

Frederick Steeplechasers Running Club
Executive Board Meeting
23 August 2017

Attendees

Jill Cameron - President	Shannon Matthews - Competition
Eric Cameron - Vice President	Billy Clem - Training Programs
Harriet Langlois - Treasurer, Women's Distance Festival, Signature Race Oversight	Kerry McHugh - Membership
Nicole Davis - Secretary, Trail Running, Training Programs	Syble Roane - Social, WDF Coach
Lou King - Board of Directors, Technology	Joshua Roane - Store, Half Marathon Coach
Mark Lawrence (6:12) - Board of Directors, Race Services	Trevor James - Spires Running Club
Tim O'Keefe - Board of Directors, Summer Decathlon (6:24)	Ruth Taylor - Competition (6:26)
	Art Gregory - (6:26)

Call to Order and Introductions - Jill Cameron

Meeting called to order at 6:07.

Self-introductions of those present including role in FSRC.

Old Business - Jill Cameron

FSRC Store

The FSRC Store is open for business and selling.

RECOMMENDATION: Consider adding something warmer for fall, long sleeve or ¼ zip.

RECOMMENDATION: Make FSRC membership aware that FSRC Store is replacing mass sales events.

Memorial Scholarship

Kerry McHugh reports that scholarship checks can be written to recipients.

RECOMMENDATION: Children of voting members of the board should be ineligible to apply for the FSRC Memorial Scholarship. Though no formal vote was taken, members in attendance were in agreement.

ACTION: Lou King to speak to Christa Horn regarding ineligibility of children of voting members and update the FSRC website.

ACTION: Lou King will update website with biographies of past scholarship winners.

Billy Clem has provided Lou King with MCRR contact regarding potential photo company to use for races.

RRCA Certification Class

There is continued interest in hosting a Level I RRCA Coaching Certification Class.

ACTION: Nicole Davis and Billy Clem to proceed with finding location and planning.

Approval of Minutes - Jill Cameron

(Note: Approval of Minutes initially delayed until quorum present.)

Reference File: *Board Mtg Minutes 2017-05-17 RA.docx*

<https://docs.google.com/a/steeplechasers.org/document/d/1-kL6gLFcZrCfgy3LETVyzSEkhIUeMwEXntdozRBzw0/edit?usp=sharing>

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

Made by: Lou King
Second: Harriet Langlois
Result: Motion carried, unanimous

Finances and Budget Proposal - Harriet Langlois

Treasurer's Report

Reference File: *Board Meeting 2017-08-23 - Financial.pptx*

https://docs.google.com/a/steeplechasers.org/presentation/d/1wQfSjInjr04Z8CLDD648qRoQHpmfQUAVN_qL4QUEH0/edit?usp=sharing

Treasurer's Report reviewed. Details found within referenced file. Two-way radios and CPT proposals added to budget. Q1/Q2 differences primarily due to race income, which tends to be difficult to predict on a quarterly basis, but historically tends to equalize by year-end. FSRC Store in arrears as expected. FSRC is no longer eligible for State Farm Foundation donation.

Summer Solstice revenue down from last year due to significantly decreased entries, yet still had a healthy contribution to the beneficiary.

RECOMMENDATION: Try to match entry fees to expenses, sponsorship to donation.

In general, FSRC finances are healthy, with generous contributions to charity.

Race Support Services - Jill Cameron

Mark Lawrence will be out beginning mid-September. Rick Albee will be taking over Race Support Services in his absence.

RECOMMENDATION: To ensure continuity of Race Support Services in the future, consider:

- Making map of Baker Park course marking
- Writing “how-to” manual for Race Lead.
- Investigating use of rental van from storage facility location.

ACTION: Lou King to work with Mark Lawrence to make Baker Park Map.

Tim O’Keefe stepped up to assist Mark Lawrence with Race Support Services.

Race Support Services is doing approximately 24 races a year. With only a few exceptions, these races are being lead by Mark Lawrence. As this position requires a significant time commitment and knowledge (and wear and tear on personal vehicle when used), it has been historically difficult to find volunteers to fill in for Mark Lawrence. Members present discussed various ways to alleviate this issue, including limiting the number of races done per year, and/or using some sort of scheduling system.

Self-Propel - Mark Lawrence, Jill Cameron

Mark Lawrence is stepping down from his Self-Propel youth program. He proposes transferring governance to FSRC to insure long-term continuity of the program. The program has an emphasis on “learning the benefits of running as a fun and enjoyable means of lifetime fitness” and currently serves youth ages 8-13 years old. A fall program runs 8-9 weeks, focuses on cross country, and meets at Baker Park. A spring program runs 8-9 weeks, focuses on track, and meets at Frederick High School.

Trevor James has agreed to step up as head coach, with current assistant coaches continuing.

Due diligence was done prior to the board meeting by members of the executive board. Issues addressed and resolved include:

- Self-Propel program blends well with RRCA Kids Run the Nation program.
- Current RRCA insurance policy will cover program.
- Coaches will need background checks.
- Name change to FSRC Spires Youth Running
- Registration requires FSRC membership for insurance coverage.
- Registration fee set to \$40 for FSRC members, to maintain budget neutrality.
- Registration (online and paper) to open ASAP for September 5th start date.
- Methods of handling parental complaints, medical issue disclosure.
- Program logo development.

MOTION: That FSRC start a running program based on the Self-Propel youth program per the proposal distributed by Jill Cameron.

Made by: Lou King
Second: Eric Cameron
Result: Mark Lawrence abstains. Motion carried, all others in favor.

For remaining topics of update, details are contained within the following reference file:

Reference File: 2017-08-23 Status Reports Summary

<https://docs.google.com/a/steeplechasers.org/document/d/1YHQjXgOe6y1JydOsN8fZgnykHUhLDFgH2dEVbCawZws/edit?usp=sharing>

General Meeting - Jill Cameron

Planning is underway for November 1st General Meeting at the Delaplaine Arts Center.

RECOMMENDATION: Board review of volunteer list so large groups of volunteers not missed.

ACTION: Jill Cameron to verify deadlines for ordering awards with Lori Mensh.

RECOMMENDATION: Use SignUp Genius or similar to organize what food is brought by members.

RECOMMENDATION: Use meeting to highlight types of volunteerism available in club, and where needs are.

RECOMMENDATION: Review/revamp volunteer opportunities webpage.

After discussion of how to get non-regulars to the meeting, general consensus was that “general meeting” needs to be rebranded.

Store - Jill Cameron, Lou King

Credit card gateway, Braintree, has certain requirements:

- Terms and Conditions
- Privacy Policy
- Refund Policy

FSRC is also required to be in compliance with the Payment Card Industry Data Security Standard. Internally we must have:

- Information Data Security Policy - how FSRC keeps data secure
- Service Provider Compliance Validation Procedures - how FSRC qualifies service providers
- Incident Response Plan - what FSRC does when a data breach occurs

MOTION: To approve all policies and procedures - Terms and Conditions, Privacy Policy, Refund Policy, Information Data Security Policy, Service Provider Compliance Validation Procedures - as distributed by Lou King.

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

Membership - Jill Cameron

Community Liason - Jill Cameron

Technology - Lou King

RECOMMENDATION: Consider prorated membership fees for first year members.

Decathlon - Jill Cameron

Competition Committee - Jill Cameron

Women's Distance Festival - Jill Cameron

Market Street Mile - Jill Cameron

Rick's Run - Jill Cameron

Signature Races (General) - Jill Cameron

RECOMMENDATION: Factor increased processing fees in registration fees.

Panther Running Club - Jill Cameron

Training Programs - Jill Cameron

RECOMMENDATION: Market marathon and half marathon training groups to outside FSRC.

ACTION: Lou King to look into Facebook Page to increase visibility of FSRC.

WDF 5K leaders considering a "Share Your Story" feature next year into their program. General consensus was that this idea may be beneficial to other aspects of the club as well, for example a weekly feature on other training program pages.

Trail Running - Jill Cameron

ACTION: Nicole Davis to contact Shannon Matthews about trail race options for inclusion in next year's Grand Prix, with the potential of a mini-series similar to the 5K series in 2017.

Newsletter - Jill Cameron

ACTION: Lou King to check with Roseann Abdu about picking up blog format.

Communications - Jill Cameron

Social Committee - Jill Cameron

Seventy-eight members signed up for upcoming picnic.

ACTION: Art Gregory and Ruth Taylor will set up tent at Freedom's Run.

Education Nights - Jill Cameron

Public Relations

An article is planned for the Frederick News Post in November to highlight FSRC and the charity and scholarship contributions made in 2017.

Summer Solstice - Jill Cameron

The continuation of the Summer Solstice 8K in 2018 was discussed. The Summer Solstice 8K had significantly lower registrations and sponsorships in 2017. The weather was problematic. Sunshine management was very unhappy about the entire event, citing damage to their mulch beds and failure to remove porta-johns in a timely manner (3-4 weeks). David Levine (via email) indicates his professional responsibilities make his ability to commit to 2018 unclear. Reasons cited for continuing the race included the date being a popular date for a summer race. Reasons cited for discontinuing the race included: course and venue not interesting, and lack of volunteer manpower to direct the race at the level needed to make it on par with the other three signature races.

No general consensus was established regarding continuation of the Summer Solstice 8K.

Suggestion Box - Jill Cameron

Discussed adding Catoclin 25K to Grand Prix series as suggested by FSRC member. General consensus was that race is inappropriate to add due to most members being ineligible for the race - 50+ years old, accomplished ultra runner.

Adjournment - Jill Cameron

Meeting adjourned at 8:05 by President Jill Cameron.

Recorded by: S. Nicole Davis, FSRC Secretary