoulias, Dionis Gauvin, Kyle Broadway, Lee Firestone, Courtney Perna, Kellie Redmond, Nicolas Crouzier, Paul Jacobson, Laura Ramos, Lisa Reichmann, Shlomo Fishman, Argaw Kidane, Dagmar Salazar, Julie Sapper, Yukun Fung, Mark Neff, Rachel Smith, Elizabeth Thomas, Danny George, Frank Perna, Robin Watkins, Miguel Perez, David Storper, Ning Rui, Kevin Yates, Chris Shaw, Xavier Watson, Taylor Williamson.

Old Business

Race Calendar is in the final stages of checking and will be published shortly

Seneca Greenway update: Paul and Mary Foster have stepped up as race directors and have looked at a change to the course to make it easier to manage. New date is March 7th.

Shoe donation update Susan would like additional shoe collections. She will be working with the Green Team to facilitate the additional collections.

Amendment to By-laws for Audit review was voted and passed on line.

Executive Board Session

The Board went into executive session to have a discussion on Budgets and Strategic Planning.

Announcements:

Next board meeting is Thursday, January 8th, 2015 at 6:30 PM at the MCRRC Office.
14672 Southlawn Lane Bay I/J, Rockville, MD.

Doug will bring dinner.

Meeting adjourned: 10:56 PM

Respectfully submitted,

Doug Watt,
Secretary MCRRC