

**Frederick Steeplechasers Running Club**  
**Executive Board Meeting**  
**14 November 2018**

**Attendees**

Jill Cameron - President	Crista Horn-Rick's Run, Scholarship
Eric Cameron - Vice President, Public Relations	Roseann Abdu – Newsletter
Harriet Langlois - Treasurer, Women's Distance Festival, Signature Race Oversight	Nikki Martin – Membership (6:10)
Nicole Davis - Secretary, Trail Running, Training Programs	Shannon Matthews - Competition (6:17)
Brent Ayer - Board of Directors	Heidi Novak – Social, Coach
Pamela Geernaert - Board of Directors, Education	Josh Roane – Store, Coach
Lou King - Board of Directors, Technology, Community Liaison	Louis Schiavone - Communications
Mark Lawrence - Board of Directors, Race Services	Anne Shubert – Communications
Tim O'Keefe- Board of Directors, Decathlon, Race Services	Ruth Taylor - Competition
John Stuart - Board of Directors, Scholarship	Crystal Tressler - Coach
	Chris VanSant – Racing Team (6:17)
	Alex Young - SS8k

**Call to Order** - Jill Cameron

Meeting called to order at 6:09 pm.

**Approval of Minutes** - Jill Cameron

Reference File: [2018-08-15 Board Meeting Minutes](#)

**MOTION: to approve minutes from August 15, 2018 board meeting**

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

**Last Meeting Action Items**

- Louis Schiavone has written an article about the Spires for the Frederick News Post.
- Bill Susa is interested in becoming certified to certify courses, but he does not have a bike. He will talk to Tim O'Keefe.
- UNCOMPLETED ACTION: Harriet Langlois has not yet shown automated race scheduling tool to Mark Lawrence because the tool is not yet finished. She will do so when it is done.

- Jill Cameron emailed Pam Geernaert regarding making sure Mad Fitness did not advertise during their Education Night.
- Louis Schiavone will be taking over as the Communication Committee Chair.
- Jill Cameron has advertised for, and received, volunteers for the JFK aid station. A generator has been donated to the club for use at JFK, and future needs.
- UNCOMPLETED ACTION: Harriet Langlois did not follow up with Margaret Osborne, but FSRC did promote the race which is now over.
- Louis Schiavone wrote article about the Women's Distance Festival.
- Harriet Langlois and Lou King have proposals from 7 to 8 timing companies.

ACTION: Lou King to continue with selection process for a new timing company for the Market Street Mile and Women's Distance Festival.

- Crista Horn submitted biographies for 2018 scholarship winners. Nicole Davis has posted them to the FSRC website.
- Jill Cameron pushed for increased attendance at board meetings. Successful.
- Jill Cameron sent minutes and status reports out to all - board and committee chairs - prior to the board meeting.
- Jill Cameron reminded FSRC leadership about social media etiquette.
- Nicole Davis talked to Angela Papillo about the possibility of a trail training program in 2019. Angela Papillo is interested in coaching.

ACTION: Nicole Davis and Billy Clem will continue to work with Roseann Abdu, Angela Papillo, and Robert Hall to explore the possibility of a 10k Trail Training Program for summer 2019.

- Eric Cameron booked a location for the General Meeting in November.

### **Treasurer's Report - Harriet Langlois**

See reference files for full details of FSRC financials.

Reference Files: [Board Meeting 2018-11-14 - Financial 2018-Q3 Budget vs Actual.pdf](#)

- Overall, financials are healthy.
- Income approximately \$1800 above budget.
- Race management finish line revenue down as expected, secondary to number of races serviced dropping.
- Women's Distance Festival donated \$24471 to the Women's Giving Circle.
- Market Street Mile donated \$11654 to the Student Homelessness Initiative Partnership.
- Rick's Run added \$7127 to the Memorial Scholarship Fund.
- FSRC is past due for a full financial review.

ACTION: Harriet Langlois to insure new leadership is aware of process to complete financial review in 2019.

RECOMMENDATION: Committee leads need to provide input to 2019 budget process if needs are significantly different from 2018.

ACTION: Harriet Langlois will solicit for 2019 budget input.

For the remaining items, full details can be found at:

Reference File: [2018-11-14 Status Reports - Summary](#)

**Panthers** - Jill Cameron

- Josh Henson is seeking coaches for the spring.

**Racing Team** - Chris Van Sant

- The Racing Team had 13 Boston qualifiers.
- Current racing singlets are not particularly breathable, thus some members choose not to wear them for races.

ACTION: Chris Van Sant to send input to treasurer regarding cost of new singlets.

- Applications for 2019 team open December 1st.

ACTION: Chris Van Sant to coordinate with Communications to notify FSRC members of open application.

**Competition Committee** - Shannon Matthews

- Competition committee has advertised for and is now accepting nominations for yearly awards.
- 2019 Grand Prix races will be voted on in December.

**Newsletter** - Roseann Abdu

- Deadline for next edition of Intervals is December 1st.

**Public Relations** - Jill Cameron

- Summer Solstice 8k article was published by the Frederick News Post

ACTION: Louis Schiavone will look into expanding reach to other local publications.

ACTION: Louis Schiavone will continue developing a FSRC Communication Plan.

**Rick's Run - FSRC Memorial Scholarship** - Crista Horn

- 50+ hornet stings were reported to medical during the first loop of Rick's Run. The issue was dealt with promptly by Park Rangers.
- In 2018 there were only 12 applicants for the FSRC Memorial Scholarship
- Means of increasing the number and quality of the applicant pool were discussed.

RECOMMENDATION: In addition to current methods of advertisement, focus more on direct communication with the high school coaches.

ACTION: Crista Horn will update the FSRC website to reflect more transparent scholarship descriptions and requirements.

### **Technology** - Lou King

ACTION: Lou King to continue with development of “contractility” which will assist with simplifying the FSRC race contracts process.

ACTION: Mike Kearny will take over for Jenny Halberg for calendar support, and racing team “club” scoretility admin. Jenny Halberg will continue with general club scoretility admin.

### **Market Street Mile** - Lou King

- 2018 Market Street Mile was a success despite issues with youth timing, with 690 registrants and \$11654 raised for the Student Homelessness Initiative Partnership.

ACTION: Lou King to start Market Street Mile 15 minutes later in 2019 to allow more time for police to get into position.

ACTION: Lou King will work with In the Street to determine feasibility of adding a Masters’ heat to the Market Street Mile.

ACTION: Lou King will continue discussion with the city to determine feasibility of an expo at the finish line of the Market Street Mile.

### **Community Outreach** - Lou King

- Lou King will be stepping down from Community Outreach position.

ACTION: Lou King (and future Community Outreach volunteer) will continue to work with the City of Frederick (Bob Smith) to develop a new course at Riverside Park that does not require police or traffic control. Bob Smith is currently in discussions with the parking lot owners to see if this is feasible.

### **Membership** - Jill Cameron

- 985 members

### **Education Nights** - Pam Geernaert

- Last 4 Education Nights have had very low attendance despite having topics requested by FSRC members.

ACTION: Pam Geernaert to work with Billy Clem and Nicole Davis to determine feasibility of incorporating Education Nights back into the training programs as they were originally.

### **Connecting New Members** - Jill Cameron

- When training programs are not in session, new members have difficulty connecting into group runs. The FSRC Group Runs Facebook page is not currently well utilized.

ACTION: Tim O'Keefe will adjust the pace posted on the website of the Sunday morning run.

ACTION: Officers and committee members present will make an effort to post runs on the FSCR Group Runs Facebook page.

ACTION: Kerry McHugh will seek "FSRC Ambassador" volunteer to send follow-up email to new members regarding activities occurring in next few months after joining.

RECOMMENDATION: Billy Clem will look into starting monthly "pub run" to connect new members to FSRC.

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

- Lil' B 5k-ish slated for April 6, 2019.

ACTION: Nicole Davis to secure permit and continue planning for Lil' B 5k-ish.

- Approximately 15 members are hoping to complete their first 50k in 2019.

ACTION: Nicole Davis will connect with first-50k members regarding a loose training program.

### **Training Programs** - Nicole Davis

#### ***Spires***

- 75 athletes in XC program.
- First home meet was successful. Raised \$1385 in registration fees.
- Track season begins in March.

ACTION: Nicole Davis to assist with finding new coaches for the Spires' spring season.

#### ***Coed 5k Training Program***

- Program wrapped up with Headless Horseman 5k. Overall feedback was good for inaugural program.

#### ***Half Marathon Training Program***

- 80 participants signed up with 15 completing target races. Overall feedback was good.

#### ***Marathon Training Program***

- 80 participants signed up with 21% completing program virtually.
- A theft at one of the aid drops resulted in the loss of some clothing and the cooler (belonging to a participant) being used to store aid.

ACTION: Billy Clem to purchase a cooler for each training program and give receipts to Harriet Langlois.

- Coaches' meeting to be held December 3rd.

### **Social** - Heidi Novak

- No happy hour for November due to holiday.
- December happy hour will be a Battle of the Brews, hosted by Lou King.

ACTION: Heidi Novak will open up registration for the Year-End Celebration Banquet soon. Lou King will assist as needed.

**Store** - Josh Roane

- Two new volunteers (Rakesh Trivedi and Andrea Thompson) have stepped up to assist in the process of adding new items to the storefront and advertising.

**Signature Races** - Harriet Langlois

- Overall Signature Races are doing well.
- \$62394 donated to charity and the FSRC Memorial Scholarship Fund in 2018.

***Signature Race Revenue Proposals***

Reference Files: [Market Street Mile](#)  
[Rick's Run](#)  
[Summer Solstice 8k](#)  
[Women's Distance Festival 5k](#)

- Market Street Mile proposes \$4000 to the Lincoln Panthers program. Advocates for Homeless Families will replace the Student Homelessness Initiative Partnership as the secondary beneficiary.

**MOTION: to approve race revenue proposals (Market Street Mile, Rick's Run, Summer Solstice 8k, and Women's Distance Festival 5k) for 2019.**

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

**Officer Nominating Committee** - Jill Cameron

- 2019-2020 FSRC Executive Officer slate
  - Robert Hall: President
  - Josh Roane: Vice-President
  - Crystal Tressler: Treasurer
  - Heidi Novak: Secretary
- Voting process will occur at the Year-End Celebration Banquet in January.

**Board of Directors - Job Description** - Jill Cameron

Reference File: [Board of Directors Job Description \(pending review\)](#)

- A job description is under development for multiple leadership positions, including the Board of Directors to clarify duties and expectations for FSRC members before seeking to fill these positions.
- For the Board of Directors description in particular, the following questions were raised:

- Is it reasonable to have a document describing what is expected of individuals holding the position? Does the presence of this document create a culture where individuals want to participate?
- What is the enforcement mechanism?
- What level of board meeting attendance is necessary for an individual to have sufficient knowledge of FSRC business to vote?
- Does current language reflect obligations of duty of care and fiduciary responsibilities for a 501C-3?

RECOMMENDATION: Hold final discussion of topic until Robert Hall can provide input at February board meeting.

RECOMMENDATION: Adjust language of document to be friendlier. For example, replace “mandatory” with “expected.”

### **Coming UP**

15 Nov	General Membership Meeting
17 Nov	JFK Aid Station
12 Dec	Competition Committee Meeting
19 Jan	Year-End Celebration Banquet
19 Feb ?	Executive Board Meeting

**Adjournment** - Jill Cameron

Meeting adjourned at 7:28 pm by President Jill Cameron.

Recorded by: S. Nicole Davis, FSRC Secretary