

**Frederick Steeplechasers Running Club**  
**Executive Board Meeting**  
**15 February 2017**

**Attendees**

Jill Cameron - President	Shannon Matthews - Competition
Eric Cameron - Vice President	Luanne Houck - Communications
Harriet Langlois - Treasurer, Women's Distance Festival	Nikki Martin - Membership
Nicole Davis - Secretary, Trail	Roseann Abdu - Newsletter
Brent Ayer - RRCA Rep., Board of Directors	Chris VanSant - Racing Team
Mark Lawrence - Board of Directors, Race Services	Josh Henson - Panthers Running Club
Pamela Geernaert - Board of Directors, Education	Anne Light - Panthers Running Club, Market Street Mile
Tim O'Keefe - Board of Directors, Summer Decathlon	Art Gregory (6:09) - Social
Lou King - Board of Directors, Technology	Ruth Taylor (6:09) - Social, Training
	Elizabeth Liotta (6:11) - Market Street Mile

**Call to Order and Introductions** - Jill Cameron

Meeting called to order at 6:04.

Self-introduction of all members present, including role in FSRC.

Review of FSRC Mission Statement:

*"To promote running for fitness, friendship, and athletic development, in support of our members and the Frederick community."*

**Approval of Minutes** - Jill Cameron

*Executive Board Meeting - 16 November 2017*

**MOTION: To approve minutes for November board meeting.**

Made by: Lou King  
Second: Eric Cameron  
Result: Motion carried, unanimous

*General Membership Meeting (Banquet) - 28 January 2017*

**MOTION: To approve banquet minutes.**

Made by: Pamela Geernaert  
Second: Harriet Langlois  
Result: Motion carried, unanimous

**Conflict of Interest** - Jill Cameron

Conducted required yearly update of Conflict of Interest.

**Finances and Budget Proposal** - Harriet Langlois

***Treasurer's Report***

Reference File: Board Meeting 2017-02-15 - Financial, v4 (available upon request)

Treasurer's Report reviewed. Details found within referenced file. Overall, FSRC is financially healthy and showing growth. 2016 projections for income/expenses were good.

RECOMMENDATION: Due to timing of banquet, expenses have not been a budget item in the past. Going forward, recommend budget proposal for banquet in November prior to funds being spent.

RECOMMENDATION: Make better use of tax exemption certificate for purchases.

RECOMMENDATION: Operational reserve of ½ annual operating expenses.

Eric Cameron is the new financial reviewing officer.

RECOMMENDATION: Consider scheduling 2016 financial review.

***5% Race Revenue Administration Fee***

**MOTION: To approve maintenance of 5% race revenue administration fee.**

Made by: Mark Lawrence  
Second: Pamela Geernaert  
Result: Motion carried, unanimous

***2017 Budget***

Reference File: Board Meeting 2017-02-15 - Financial, v4 (available upon request)

**MOTION: To approve Treasurer's Report and 2017 Budget.**

Made by: Mark Lawrence  
Second: Pamela Geernaert  
Result: Motion carried, unanimous

**Panther Running Club** - Anne Light, Josh Henson

Program elements reviewed. Program appears to be impacting the participants in a positive manner even outside of practice. In the past, the program has been 2 days week. Due to staffing issues, the program was reduced to 1 day per week this year, but not working as well.

Anne Light is stepping down due to moving out-of-area. Josh Henson is taking over the program administration in 2017.

### **Budget/ Race Revenue Proposals**

#### ***PA Speaker Budget Proposal*** - Lou King

Reference File: PA Speaker Budget Proposal 2017-01-24 (available upon request)

Sound system purchased two years ago is working out well, but one speaker must be moved during races to meet needs. Purchase of third speaker proposed.

**MOTION: To approve cost of a new speaker.**

Made by: Mark Lawrence  
Second: Pamela Geernaert  
Result: Motion carried, unanimous

#### ***Market Street Mile Proposal*** - Eric Cameron

Reference File: 2017 Market Street Mile Revenue Proposal (available upon request)

Anne Light thanked for work with FSRC, and specifically with Panther Running Club and Market Street Mile (MSM). Noted that MSM was losing money prior to Anne taking it over. MSM is now financially sound and doing well.

To return to 2 day per week practices in 2017, the Panther Running Club must pay a stipend to the school to have an individual cover the second day per week. (A volunteer is available for the other day.)

Overall, Panther Running Club funds are healthy, with over one year of operating costs in the account. Split of MSM proceeds - 50% to Panther Running Club to maintain association with the race, 50% to the Student Homelessness Initiative Project (SHIP) - proposed.

RECOMMENDATION: Revisit distribution percentages yearly.

**MOTION: To approve the MSM race proposal.**

Made by: Mark Lawrence  
Second: Eric Cameron  
Result: Motion carried, unanimous

#### **Annual Report** - Lou King

Reference File: FSRC-Annual-Report-2016-Final.pdf (available upon request)

**MOTION: To approve the annual report.**

Made by: Harriet Langlois  
Second: Pamela Geernaert  
Result: Motion carried, unanimous

## **Discussion**

Reference File: 2017-02-15 FSRC Status (available upon request)

### ***Suggestion Box*** - Jill Cameron

Nothing new.

### ***Communications*** - Luanne Houck

Frank Vetter helping with weekly report, and working out well.  
Two volunteers to be trained in race promotions aspect.  
Currently distributing to 12,000 email addresses.

RECOMMENDATION: Consider two-tiered system in future to reduce number of emails.

### ***Education*** - Pamela Geernaert

Dr. Mark Cucazella coming to speak in March.  
Trying to coordinate Education Nights to correlate with training programs due to generally increased interest.

### ***Rick's Run*** - Jill Cameron

Seeking other options for lap timing, as current manual system is problematic. Past decision to not proceed with chip timing services reviewed. In summary, would require more manpower and technology knowledge than FSRC is capable of sustaining.

RECOMMENDATION: Consider logistics of use of Time Machine for lap timing.

### ***Technology*** - Lou King

FSRC has transitioned to G-Suite, with benefit of files owned by the organization, removing the use of personal-use files and emails.

ACTION: Lou King to continue assisting members with transition to G-Suite.

### ***Trail Running*** - Nicole Davis

Have approval from North Face Endurance Festival to set-up FSRC tent, manned by FSRC volunteers at finish line of event on April 29th.

ACTION: Nicole Davis to get tent and banner from Ruth Taylor, and return it back to her after the event.

Trail running membership would like to have shirts/singlets made with "Trail Steeps" logo on front, and Steeps logo and "Steeps eat hills for breakfast" on back.

ACTION: Nicole Davis to speak to FSRC Members - Lori Schulman, Siobhan Leonardis, Stephanie Ottavan - regarding turning logo sketch into vector graphics.

***Women's Distance Festival*** - Harriet Langlois

Field house is undergoing renovations and will be unavailable for use for 2017. FCC is offering use of cafeteria area. Space is appropriate for intended use - more bathrooms, access to large parking lot - but will require relocation of course start and finish, and resulting re-certification of course.

ACTION: Tim O'Keefe to assist Harriet Langlois in course redesign.

***Summer Picnic*** - Ruth Taylor

Date options discussed in consideration of FCPS changing school start date to Sept. 4th.

RECOMMENDATION: Set date for August 26th, and location for Utica Park.

***Gettysburg North-South Marathon and 10K*** - Ruth Taylor

ACTION: Ruth Taylor to pick up tent from storage prior to race, and hand off to Nicole Davis after.

***Volunteer Appreciation*** - Jill Cameron

Discussed means to ensure volunteers are put into correct award levels. Hour-based system likely too tedious, and difficult to calculate for some positions. Better communication between volunteer leaders and Volunteer Appreciation Committee chair may solve problem.

***Training Program*** - Jill Cameron

Reference File: Training Programs - Youth Participation Policy (available upon request)

Youth Participation Policy discussed, including process that lead to this draft.

**MOTION: To approve FSRC Youth Participation Policy for training groups.**

Made by: Eric Cameron

Second: Lou King

Result: Motion carried, unanimous

***Status Reports Highlights*** - Jill Cameron

Reference File: 2017-02-15 FSRC Status (available upon request)

**Banquet** - Ruth Taylor, Art Gregory

Considerably more money was spent on 2017 banquet than past years, primarily for change to catered dinner. Overall response was positive.

**Training** - Ruth Taylor, Jill Cameron

Marathon: Going well. Considering sign in sheet. Encouraging runners to pair up to improve safety.

Half Marathon: Going well.

**Newsletter** - Jill Cameron

Roseann Abdu's timeline for distribution of next newsletter presented.

**Charm City Relations** - Jill Cameron

Relationship with Charm City (If the Shoe Fits) seems healthy. They have offered to provide bagels and coffee for long runs originating from the store. They feel there is no conflict of interest or issue between their paid training groups versus FSRC free training groups. It is noted that some FSRC members have signed up for Charm City programs because they feel they would be more accountable.

**Frederick ½ Marathon Expo**

Course marshals have been given approval to wear FSRC vests.

RECOMMENDATION: Consider promo codes for FSRC signature races.

RECOMMENDATION: Consider better signage for signature races.

**RRCA Convention - March 9-12, 2017**

Eric Cameron to attend to represent FSRC.

**Adjournment**

Meeting adjourned at 7:54 by President Jill Cameron

Recorded by: S. Nicole Davis, FSRC Secretary

