

Frederick Steeplechasers Running Club
Executive Board Meeting
15 May 2019

Attendees

Josh Roane - President, Store, Coach
Casii Dodd - Vice President Elect, Coach
Crystal Tressler - Treasurer, Coach
Heidi Novak - Secretary, Social, Coach
Lou King - Board of Directors, Technology,
Community Liaison
Mark Lawrence - Board of Directors, Race
Services
Jill Cameron - Board of Directors

John Stuart - Board of Directors, Scholarship
Harriet Langlois-Women's Distance Festival,
Signature Race Oversight
Kerry McHugh – Membership
Syble Roane - Coach
Ruth Taylor - Competition
Trevor James - Spires
Sophie Geernaert - Presenter

Call to Order - Josh Roane

Meeting called to order at 6:18 pm

Approval of Vice President-Josh Roane

MOTION: To approve Casii Dodd as the interim Vice President*

***interim VP-vote at the General Meeting**

Made by: Mark Lawrence

Second: Lou King

Result: Motion carried, unanimous

Approval of Minutes - Josh Roane

Reference File: Board Mtg Minutes 2019-02-27
[2019-02-27 Board Meeting Minutes](#)

MOTION: To approve board meeting minutes from February 27, 2019 Board Meeting

Made by: Lou King

Second: Jill Cameron

Result: Motion carried, unanimous

Presentation-Sophie Geernaert

Reference File: Presentation-Sophie Geernaert

[Presentation-Sophie Geernaert](#)

Sophie Geernaert presented a proposal to create a survey for members to gather information. While we have lots of programs in place, we don't have statistical data about these events. Part 1 of the presentation focused on gathering information from key members of the Steeplechasers in order to create the survey. Part 2 focused on creating runs and get togethers for new members. Sophie's goal is to bring the Steeplechasers together.

This survey and new member events are in line with discussions that the Membership Committee have had about ways to reach out to new members. The Off-Season runs in between the training sessions are a good time to host runs for newer members.

ACTION: Josh Roane will work with Kerry McHugh to get the survey out to the members of the club.

RRCA MD-Lou King

Reference file: 2019-10-12 MD DC RRCA Symposium

[2019-10-12 MD DC RRCA Symposium](#)

Lou King shared updates about the MD DC RRCA Symposium on October 12th, 2019. The three tracks are governance, race directing, and training. Sessions are being planned for each track. He is working on getting volunteers to help facilitate the sessions, as well as volunteers to help prior to and during the event.

Suggestion to have a panel of coaches from the different programs (youth and adult) for one of the training sessions.

Treasurer's Report – Crystal Tressler

Reference file: FSRC Treasurer's Report Q1-2019

[FSRC Treasurer's Report Q1-2019](#)

- Q1 Actual vs. Budget Performance was favorable by \$2,326
- Unrestricted Income Totaled \$14,118, Expenses Totaled \$12,547
- Unrestricted Checking Balance is \$38,773 as of March 31, 2019
- Signature Races Netted \$8,471

Last Meeting Action Items – Josh Roane

- Lou King has started planning for the MD DC RRCA event.
- Lou King got Louis Schiavone access to blog analytics.
- Robert Hall reached out to the Club to find someone to take over Community Liaison. Two people are interested.
- Tim O'Keefe booked Middletown High School track for July and August.
- **UNCOMPLETED ACTION:** Pamela Geernaert did not follow up with Heidi Novak for an Education Night for the Spring 2019 HMT Group.

- Kerry McHugh shared information with Robert Hall and Heidi Novak about the FRF expo and post-race tent.
- Robert Hall reached out to Crista Horn and John Stuart about posting something about the FSRC Scholarships on the FSRC Facebook Group.
- **UNCOMPLETED ACTION:** Robert Hall did not create a group of Race Directors.
- Alex Young met with Tim O'Keefe to certify the course.
- **UNCOMPLETED ACTION:** Robert Hall did not work on finding someone to help with coordinating volunteers.

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

Reference File: 2019-05-15 Status Reports-Summary

[2019-05-15 Status Reports – Summary](#)

Communications – Louis Schiavone

The Committee is continuing to work on posts for the FSRC Facebook Group page, as well as sending special email announcements for the signature races. WDF and MSM will do their own email announcements.

ACTION: Louis Schiavone will contact Crista Horn about email announcements for Rick's Run and do one more (or two) for SS8K.

In terms of blog support, rather than putting out something for submissions from the club, being in tune with what is going on in the club and reaching out to people for articles might get a better response.

Discussed Facebook pages being members of a group.

ACTION: Facebook pages can be members of a group. Kerry McHugh is going to work on this and will let Louis Schiavone know.

Discussed combining Communications and Public Relations.

ACTION: Heidi Novak will combine Communications and Public Relations.

Community Liaison – Lou King

Lou King is working with the city to develop new city course which can be used that doesn't require police / traffic control. Lou King will be stepping down from this position.

ACTION: Josh Roane will follow up with Lou King about the two people who are interested in taking over this committee. Ideally it would be someone with connections to the city.

Competition Committee – Shannon Matthews, Ruth Taylor
Grand Prix events are going well.

Decathlon – Tim O’Keefe

Decathlon begins on May 29th. The first event will be at Middletown High School. June dates will be at FHS. Tim is waiting to hear from FCPS about reserving FHS for July and August dates.

Tim has trained Patty B-Baker to be a course certifier.

Education Nights – Pamela Geernaert

ACTION: Josh Roane will reach out to the club to find someone to fill the Education Night position.

FRF Expo – Harriet Langlois

Reviewed how this year’s Expo went, as well as changes to make for 2020.

Market Street Mile – Lou King

Committee has been formed. Rotary Club of Carroll Creek is the premium sponsor.

Membership – Kerry McHugh

Discussed ways to let members know that their memberships are expiring soon. Suggestion to post on Facebook group page periodically. Also discussed multi-year memberships.

ACTION: Kerry McHugh will check on reminder emails after membership expires.

Memorial Scholarship – Crista Horn, John Stuart

This is the 4th year of this program. There were 24 applicants and FSRC chose 7 students from 6 different schools. Suggestion to present the names of the candidates to the Board before they are informed. John asked if it would be a conflict if a Board Member wrote a recommendation for an applicant. There was some discussion about this, however, more discussion is required. John shared that the plaques have been paid for by committee members in the past. Discussed ways to donate to the Scholarship fund when signing up for Rick’s Run.

ACTION: John Stuart and Crista Horn will contact Communications about the award winners.

ACTION: John Stuart will get an amount to Crystal Tressler for the plaques to put this into the 2020 Budget.

ACTION: Lou King will look into a way to donate on RunSignUp.

Officer Nomination – Lou King, Mark Lawrence

Discussed Directors Roles and Responsibilities at the November 2018 Board Meeting. Edits were made. At the February meeting, Robert Hall presented a new design for the Board. Regardless of whether we follow Robert’s plan for the Board of Directors, we need to finalize this job description and vote on it.

ACTION: Josh Roane will take care of finalizing the job description for the Board of Directors so we can vote on it at the next meeting.

Panthers Running Club – Chad Ahalt

Season went well, with 40 runners in the program. Chad Ahalt is the new Co-Head Coach. Six new volunteer coaches helped out for the spring season. Discussed having someone from Leadership making sure that all of the coaches have all of their things (background check, etc) and that they are current..

ACTION: Heidi Novak will follow up with the coaches of both of the youth programs (Panthers and Spires) to make sure that the coaches have completed the necessary requirements to be a coach.

Public Relations – Louis Schiavone

Signature race PR was pitched to local media. Frederick News Post mentioned us in an article on youth sports. Discussed following up with local media about articles.

ACTION: Louis Schiavone will check in more frequently with local media about articles.

Race Coordination – Harriet Langlois

Registration for the Indy 5000 is open and registration for the Pie Run opens on June 10th. Contractility is working great. Harriet is fine doing this for now, but we should look for someone for 2020.

Race Support – Mark Lawrence

We reviewed the schedule of upcoming events and also discussed how revenue from Race Support is lower than previous years. Mark Lawrence shared that we shouldn't worry about the amount of money being brought in as he will no longer be paid for his services.

Mark Lawrence shared that one of the two timing clocks isn't working, despite replacing the battery. He is requesting a new timing clock.

ACTION: Harriet Langlois will create a budget proposal to submit to the Board to e-vote.

Rick's Run – Crista Horn

Working on getting sponsors. Hoping to add a beer tent this year featuring a local brewery. This involves having proper licenses and insurance. Chris Beers-Arthur is working on this. Thinking about having a team event/relay. Shirts this year will be designed by Siobhan Leonardis.

ACTION: Harriet Langlois will follow up with Crista Horn and Chris Beers-Arthur about the beer license for Rick's Run..

Safe Sport Policy – Lou King

Reference file: [Safe Sport Policy - Youth Sexual Abuse Awareness / Requirements](#)
[Safe Sport Policy - Youth Sexual Abuse Awareness / Requirements](#)

Robert Hall and Lou King attended the Safe Sport Training at the RRCA Convention. A policy was drafted for FSRC that outlines requirements for coaches working with youth.

ACTION: Heidi Novak will create a spreadsheet to record completion of the RRCA sexual abuse awareness and reporting online training by the club's coaches.

ACTION: Lou King will follow up on how long the RRCA sexual abuse awareness and reporting certification is valid.

MOTION: To approve the Safe Sport Policy

Made by: Jill Cameron

Second: Josh Roane

Result: Motion carried, unanimous

Social – Heidi Novak

Working on happy hours, as well as upcoming events (Ice Cream Social, Picnic, and Banquet). Will be meeting with two members from the Half Marathon Training Group who are interested in joining the Committee.

ACTION: Heidi Novak will meet with members interested in joining the Committee.

ACTION: Heidi Novak will follow up with John Leonardis about ice cream for the Ice Cream Social on July 10th.

Spires – Trevor James

Had a great season with the highest number of participants (103). In addition to practices at Baker Park and FHS, they incorporated hills and parking garage runs into their schedule. They had 8 coaches this season and hope to increase this number for future seasons.

Store – Josh Roane

Looking for new merchandise.

Summer Solstice – Alex Young

Things are coming together. 169 runners are registered and 25 sponsors so far. 5 ASA runners from the Frederick chapter will be participating. They will be starting 5 minutes earlier than the main group.

Technology – Lou King

Contractility has been updated to support Signature race sponsorships. Updated steeplechasers.org to use latest php. Has tested a new "contact us" form that will distribute email to appropriate committees based on topic.

Trail Running – Nicole Davis

Lil'B 5K-ish was a success.

Training Programs – Billy Clem, Nicole Davis

Half Marathon Training wrapped up and the survey has been shared for participants to complete. Women's 5K Training and 50K Training registration is open. Fall Half Marathon and

Marathon planning is underway. Heidi Novak will be taking over for Nicole Davis. Nicole Davis will remain on as a consultant.

Women's Distance Festival – Harriet Langlois

Registrations running higher than last year and sponsors are on track, with sponsorships trending higher. Donations are running behind.

Volunteer Appreciation – Lori Mensh

Just a reminder to send volunteer updates.

Adjournment

Meeting adjourned at 8:26 pm by President Josh Roane

Recorded by: Heidi Novak, FSRC Secretary

Upcoming

May 15: Happy Hour (Farewell to Robert Hall)
May 18: Germantown 5 Miler
May 23: Happy Hour (Mother May I?)
May 29: Decathlon starts
June 15: SS8K
June 29: Independence 5000
July 10: Ice Cream Social (Decathlon-800m)
July 20: Catocin 50K
July 27: Run for the Pie
August 3: WDF
August 24: Picnic

Next Board Meeting - August 21st