

**Frederick Steeplechasers Running Club Executive Board Meeting
November 16, 2016**

Attendees

Lou King
Harriet Langlois
Javier Montenegro
Sage Norton
Brent Ayer
Ruth Taylor
Nikki Martin
Chris VanSant
Kerry McHugh
Art Gregory (arrived 6:15)
Mark Lawrence
Jill Cameron
Nicole Davis
Eric Cameron (arrived 6:10)
Lori Mensh

Meeting called to order at 6:10 p.m. by President Lou King
A motion was made by Javier **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 Q3 Financial Report

November 16, 2016 Treasurer's Report available on request.

Actual Income for first three quarters are very close to projected
Actual Expenses are under budget due to spending pushed out to Q4
As of Oct 31, 2016 our unrestricted budget is \$41,012.11
MSM total income: \$13,100 (expenses \$3457)
Rick's Run: \$10,550 (expenses \$4447)
Race Services: Projected Income \$9760 (23 Finish Lines, expenses higher due to race insurance fee)

Race Revenue Proposal -

- Summer Solstice 8k will benefit Blessings in a Backpack
- WDF will benefit Women's Giving Circle
- Rick's Run will benefit FSRC Memorial Scholarship

RRCA Convention Budget Proposal (Vote) - Proposal for a single club officer to attend national convention, would include airfare, hotel, and convention cost.

MOTION: Harriet makes motion **the club approves the budget proposal to send one officer to the RRCA Convention, as defined within RRCA Convention Budget Proposal.**

The motion was **approved by Harriet, Lou, Mark, Sage, and Javier**. Brent abstained from voting due to conflict of interest.

Phillips HeartStart Home Defibrillator (AED): The AED would be brought to all low key races. It would be maintained by Tim O'Keefe during the decathlon and Mark Lawrence during the low key races.

AED \$1152, training \$170 for a total of \$1322

MOTION: Harriet moves **the club approves the budget proposal to purchase an AED and train two operators, as defined within Phillips HeartStart Home Defibrillator (AED) Budget Proposal.**

Javier seconds the motion.

Motion is **approved unanimously by Harriet, Lou, Mark, Sage, Javier, and Brent.**

Race / Event Revenue Proposals:

Due to the fact that beneficiary of each race needs to be approved by the board, each signature race needs to have an approved budget proposal prior to soliciting donations from sponsors or marketing the race in general.

MOTION: Harriet moves **the club approves the Summer Solstice 8k, Women's Distance Festival, and Ricks Run race revenue proposals as proposed for the 2017 races.**

Mark seconds the motion.

Motion is **approved unanimously by Harriet, Lou, Mark, Sage, Javier, and Brent.**

Market Street Mile Race Revenue Proposal - to be discussed at a later date, since Anne Light could not make the meeting. Javier asked if there is a timeline to get the proposal from Anne. It was decided that January 15 would give Anne enough time to pick a beneficiary, while giving the board enough time to review the proposal before the February board meeting.

Finance Review - Brent Ayer

Finance Review Panel met Nov 13

Focused on 2015 finances

- Panel believes the finances are in good shape
 - 50 randomly chosen transactions spot checked
 - Current practices were reviewed and discussed
 - Collectively decided it makes sense to breakout the signature races individually so the board can see a breakdown of what money belongs where (i.e. individual charities)
- We now have the ability to look at 2016 in Feb/Mar timeframe

ACTION: Brent will document the results of the review, and any suggested process changes

Suggestion Box

- Market Street Mile - there was a suggestion that the registration fee is a bit on the expensive side, considering that shirts are not included. Anne replied and said if you signed up early it would have cost \$20 for individual and \$20 for a family of 5. Race day registration is \$30 (as a frame of reference Waystation is \$15 per student and \$20 per adult - includes the race premium)
- Award/Bucket List Races - there was a suggestion that possibly we can bring all of our excess ribbons and medals and donate for a worthy cause - Brent did research prior to leaving Hood, he was unable to find a worthy cause to donate to.

A further suggestion was that maybe it would be possible to promote a destination race and was wondering how to go about that - Lou and Mark both suggest beginning with the Facebook group.

- Monocacy Riverside Park Race - Victor Cretella - suggested a race in the park. Lou asked Victor if he would be interested in being the race director and he agreed. It would be a low key race and currently aiming for early July
- Earlier Group Runs - there was a suggestion that there could be earlier group runs since some people gets off of work early. We suggest she solicits earlier runners on Facebook.
- Updated Merchandise - there was a suggestion that we add tech singlets, visors, running jackets, and seat covers be available in the store for purchase by club members. Lou wrote back saying we have had sales with a designated end time, most recently in July. He asked the person who made the suggestion if they would be interested in managing a "store." Then we would be able to have items for sale on hand and members would be able to purchase and have the items in a reasonable turn around.

Public Relations Chair

Eric Cameron has offered to fill this position

- He plans to develop a relationship with Frederick News Post, Frederick Magazine, and other local publications, and write articles for publication to make the public more aware of the good work the Steeplechasers do in the community.

Officer Nomination Process - Mark Lawrence

- Harriet has agreed to stay on as Treasurer while Jill Cameron, Eric Cameron, and Nicole Davis have volunteered to take over duties as President, Vice President, and Secretary, respectively. Currently these would be the slate unless other more qualified volunteers come forward.
- Starting this year, we will be voting on the Board of Directors (ex Presidents), because this is a constitutional requirement. The nomination committee will verify each is still interested in participating in this position.

General Membership Meeting - Javier Montenegro

- Format seemed to be smoother than past years
- More stayed for social hour this year since the movie was a shorter duration
- Again we had too much food, next year it is suggested to use SignUp Genius or signup.com
- 62 came out of 76 registered and two additional individuals came that were not registered
- Some ideas on how to improve attendance
 - Advertise in a better manner, clarify what occurs during the "meeting" because meeting can sound a bit intimidating or appear as a snoozer
 - Mark suggested maybe we do more of a cocktail/appetizer theme rather than sit-down to promote more interaction
 - Change the name from Meeting to something else, maybe "social", and perhaps it will generate more interest

Women's Distance Festival 5k Training

- Luanne is moving onto a 10k training program
- We are in need of a coach / leader for this training group
- She is planning to ask again for volunteers in January timeframe
- 8-9 week program that starts in mid-June
- Nikki Martin has offered to lead the 5k training program. We might approach Heidi Novak for a possible co-leader or assistant as well.

Action Item Review

- **COMPLETED ACTION:** Lou will revise constitution and propose for vote at the General Membership meeting
- **COMPLETED ACTION:** Mark will make a Facebook post [about nomination process] in the near future, upon completion Luanne will place the message in MailChimp

Status Report Highlights

- Membership 848 as of 11/16, 106 more than last year
- Competition - proposed Grand Prix and 5k series, a new low key race is going to be added
- Race Services - 23 local races contracted with us for finish line services
- Newsletter - still need a few more articles for the Winter *Intervals*
- Racing Team - Katelin will be stepping down, Chris will lead the team in 2017
- Social - planning the awards banquet, Jan 28; Freedom's Run tent was a success
- Decathlon - FHS track under construction this summer, we will likely move the decathlon to TJ
- Technology - result analysis for external data available to competition team
- Training - will integrate basic strength training and pre/post run stretching
- FSRC Memorial Scholarship - working on requirements for application
- Panther Running Club - 52 runners, 7 coaches, currently running one day in the fall, will go to two in the spring
- MSM - 2017 race will be RRCA Eastern Regional Championship
- WDF - moved to Aug 5 so there is not conflict with Tour de Frederick
- Rick's Run - 221 registrants this year; looking at ways to resolve the bottleneck at park entrance for next year

Mark moves to adjourn the meeting.

Javier seconds the motion

Meeting adjourned at 7:29.