

**Montgomery County Road Runners Club
Minutes of Board of Directors Meeting
Meeting of November 6, 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, Don Shulman - At Large, Susan Lynch – At Large, Kimberly Price – At Large.

Staff: Ashley Zuraf, Director of Operations
Minutes Prepared By: Doug Watt

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

Ashley Zuraf, Director of Operations Report

Membership (as of 10/31):

	Total Members:	New Members:	Deletions:
9/30/2014	4,029	38	June expirations
10/31/2014	4,023	51	July expirations

10/31/2013	4,567*	122	
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** Note: No deletions were done in October 2013*

Ashley is looking at possibly doing consulting for providing permitting for RMS customers. We are looking into doing the physical course measurement.

Treasurer’s Report – Becca

Significant Income (October 2014):

- Membership Dues \$4,990
- Race Entries \$28,670 (RUTL \$25,560, Stone Mill \$2,655)
- Sponsorships \$6,000 (Parks \$3,000, Pikes \$2,500 and others)
- Upgrades Purchased \$3,821 (RUTL \$3,626)
- RMS \$21,565 (6 races)
- MCM Room \$2,600
- Training Programs \$9,399 (Winter Trail \$3,835, Winter Half \$2,725)
- Mailing List Rental \$1,400

Significant Expenses (October 2014):

- Other Prof Services \$2,250 (Staff Assessment)
- Advertising \$1,500 (Parks)
- IT Costs \$1,656 (IT services)
- Race supplies
 - Equipment New \$2,567 (timing equipment)
 - Food \$9,200 (Parks \$7,207, RUTL \$1,248)
 - RMS Staff Payment \$4,083 (7 races)
 - Police/EMT \$1,688 (Parks)
 - Equipment Rental \$7,279 (Parks \$6,048)
 - Service Rentals \$4,732 (Parks \$4,575)
 - Race Awards \$5,679 (Parks)

- RD/TC Gifts \$2,494 (Parks)
- Race Proceed Distributions \$7,800 (Pikes)
- Program Supplies
 - Premiums \$15,425 (FTM \$8,395, 10K \$4,577, 5K \$2,453)
 - Banquets \$1,712 (HMP \$1,372)
- Unapplied Bill Payment \$7,453 – FTM Banquet?

UPDATE:

- **Completed Programs**
 - **HMP**
 - Net income \$3,291, decline of \$4,592 over 2013.
 - \$9,645 income, down from \$11,873 in 2013. \$1,600 income transferred to Parks. Registrations declined by \$2,158.
 - \$6,354 expenses, up from \$3,990 in 2013. Premiums increased \$1,643, Coach gifts increased \$559.
 - Budget: \$6,603 net income, \$13,403 income, \$6,800 expense.
 - 173 registered (Goal Race Parks)/2013 194 registered
 - **FTM**
 - \$30,105 income, down from \$31,544 in 2013. \$2,680 transferred to Parks for discounts.
 - Awaiting final expenses.
 - 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**
 - \$10,330 income, up from \$9,680 in 2013. Awaiting final expenses.
 - 187 registered (Goal Race Rockville 10K) / 2013 176 registered / 2012 154 registered
 - **5K Run/Walk**
 - \$5,450 income, up from \$5,350 in 2013. Awaiting final expenses.
 - 111 registered (Goal Race Rockville 5K) / 2013 123 registered / 161 registered
- **Current Programs**
 - **Fall Intro to Trails** 41 registered (No Goal Race), Oct 4 start
 - **Winter Trails** 85 registered, 150 limit (Goal Race Seneca Creek), Dec 6 start / 2013 100 registered (filled)
 - **Speed Development** 59 registered, 300 limit (Goal Race Pikes Peek), Jan 10 start / 2014 303 registered (filled)
 - **Winter HMP** 94 registered (Goal Race National Half Marathon), Dec 3 start / 2014 275 registered
 - **Winter Marathon** 23 registered (Goal Race National Marathon), Dec 3 start / 2014 68 registered
 - **Winter 5K** 8 registered , 100 limit (Goal Race Piece of Cake 5K), Dec 3 start / 2014 71 registered
 - **Action Item: Kathleen will send program directors a listing of their budget to help them keep close to their budget.**
- **Major Races**
 - **Parks Half Marathon**
 - Income down \$13k. Awaiting final expenses.
 - 2,385 registered / 2013 2,750 registered.
- **Secondary Races**

- **Run Under the Lights** 11/22/14 – 800 registered (limited by the Park Service). Sold out in less than 2 days.
- **Stone Mill** 11/15/14 – 435 registered (limited by the Park Service). Sold out.
- **Club Races**
 - **Cabin John Kids Run**
 - \$415 net loss. Decline of \$230 over 2013.
 - Participant medals and ribbons cost \$368.
 - 155 finishers. Awaiting final income and expense.
 - **Matthew Henson 5K**
 - \$255 income, up from \$235 in 2013. Awaiting final expenses.
 - 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**
 - 169 finishers / 2013 – 172 finishers / 2012 – 150 finishers. Awaiting final income and expense.

Motion to accept the Treasurer's report: Kimberly moved, Lori seconded. Carried unanimously

Strategic Planning

New Business:

Purple Line: MMCCP is looking to hold off on Purple line construction until after the 2016 Parks ½ Marathon. The club is looking at a new route for the Parks marathon for 2017

Shoe Donation Susan spoke about the possibility to getting shoe donations to American Indian reservations. **Action Item** Susan will talk to Natalie Bailey on what effort is involved

Program Refunds: The club has been getting requests for refunds for programs. We have a “no refund” policy listed on the website. Program directors need to remind their participants of this policy.

Action Item: Lori, A message will be sent to the PDs of this policy

Rockville 10K: The race was successful but had some equipment issues that will need to be fixed.

Track availability: We are having issues with not enough track space when we have multiple programs running.

Action Item: Lori will look at finding additional track space

Race fees for Low Key Series: There has been an increase in the cost of permit and police fees for many of the Low Key Series races and the revenue generated by these races has not covered these costs. The Club is looking at potential solutions which may include instituting a small fee for each person running that race.

Kids Track Team concept. We provide the timing for the city of Rockville Kids track meets. We are having issues getting volunteers to help out on the Rockville Kids meets. We are considering sponsoring a team so we can get more of our MCRRC children running and more club volunteers to help out on running the meets and training.

Old Business

Race Calendar is still in progress

Nominating Committee The Club is looking for additional volunteers for the nominating committee.

NonProfit HR update: The firm has done their preliminary interviews and will be presenting their findings in the next month.

Vote on last month's minutes: Kimberly motioned, Becca seconded Carried unanimously

Executive Board Session

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

Announcements:

Next board meeting is Thursday, December 4th, 2014 at 6:30 PM at the MCRRC Office.
14672 Southlawn Lane Bay I/J, Rockville, MD.

Yvette will bring dinner.

Meeting adjourned: 10:12 PM

Respectfully submitted,

Doug Watt,
Secretary MCRRC