

**Frederick Steeplechasers Running Club Executive Board Meeting  
August 31, 2016**

**Attendees**

Lou King  
Harriet Langlois  
Javier Montenegro  
Sage Norton (arrive 5:55)  
John Stuart  
Luanne Houck  
Brent Ayer  
Art Gregory  
Ruth Taylor  
Billy Clem  
Nikki Martin (arrive 5:50)  
Chris VanSant  
Kerry McHugh (arrive 5:55)  
Pam Geernaert (arrive 6:05)  
Mark Lawrence (arrive 6:30)

Meeting called to order at 5:45 p.m. by President Lou King  
A motion was made by Lou **to approve last board meeting minutes**  
Harriet seconds the motion.  
The motion was **approved by all members in attendance.**

Status report available on request

**Treasurer's Report**-Harriet Langlois Q2 Financial report at 5:46.

August 13, 2016 Treasurer's Report is available on request.

**RRCA Coach Certification Budget Proposal (Vote)** - A budget proposal was presented to reimburse Heidi Novak for upcoming RRCA Coaching Certification. Heidi will help to fill the training void left by Jan Harris.

At 5:58pm, a motion was made by Lou: **The Club approves the budget Proposal to fund Heidi Novak for RRCA Coaching Certification.**

Harriet seconds the motion.

The motion was **approved by all voting members in attendance (Lou King, Javier Montenegro, Harriet Langlois, John Stuart)**. Brent Ayer, during a later discussion of conflict of interest disclosure, recused himself from this vote since he is paid for teaching RRCA coaching classes.

**AED Proposal planning for next year** - Harriet informed the attendees that the AED proposal and purchase will be pursued next calendar year as she is continuing to gather more information on different models offered.

**Market Street Mile Race Revenue Proposal** - Lou briefly went over the race revenue proposal which was previously distributed. No discussion ensued.

At 6:05 Lou made a motion: **The Club approves the 2016 Market Street Mile Race Revenue Proposal as proposed.**

Sage seconds the motion

The motion was **approved by all voting members in attendance (Lou King, Javier Montenegro, Harriet Langlois, John Stuart, Brent Ayer, Pam Geernaert)**

### **Suggestion Box**

- There was a single suggestion about the purchase of an AED - see previous notes about the reference to a budget proposal

### **Mission Statement Update** - as approved by email vote June 8, 2016

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

### **Proposed Constitution Updates**

- Updated mission statement
- Terminology updates to reflect how club operates
- Removed the “lifetime member” statement
- Updated specific language about regular mail vs. email
- Updated quorum numbers
  - Membership Quorum: from 10 to 30
  - Quorum for Exec Board was missing, now updated to reflect ½ the Officers and ⅓ of Board of Directors (BoD)
- Conflict of Interest now refers to COI Policy
- Vacancy now require timely notification
- Virtual board meetings are now specifically allowed
- Clarified Exec Board, Officers and BoD terms
- Now reference Financial Policies and Procedures document
- Removed requirement to check in/out equipment
- Only club Officers or authorized delegates can sign legal documents (in the future board meetings notes will ensure authorizations are captured)

Brent pointed out there are no provisions to amend the Constitution, he stated the changes to the Constitution need to be approved by the Members and to add a statement about provisions in the updated version. Additionally, have a statement stating technical corrections do not need to be approved by the general membership.

Kerry pointed out that in certain areas it needs to be stated, “has been voted on by the majority.”

*ACTION:* Lou will revise constitution and propose for vote at the General Membership meeting

### **General Membership Meeting - Javier Montenegro**

- October 19, 6:30
- Going to do some films, roughly 45 minutes
- Solicit nominees for executive officers
- Vote on the Constitution
- BYOB
- Food will be split by alphabet A-L appetizers / sides, M-Z desserts

## **Officer Nomination Process Kickoff**

- Nomination Process Policy can be found at <https://docs.google.com/document/d/1RuHnPUW456ZnzWqlog1n1rDNab-6U2ly7b0ZaGs7ldU/pub>
- Terms are up for current officers in January 2017
- Exec Board assembles 3-5 person Nominating Committee
- Nominations come from committee, board members, members
- Slate communicated to membership ahead of annual meeting
- Vote on slate is held at annual meeting, and can call nominations from the floor
- Mark Lawrence has agreed to chair Nominating Committee, Lou King, Pam Geernaert, Javier Montenegro and John Stuart have volunteered to be on the committee as well

**ACTION:** Mark will make a Facebook post in the near future, upon completion Luanne will place the message in MailChimp

## **Free Membership Policy**

- Club will provide a ONE-YEAR membership, any board member can make such a proposal

**MOTION:** Sage makes the **The club approves the policy for FSRC Free Membership as proposed.**

Harriet seconds the motion.

The motion was **approved by all voting members in attendance (Lou King, Javier Montenegro, Harriet Langlois, John Stuart, Brent Ayer, Pam Geernaert)**

## **Premium Promotion - update**

**From previous meeting ACTION:** Pam is going to draft up a policy on some items that we will use to consider for not supporting some future races (i.e. poorly managed, disruptive to community, etc.)

- The club has decided to not establish a policy as to not “over policy” the club, however if there are concerns about the race, e.g., known mismanagement reported from a previous year, or if the race conflicts with an FSRC signature race, the club, at its own discretion, can decide to not promote the race
- The Communications Chair is specifically not required to research each race which comes to us for premium promotion -- this discretion is done on a best effort basis

## **Communications Committee Chair**

- Luanne is looking to add members to her committee to eventually hand-over the Communications Committee Chair duties

## **Race Support**

- Mark has suggested we purchase some new traffic cones, when we supported the 8k he had to spread out the cones further than he would have liked
- Total would be roughly \$416
- Lou has suggested we place the cones in the budget for 2017
- Mark has also stated we need a bigger storage shed, which will also be in the 2017 budget

## Picnic Recap

- Turnout was about 60 or so, but roughly 80 RSVP
- Art has suggested we send out notifications about who the award recipients are for future reference
- Designate a specific timeframe when Tim does the awards
- Add some games for the kids and advertise this to the parents

## Training

### **Marathon/Half-marathon**

- Billy is concerned with Jan moving, he is worried we will no longer be able to run a full and half marathon programs simultaneously
- Mark thinks we should advertise this vacancy and thinks someone may step up from within the training groups
- Ruth has said she would consider taking over as one of the marathon coaches

### **WDF 5K**

- Luanne is looking to hand over the 5k training to a qualified coach
- Luanne would like to start a new 5 mile / 10k training program, looking to have a co-ed group
- Wants to do a Tuesday speed and Saturday longer run
- Use Summer Solstice 8k as the focus race

## **Training Groups**

- Training group registration will remain open until the completion of the race so the members can join as group runs

## Other Topics - Action Items from last meeting

- Anne will contact Rotary Club of Carroll Creek to see how to transfer LES Capital Improvement funds there [done]
- Lou will forward the thank you note from Anna to the Board Members [done]
- Lou to post on Facebook, soliciting recommendations for mission statement [done]
- Lou to draft new bylaws after updated mission statement is agreed to [done]
- Javier to check with the Delaplaine about availability for General Membership Meeting [done]
- Pam is going to draft up a policy on some items that we will use to consider for not supporting some future races [for calendar and premium promotion] (i.e. poorly managed, disruptive to community, etc.) [decided with Pam not necessary]
- Harriet will create a document [about free memberships] stating this is a previous partnership and launching as a pilot program, cover ourselves in the event questions are asked we have a set of criteria as to why this program was chosen. [done]
- Julie will create a communication to provide to our "friends" to standardize the info we receive from them to put on the newsletter. [done]

## Status Report Highlights -

- Membership - 815 members as of 8/30 - 111 more than last year on this date
- Communications - promoting races to 10000 local runners
- Competition - new 5K series planning, specifying grand prix series

- Race Services - \$9400 booked income, for 39 races, 22 of which for finish line
- Newsletter - Q2 newsletter full - some great stories
- Racing Team - new members:
  - Conny Pritchard, Tim Morgan, Kelley Heffner, Chad Connors
- Social - Heidi Novak and Syble Roane will take over happy hours for Jan
- Decathlon - numbers down, but enthusiasm and fun remained high
- Technology - results analysis chart added for grand prix / decathlon results
- Training
  - WDF5K - 120 registered, 80 regular participants, 30-45 / group run
  - Half Marathon - 74 registered, 20-25 / group run
  - Marathon - 76 registered, people are stepping up to help organize
- Education - women's running advice huge success, next ed nite in September
- FSRC Scholarship Fund - drafting letter for coaches to be sent in Fall
- Panther Running Club - will hold "tryouts" soon, plaque installation complete
- MSM - ready to go Sept 10, awaiting bibs from RRCA
- WDF - new course a success! 498 registrants for 5K, net to WGC about \$14,800
- Rick's Run - ready to go Sept 18, looking for volunteers, planning moving along
- Summer Solstice 8K - netted about \$19,500 to BiaB, will feed over 190 kids!
- RRCA Maryland - club members are encouraged to participate in MD grand prix, women's distance festival and ultra series

The status report on the Summer Solstice net of \$19,500 prompted a question on whether we ever round up the donated amount. Billy Clem thought he remembered a case where we increased the donation to the Women's Giving Circle from the proceeds of the Women's Distance Festival. Upon further review (after the meeting) it was clarified that in 2014 the board voted to decrease the FSRC Admin Fee from the original default of 10% to 5% for *all races*. The result of that change caused the WDF donation to cross the \$10,000 threshold.

Pam moves that we adjourn the meeting

Javier seconds the motion

**MEETING ADJOURNED AT 7:35pm**