

**Montgomery County Road Runners Club
Minutes of Board of Directors Meeting
Meeting of September 4, 2014
Called to order: 7:00 PM**

Board Members Present: Karen Kincer - President, Lori Kaleikau - Vice President Doug Watt - Secretary, Kimberly Price -- At Large, Don Shulman - At Large.

Minutes Prepared By: Doug Watt

Review Agenda, assign timekeeper - Kimberly volunteered to keep time.

Ashley Zuraf, Director of Operations Report

Membership (as of 8/31):

	Total Members:	New Members:	Deletions:
7/31/2014	4,210	49	Apr expirations
8/31/2014	4,141	94	May expirations

8/31/2013	4,380	103
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Action Item: Yvette will send Program Directors a note that pace coaches will need to sign up for the program using IM Athlete and they will receive a discount code so there is no cost to them. This new process allows MCRRC to capture emergency info on our pace coaches and have them sign the waiver. This requirement will begin with the Winter Trail Program.

Treasurer's Report - Becca

Significant Income (August 2014):

- Membership Dues \$8,060
- Race Entries \$77,295 (Parks \$60,785, Stone Mill \$13,420, Rileys \$2,160)
- RMS \$2,793 (5 races)
- Training Programs \$9,957 (10K \$5,445, 5K \$3,950)

Significant Expenses (August 2014):

- Race supplies
 - o Food \$1,027 (Various)

- o RMS Staff Payment \$1,135
- o Equipment Rental \$1,094 (Riley's, Twilight)
- Program Supplies
 - o Premiums \$4,118 (XMP \$3,034)
- Club Communications \$3,700 (Intervals)

UPDATE:

- **Current Programs**
 - o **Fall Intro to Trails** 9 registered (No Goal Race), Oct 4 start
 - o **HMP** 173 registered (Goal Race Parks)/2013 194 registered
 - o **FTM** 270 registered (Goal Race MCM)2013 266 registered, 2012 294 registered
 - o **XMP** 198 registered (No specific Goal Race, Fall), June 14 start 2013 183 registered, 2012 196 registered
 - o **10k** 181 registered (Goal Race Rockville 10K), August 19 start, 2013 176 registered, 2012 154 registered
 - o **5K Run/Walk** 109 registered (Goal Race Rockville 5K), August 13 start 2013 123 registered, 2014 161 registered
- **Major Races**
 - o **Parks** 9/14/14 - 2,183 registered, 2013 2,420 registered. Aug 1 price went from \$55 to \$60.
- **Secondary Races**
 - o **Stone Mill** 11/15/14 - 339 registered. 450 runner limit.
 - o **Rileys Rumble**
 - \$3,840 income, \$3,756 expense, net income \$83. Decline of \$1,650 over 2013.
 - Race entries down \$650. MNCPPC Fee \$1,116 new in 2014 - unclear why this is new, may not have been charged to MCRRC in 2013. Expect it to recur in 2015.
 - 2014 123 non-members registered / 2013 147 non-members registered.

- **Club Races**
 - **Eastern County 8K**
 - \$700 income, up from \$470 in 2013. Awaiting final expenses.
 - 144 finishers, 2013 - 190 finishers
 - **Comus XC**
 - \$550 income, \$681 expense, \$131 net loss. Improvement of \$511 over 2013.
 - Race entries up \$205. Food/beverage down \$251.
 - 149 finishers, 2013 - 145 finishers, 2012 - 169 finishers
 - **Going Green Track Meet**
 - \$260 income, down from \$336 in 2013. Awaiting final expenses.
 - 106 finishers, 2013 - 128 finishers, 2012 - 122 finishers

Treasurer Notes:

General Update:

- Ashley has worked on streamlining the rental process at Enterprise which should cut back on the inconsistencies in items RDs have been paying for (e.g. insurance).
- Ashley and Halsey have been reviewing the permitting process and are in the process of bringing that all under Halsey's responsibility. Previously it was with George and then split between Halsey and George. This is good in that it will ensure more consistency and oversight into the process. We've also received some deposits back during the month (e.g. Roses).
- My thoughts on the YTD P&L:
 - Revenue is up significantly (9%) driven by membership, sponsorship and RMS. Program revenue is slightly down.
 - Investment income has not been recorded yet, data will be available next month.
 - IT Costs are up primarily driven by website services.
 - Equipment is at \$15k, though the Elite has been recorded at full cost vs. the current period depreciation. This expense will decrease by about \$8k.
 - Race Premiums are down significantly (40%), some of that may be timing of when they were purchased last year vs. this year.
 - Race awards are down significantly (60%).
 - Program Premiums are up significantly (48%), some of that is timing (e.g. XMP \$3k in August 2014 vs. Sept 2013).

2014 Budget Update:

- o After reviewing the July budget to actual, and through review of race and program budgets, Kathleen and I have been doing some clean up in QB. I expect this will continue through the budgeting process.
- o My thoughts on the Budget vs. Actual:
 - There are some areas expenses are trending high, however, nothing that causes me great concern. We are also trending well on revenue. Over all it appears that we will beat our Net Income budget significantly this year.
 - I need to record investment income and clean up the equipment/ depreciation. I expect these numbers will then be more consistent with the budget.

Action Item: Club would like to get the race directors a copy of their profit and loss statements shortly after the race so they can see if there are any issues in the costs.

2015 Budget Update:

- o I continue to work on tracking down budgets from RD/PD. I'm currently missing 5 races and 3 programs.
- o I have received some thoughts on "top line" budget items (e.g. equipment).

Next action will be to consolidate the race and program budgets and build out the consolidated budget. I'll distribute this in advance of our Sept 29 working session so the board can review.

Motion to accept the Treasurer's report: Don moved, Karen seconded. Carried unanimously

New Business:

2015 Race Calendar: The Board discussed possible theme changes to some of our races and we will look at race dates for the upcoming year. **Action Item: Don will coordinate race dates.**

FTM Exception request: The Board has received a request to give an exception to the mandatory background checks required for program directors and pace coaches. The Board updated the policy in June of 2014 to give additional avenues for this process to be accomplished, such as verification of a current security clearance. In addition, the Board instituted an appeal process to handle any issues if they occurred. All results are carefully protected and cannot be disseminated. It is the opinion of the Board that there is flexibility in the process for members to achieve this mandate and that there are adequate safeguards in place to protect this information. **The Board will not grant the exception.**

The Women's Distance Festival is celebrating its 25th year of supporting women running in the community and would like an additional donation to support the program. The Board will allocate \$750 to be donated to the support of this program. **Don motioned for the allocation of resources to help finance this program and Kimberly seconded. Carried unanimously**

Trevor Myers has proposed an award to recognize that for many members, the act of running, both with and without the club, is a focal point for coping with life's many challenges. Many of these stories will never be heard by the group at large because we have no way of recognizing the commitment and dedication of the relevant members. This award would be given to people who have used running to assist those overcoming issues and adversity or who have made a contribution to the improvement of the running community. The Board endorses the concept of the award and will ask Trevor to solidify the criteria and methodology used to pick a winner(s). The Board will ask Trevor to serve on the Awards Committee for a minimum of 2 years to establish the nomination process, oversee the criteria plus issue this new award. The Board will need to allocate this spending into budget for this award.

Old Business

2015 Budget Planning Go to the 2014 budget and look at what we need to change or question. Do this by the 19th for Becca. We will create a document and store our questions in the budget folder. **Action Item** Kimberly will create document. Kimberly has completed this task..

Volunteer Picnic/Happy Hour: The club is looking for a new place for this activity. We have grown too large for last year's location. **Action Item:** Don, Karen, and Kimberly will look for new possibilities.

Executive Board Session

Strategic Planning

Consultant Discussion update: MCRRC has grown in size and complexity over the last few years and has moved from a small club to one of the largest running clubs in America. This expansion has necessitated a higher level of expertise and commitment of its members to support this operation. The Board is actively looking at our current governance and what changes we will need to make in the future to effectively support the mission of the club. The Board would like to bring an outside consulting firm to look at staffing and style of governance to give an unbiased opinion of what changes will be needed, and how to facilitate these changes. The Board has vetted several companies and has made a selection. **Don moved to proceed with this company to look at our structure and report back to the board on how best to structure the future of the board and structure of the club so we can better serve our members and the running community. Lori seconded Carried unanimously**

Review Mission Statement

Announcements: The Board will attend the annual Maryland RRCA meeting in Columbia, Maryland, on September 7th. This is a meeting of local running clubs where current trends and club issues are discussed.

The Board will meet at the club house on September 29th at 6:30 for a 2015 budget discussion.

The October board meeting will be moved to the 9th due to scheduling conflicts.

Next board meeting is Thursday, October 9, 2014 at 6:30 PM at the MCRRC Office.
14672 Southlawn Lane Bay I/J, Rockville, MD.

Don will bring dinner.

Meeting adjourned: 9:04 PM

Respectfully submitted,

Doug Watt,
Secretary MCRRC