

**Montgomery County Road Runners Club
Minutes of Board of Directors Meeting
Meeting of December 5, 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 – At Large, Yvette Ju -- At Large, Bill Loomis - At Large

Staff: Ashley Zuraf, Director of Operations

Guests: Tom Brennan, Speed Development Program
Dwight Mikulis, Maryland RRCA Representative
Dinos Papoulias, MCRRC Webmaster
Debbie Spagnola, Winter 5K Program
Keith Ord, Winter 5K Program

Minutes Prepared By: Doug Watt

Review Agenda, assign timekeeper – Bill volunteered to keep time.

1. New Winter 5K Program Debbie and Keith would like to create a group for first timers and slower runners for a winter 5k program. Looking at a ten-week semi-formal program with Piece of Cake as the race, only shorter. Program will also be open to faster runners. Debbie has found pace coaches for all levels. Group will volunteer for Seneca trail race. They would like to have a reduction to the membership for first time

Action item: Will get back to Debbie on specific details

2. Website Status and Proposals Dinos reported the Web site has been up mostly 100 % over the past three months. 260,000 visits, 780,000 page views. Web pages for paid entry fee races need additional information and we should look at making navigation easier. Karen would like to institute crisis and mgmt control for our outside web sites we pay for. **Action Item:** Dinos will create a plan to create the control we need.

Dinos gave us a proposal to move from Drupal to WordPress to reduce cost and make the web site easier to manage. He will look into additional facts if we are interested in the transition and content. **Action Item:** Dinos will look at creating a proposal for this work. Dinos will also address some of the areas on the “under construction sites”.

3. Director of Operations Report – Ashley submitted report:

Membership (as of 11/30):

	Total Members:	New Members:	Deletions:
10/31/2013	4,567	122	N/A
11/30/2013	4,469	157	Aug & Sept.

November:

- Delete October expirations
- Send reminder notices to November expirations

- Send renewal notices for December Expirations
- New members & renewing members are now using imATHLETE and the Signmeup form has been shut down.
- Until new paper notices are designed, we are back to email notifications only. New paper notices used for renewal and new membership will need to be done.
- The timeline to have imATHLETE functioning as a database is still estimated for end of Q1 in 2014.

Action Item: Bill asked if we can have a late fee provision in our contracts. Ashley will add it to new contracts.

RMS:

The RMS calendar for the year is now completed. Contracts will resume in April 2014.

4. Treasurer's Report – Paula

Significant Income:

- Race Entries \$5,421.00 (Seneca Greenway \$1,020, Needwood Cross Country \$220.00, Candy Cane \$1,522.00, Run Under the Lights \$1,230.00, Turkey Burnoff \$1,300.00, RFR \$125.00)
- RMS \$8,340.00
- Upgrades Purchased \$1,197.86

Training Programs \$34,231.00 (Winter Trails \$1,755.00, Speed Dev \$10,750.00, WMP \$2,945.00, FTM \$13,800.00, FTM Banquet \$1,942.00, XMP Banquet \$1,840.00, Stride clinic \$510.00, CPR \$688.50)

Significant Expenses:

- Information Technology \$1,385.49
- Volunteer Open House \$917.84
- Race supplies
 - New Equipment \$166.00
 - Consumables \$756.48
 - Food/Beverages \$1,735.88
 - Premiums \$6,859.81 (RUTL \$3384.00, Stone Mill \$774.34, Parks \$3,341.15)
 - RMS Staff \$4,817.00
 - RMS Rentals \$292.00
 - Permits \$1,702.75
 - Equipment Rental \$407.59
 - Service Rentals \$295.00
 - Race Team Captain Gifts \$360.00
 - Race Proceeds Distribution \$1,300.00
- Program Supplies
 - Food/beverages \$82.27
 - Tee Shirts \$7,438.05 (5K \$500.00, FTM \$2,506.90, 10K \$4,392.90)
 - Service Rentals \$386.00
 - Banquet/dinners \$744.25
 - Pace Coach Gifts \$425.00
 - Training/CPR Certification \$528.00
- Club Communications \$1,414.10
- Outreach \$3,500.00 (donations approved last month to Rockville)

UPDATE:

Completed Programs

- **Summer Trail** (closed) 93 registered – program shirt given (no goal race) Waiting for all expenses to be turned in!
- **FTM** (Closed) 268 registered – program shirt and hat given (Goal Race MCM); 2012 - 294 registered; 2011-255 registered
- **XMP** (Closed) 185 registered - program shirt given (Goal race, variety of Fall marathons), 2012 - 196 registered; 2011 - 221 registered
- **Fall 10K program** (Closed) - 176 registered – program shirt given (Goal Race, Rockville 5k/10k) program has 3 scheduled program runs per week. 2012 - 154 registered; 2011 - 142 registered
- **Fall 5K program** – (Closed) - 104 registered – program shirt given (Goal Race, Rockville 5k/10k) program. 2012 - 120 registered; 2011 - 96 registered
- **Fall Walking program** – (Closed) - 19 registered – program shirt given (Goal Race, Rockville 5k/10k) program. 2012 - 41 registered; 2011 - 34 registered

Current Programs

- **Speed Development (open)** 287 registered, (Pikes Peak Goal Race) shirt if you completed the program 2013 - 309 registered; 2012 - 291 registered
- **Winter Trail Program** (open) 89 registered – program Long sleeve tech shirt included (Seneca Creek Greenway goal race) 2013 - 99 registered
- **Winter Half marathon** (open) 260 registered – program Long sleeve Tech shirt given (National Half Marathon) 2013 - 248 registered; 2012 - 290 registered (programs were combined)
- **Winter Marathon** (Open) 61 registered – program Long sleeve Tech shirt given (National Half Marathon) 2013 - 93 registered; 2012 - 290 registered (programs were combined)

Major Races

- **Parks 9/8/13** – ~2750 (*imAthlete, paper and same day*). *Waiting on one more sponsor check.*
- **Pike's Peek 4/27/14** – 119 registered (*opened 11/24*) Jan 1st registration goes from \$35.00 to \$40.00. *Ad will be in Dec 16th Run Washington.*

Recent Secondary Races

- **Run Under the Lights** - **800 registered** (limit) Sold out in 10 days
- **Stone Mill 50 Mile** – 402 registered this year - 2012-(440 registered) **260** finishers(422 registered) (first finisher 7:25:13, final finisher 15:08:03)
- **Greenway Trail** - 196 registered/max 450. Last year 2013- 287 finishers.

Recent Club Races

- **Run for Roses** –
 - 2013 Total race income Right now, \$1,400.00, 2012 \$4400.00
 - 107 finishers (1st – 17:54/final 47:25) 2012 - 192 finishers (1st 16:40, final 50:48)
- **Needwood XC 5K** –
 - Total race income \$350.00 (waiting for expenses)
 - 133 finishers (1st – 41:06/final 1:37:06) 2012 - 110 finishers
- **XC on the Farm** –
 - Total race income \$ permit fee has not been paid yet
 - 172 finishers (1st – 17:42/final 58:54) 2012 - 150 finishers
- **Candy Cane** –
 - Total race income \$ next month
 - 412 finishers (1st – 16:06/final 1:06:31) probably more finishers, they were new and did not understand the chips. 2012 - 376 finishers

- **Turkey Burnoff** –
 - Total race income next month
 - 10 Miler - 239 finishers (1 59:46/final 2:09:17). 5 Miler - 342 finishers (1 29:00/final 1:47:28)
2013 10m - 238 finishers; 5m - 332 finishers
- **Misc. Updates:**
- Race Director financial training – worked with Tom Temin and Bill Lee. Have a meeting scheduled with Sara Watt, Yvette, Jerome Brown on 12/11. Suggest next year all RD do the accounting for another race.

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

5. New Business

City of Rockville partnerships. Club has met with the city to offset the track lighting costs starting January 2015. Several options were discussed. To offset the cost of the lights, the club will run a winter 5k program for the general public. We may run the club 5k and the general public program concurrently. (Details will need to be ironed out on fees and services rendered.) City of Rockville would do the marketing and supply track facilities and lighting. MCRRC will provide coaches, registration, tee shirts, and food at the end of the program. It was felt this may be a good way to gain new members to the club and for getting a commitment to have lighting at the club's many evening events.

Action item: Motion was made to move forward with the city of Rockville for the Winter 5k. Doug Motioned, Paul seconded. Carried unanimously

Elite Racing Team – Coaching. Doug met with Yukun and Lisa about creating a structure and strategic plan for our racing team. We are looking at determining what our skills are and how we can allocate our racers to enter the best races that will best highlight the club. New team members should be selected by the end of the month.

Mary Foster's proposed Spring 2014 trail class. (Not a program) This would be an intro class for runners to get an experience in running trails. A small fee is appropriate to cover web expenses.

Action item: if the board wants to move forward then Mary will recruit pace coaches and places to run. Motion to move forward on the formulation of new trail class. Yvette motioned, Paula seconded, all in favor, one abstention.

Review of Guest Reports Dinos will go back and take a look at his proposal for programming language conversion.

5K program. Board would like participants join the club to be part of the program.

Motion The board accepts the 5k program. Paul motioned and Paula seconded. Carried unanimously

Nominating Committee will start looking at new board members. Robert needed to resign December 5 due to work issues. Andy Sheinfeld and Sharon Beall, Danny Talmage, Michelle Potter, Ken Early will be making up the nominating committee. Doug, Paula, Yvette and Bill will be up for election.

Motion to accept the nominating committee. Paul motioned and Paula seconded to accept committee. Carried unanimously.

We will look at the structure of the nominating committee to see if there are some changes in bylaws as they pertain to the size of the board. It was felt that the club has grown much larger since the creation of these bylaws and that we should look at possibly adding more board members to handle the increasing workload. Also the board would like to see if would be beneficial to have a larger board to gain more mentorship and diversity. The board would also like to look at how the nominating

committee is currently set up and to look at seeing if additional input from the board would be beneficial to the selection process.

2014 Planning

New Proposed Club Series rules for 2014: The main changes are the clarification of the rules on joining the club on race day. Non-members will not be counted in determining series standings. The series is scored on gun time. There was a discussion that some of the races may benefit from using race mats or chip time (especially races that start on trails). The board determined that gun time will stay the timing method.

Motion to accept the gun time methodology as written in the proposed club series rule. Paula motioned, Susie seconded. Carried unanimously.

4. Old Business: none

Announcements:

Race/Program director meeting

Next board meeting is Thursday, January 9, 2013 at 6:30 PM at the MCRRC Office, 14672 Southlawn Lane Bay I/J, Rockville, MD. Bill will bring food.

Meeting adjourned: *10:12 PM*

Respectfully submitted,

Doug Watt,
Secretary MCRRC