

**Montgomery County Road Runners Club  
Minutes of Board of Directors Meeting  
Meeting of February 6, 2014**

*Called to order: 7:00 PM*

**Present:**

**Board Members:** Karen Kincer - President, Paula Knutson - Treasurer, Doug Watt - Secretary, Paul Foster – At Large, Yvette Ju -- At Large, Susan Lynch- At Large, - Don Shulman- At Large, Bill Loomis - At Large

**Staff:** Ashley Zuraf, Director of Operations

**Guest:** Dinos Papoulias, MCRRC Webmaster

Minutes Prepared By: Doug Watt

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

**Web proposals:** Dinos provided a proposal to convert the race websites from Drupal to WordPress. Some of the benefits will be a system that is easier to maintain with reduced resources, and improve the volunteer sign-up process.

**Motion** to accept race website changeover. Paula motioned Paul Seconded Carried unanimously.

**Action** Karen will contact web holders and RDs to let them know. Dinos will start working on the changes. A schedule will be created based on when the races these sites support will take place.

**Ashley Zuraf, Director of Operations Report**

Membership (as of **1/31**):

	<b>Total Members:</b>	<b>New Members:</b>	<b>Deletions:</b>
<b>12/31/2013</b>	4,680	196	N/A
<b>1/31/2013</b>	4,800	98	N/A

**January:**

- Delete October & November Expirations
- Send reminder notices to January Expirations
- Send renewal notices for February Expirations

**Other tasks:**

**General Office:**

- Update property insurance/ equipment values - **DONE**
- Obtain quotes for rotating extermination (\$115/quarter) - **DONE**
- Renew Directors & Officers insurance – in progress
- Go to PEPCO to update billing for Suite J

**Programs:**

- Open registration for Kids on the Run – **DONE/ WAITING ON RD TO OPEN**

- Open registration for Summer Half webpage
- Update Summer Intro to Trails webpage. Waiting for content of overview.
- Update 8K webpage (waiting for PD)
- Update coaching rosters for spring programs – in progress
- Obtain CPR certifications & conduct background checks for new coaches – in progress
- Order 2013 RD & PD premiums – ordering on Friday
- Club CPR Classes: Open registration for 2014 – **DONE (Recently added Feb. class filled)**
- Stride Clinic: Website updates – need updates from Stride Clinic staff.

#### **Treasurer's Report – Paula**

##### **Significant Income:**

- Note: membership is up +\$5,270.00 from last year
- Race Entries \$16,476.30 (Pikes \$13,465, Seneca Greenway \$1,670.00, NYD \$695.00, Shooting Star \$370.00, Country Road Run \$270.00)
- Sponsorships \$4,000.00 (\$3,000.00 Parks, \$1,000.00 Pikes)
- RMS \$12,946.19
- Training Programs \$10,520.00 (Winter Trails \$1,885.00, Speed Dev \$1,500.00, WHMP \$2,395.00, WMP \$2,470.00, Winter 5K \$1,380.00, Stride \$210.00, CPR \$50.00)
- Mailing list rental \$1,556.00

##### **Significant Expenses:**

- Information Technology \$1972.77
- MCM room deposit \$3,500.00
- Holiday Party \$2,869.90
- Race supplies
  - New Equipment \$12,811.93 (new IPICO \$12,640.00, new timing computer \$171.93) Will add more IPICO to depreciation schedule, bill just paid.
  - Consumables \$ 1,144.46 (bibs and pins)
  - Food/Beverages \$862.75
  - Premiums \$42.05 (RUTL \$42.05)
  - RMS Staff \$650.00
  - Permits \$395.75
  - Equipment Rental \$2,123.68
  - Service Rentals \$1,650.00
- Program Supplies
  - Food/beverages \$685.12
  - Premiums \$5,100.00 (Speed Development \$5,100.00 Neck warmers)
  - Banquet/dinners \$370.00
  - Pace Coach Gifts \$518.00
  - Training/CPR Certification \$535.00
- Club Communications \$1,387.97

##### **UPDATE:**

- **Current Programs**

- **Speed Development** (filled) 303 registered, (Pikes Peak Goal Race) 2013 309 registered, 2012 291 registered
  - **Winter Trail Program** (filled/open) 100 registered (Seneca Creek Greenway goal race) 2013 99 registered
  - **Winter Half marathon** (open) 275 registered (National Half Marathon) 2013 248 registered, 2012 290 registered (programs were combined)
  - **Winter Marathon** (Open) 68 registered – (National Marathon) 2013 93 registered, 2012 290 registered (programs were combined)
  - **Winter 5K program** – (Open) - 71 registered (Goal Race, Piece of Cake 5K) New Program
  - **Action: each program should have a club race as a goal race.**
- **Major Races –**
    - **Parks 9/8/13** – ~2750 (*imAthlete, paper and same day*). *Just got the last sponsor check, will be done next month.*
    - **Pike's Peek 4/27/14** – 714 registered (*opened 11/24*) Jan 1<sup>st</sup> registration goes from \$35.00 to \$40.00. Numbers are in line with 2 years ago, about 2x as many as last year. Sponsorship \$19,500 (plus food from Mama Lucia's) 2013 \$13,700.00.
- **Recent Secondary Races -**
    - **Run Under the Lights** - *Waiting for City of Gaithersburg expenses*
      - **800 registered** (limited) Sold out in 10 days
    - **Stone Mill 50Mile** – Not all expenses are in (no race proceeds).
      - **402** registered this year – 2012-(440 registered) **260** finishers(422 registered) (first finisher 7:25:13, final finisher 15:08:03)
    - **Greenway Trail** - 300 registered/max 450 Last year 2013- 287 finishers
- **Recent Club Races**
    - **New Years Day** –
      - 2014 not all in expenses have been accounted for, 421 finishers (1<sup>st</sup> – 18:06/final 55:07) 2013 - 385 finishers (1<sup>st</sup> 17:19/final 51:56)
    - **Shooting Starr Race** –
      - 2014 not all in expenses have been accounted for, 240 finishers (1<sup>st</sup> – 20:44/final 57:14) 2013 - 349 finishers (1<sup>st</sup> 20:37/final 1:02)
    - **Country Road Run** –
      - 2014 not all in expenses have been accounted for
      - 331 finishers (1<sup>st</sup> – 28:15/final 1:23:56 / 2013 - 304 finishers (1<sup>st</sup> 27:26/final 1:21)

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

## **New Business**

**Finance/accounting documentation:** A question of an audit came up at the last business meeting. It was felt the club should become audit ready. Susie's professional expertise should be very valuable and she will lead the process. As a first step we will document our procedures and create a timeline for prioritizing these procedures.

**Action:** Susie, Paula and Bill will get together to discuss current procedures.

**Championship Series prize money/ NCAA eligibility:** Billy Kirk won the series, which makes him eligible for the prize money. However, the payment would make him ineligible for the NCAA and we don't want to hurt his eligibility. The club would like to come up with a methodology to reward him for his efforts.

**Action:** Karen will consult with his parents for their decision.

**Experienced Half Marathon Program:** There are concerns the participation in this program has not grown to the level the club desires over the past two years and it was decided this program will be discontinued. Don motioned, Yvette seconded, carried unanimously.

**2016 RRCA Convention:** The Board discussed hosting this in April of 2016 with Pikes Peak as the signature race. There were concerns the club may not have a finish location for this race due to the construction at White Flint, and we have insufficient staffing resources available for such a large undertaking. The Board decided that while this would highlight the club's reputation at a national level, it would not really benefit the general membership. Motion to pass on hosting was made by Don, seconded by Bill, carried unanimously.

**Piece of Cake/Awards Brunch planning:** We will need volunteers to run this.

**Action:** Paul and Mary Foster will coordinate this.

**Grand Prix Series:** This is an RRCA race series which each club participates in. We will be promoting one of our club races.

**Action:** We will look at a cross country race or track meet venue as our goal race.

**MD RRCA, WDF, Roads Scholars contributions:** The club will make donations to the MD RRCA, WDF and Roads Scholars initiatives.

**Finance Committee:** We would like to welcome Stuart Eisen as our new member for the finance committee. We also will be looking for additional accounting expertise.

**Review of North Branch Trail testimony:** Karen had the opportunity to speak to the Montgomery County Council on continuing funding for the Northern Branch Trail. This trail will connect the ICC trail to the other areas of the Parks system.

**Action:** Yvette and Bill will work on a draft letter for our membership.

**Strategic planning:** Point 4 on organizational management: The Board will create a committee (outside of the Board) for succession planning. We need to decide who is the best group to do this. It was felt that certain institutional knowledge of club practices and procedures do not have sufficient backup if members leave or can no longer fill this role. An example is our relationship with our local governments. The club needs to maintain this knowledge set and have multiple people involved in this process. It was suggested the nominating committee look at this.

**Action:** Karen will address the committee for their views.

The club has grown to a level where we need additional board members to fill and manage the growing requirements of the club. We would like to look at the possibility of creating additional board member positions or position designations that would fill a specific roll, such as Information Technology liaison or accounting lead, for example. The creation of additional board members would require a change in the by-laws.

**Action:** The Board will create a mission statement for our next steps with time frames for accomplishing this.

**Old Business:** none

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

Meeting adjourned: *10:05 PM*

Respectfully submitted,

Doug Watt,  
Secretary MCRRC