

Frederick Steeplechasers Running Club
Executive Board Meeting
27 August 2019

Attendees

Josh Roane - President, Store, Coach
Casii Dodd - Vice President, Coach
Crystal Tressler - Treasurer, Coach
Heidi Novak - Secretary, Social, Coach,
Training Programs
Lou King - Board of Directors, Technology,
Community Liaison
Jill Cameron - Board of Directors
Tim O'Keefe - Board of Directors, Decathlon,
Race Services

Harriet Langlois-Women's Distance Festival,
Signature Race Oversight
Syble Roane - Coach
Shannon Matthews - Competition
Chris VanSant - Racing Team (6:02)
Lori Mensh - Volunteer Appreciation (6:07)
Crista Horn - Rick's Run, Scholarship

Call to Order - Josh Roane

Meeting called to order at 6:01 pm

Approval of Minutes - Josh Roane

Reference File: [2019-05-15 Board Meeting Minutes](#)

MOTION: To approve board meeting minutes from the May 15, 2019 Board Meeting

Made by: Lou King

Second: Jill Cameron

Result: Motion carried, unanimous

Treasurer's Report – Crystal Tressler

- Budget updated for approved purchase of race clock
- Q2 Actual vs. Budget Performance was favorable by \$1,756
- Year to Date Operating Net Income is favorable by \$4,082
- Q2 Unrestricted Income Totalled \$9,767, Expenses Totalled \$10,316
- Unrestricted Checking Balance is \$41,494 as of June 30, 2019

Reference file: [FSRC Treasurer's Report Q2-2019](#)

Last Meeting Action Items – Josh Roane

- **UNCOMPLETED ACTION:** Josh Roane will work with Kerry McHugh to get the survey out to the members of the club.
- Louis Schiavone contacted Crista Horn about email announcements for Rick's Run and do one more (or two) for SS8K.
- **UNCOMPLETED ACTION:** Facebook pages can be members of a group. Kerry McHugh is going to work on this and will let Louis Schiavone know.
- Heidi Novak combined Communications and Public Relations.
- **UNCOMPLETED ACTION:** Josh Roane will follow up with Lou King about the two people who are interested in taking over Community Liaison. (Casii Dodd has someone who is interested)
- **UNCOMPLETED ACTION:** Josh Roane will reach out to the club to find someone to fill the Education Night position. (Heidi Novak reached out to Julie Harris and she is interested)
- **UNCOMPLETED ACTION:** Kerry McHugh will check on reminder emails after membership expires.
- John Stuart and Crista Horn contacted Communications about the award winners from the Memorial Scholarship.
- John Stuart got an amount to Crystal Tressler for the Memorial Scholarship plaques so this can be added to the 2020 Budget.
- **UNCOMPLETED 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.

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

Reference File: [2019-08-27 Status Reports-Summary](#)

Communications – Louis Schiavone

- Email Louis Schiavone with any topics for blog.
- Louis Schiavone will work on getting the Steeplechasers Facebook page added to the Facebook group.
- Louis Schiavone will work on an article about the Summer Solstice 8K and possibly the Women's Distance Festival.

Community Liaison – Lou King

Casii Dodd reached out to Robin McConaughy about this position. She is interested in taking over.

ACTION: Lou King will reach out to Robin McConaughy to go over transfer of position.

Competition Committee – Shannon Matthews, Ruth Taylor

Things are going well with the Grand Prix races. Discussion about the Byron 10-Mile Race, as nothing is posted yet for sign-up.

ACTION: Shannon Matthews will check on sign-up for Byron 10-Mile Race.

Decathlon – Tim O’Keefe

Tim O’Keefe discussed the status of the Summer Decathlon, which includes low turnout and challenges with reserving the track at Frederick High School. Discussed ways to increase turnout for next year, as well as ways to work with the school to reserve the track.

Education Nights – vacant

Position has been vacant since Pamela Geernaert left. Heidi Novak reached out to Julie Harris to see if she is interested. Julie Harris is interested in taking over. Discussed having local businesses do a free class (i.e. kickboxing or something health related), as well as combining these nights with the training programs.

ACTION: Joshua Roane and Heid Novak will meet with Julie Harris to talk about the direction of Education Nights (possibly combining them with the training programs).

Independence 5000 – Lou King

Independence 5000 was canceled this year due to flooding. Discussed finding a new location for the race, as this location could continue to have issues. Lou King and Victor Cretella will start working on a possible change in location after MSM.

Market Street Mile – Lou King

Lou King is looking for volunteers if you aren’t running. Will post on Facebook.

Maryland/DC RRCA – Lou King

Lou King discussed the set-up for the October 12th symposium. The morning will be a governance training. The Executive Officers would benefit from going to this session. The afternoon sessions will focus on topics for training programs and race directors. The training program sessions would be ideal for coaches. Lou King discussed sharing this information with the running club, as well as promo code.

ACTION: Josh Roane will share information about the Maryland/DC RRCA Symposium on October 12th with FSRC on Facebook and through email newsletter, as well as sharing a promo code for this event with the Board (Leadership).

Membership – Kerry McHugh

Currently have 902 members. Kerry McHugh is still out on maternity leave. Kathy Cea and Tina Cole have been helping while she has been out.

ACTION: Josh Roane will follow up with Kathy Cea and Tina Cole, to see how things are going in Kerry McHugh’s absence.

Memorial Scholarship – Crista Horn, John Stuart

Crista Horn discussed the application process, including being more transparent in terms of what they are looking for in terms of applications. While stats (race times and GPA) are great, they are more interested in how the applicants demonstrate their character, volunteerism, perseverance, and commitment. We discussed who was responsible for posting the bios of the winners on the Steeplechasers website, as well as promoting the Scholarship. Louis Schiavone volunteered to help with both of these tasks.

ACTION: Louis Schiavone will put up bios for the Scholarship winners on the Steeplechasers website for Crista Horn and John Stuart.

ACTION: Louis Schiavone will put out something when the Scholarship process starts in December.

Panthers Running Club – Chad Ahalt

Spring season went well, and things are underway for the fall season. Several coaches have returned, however, Chad Ahalt would like to see more Steeplechasers involved. Discussed ways to share about this program in hopes to promote the program and recruit new coaches.

ACTION: Josh Roane will reach out to the Panthers Head Coach (Chad Ahalt) about sharing information about the program on Facebook, as well as in the bi-monthly email newsletters

Race Coordination – Harriet Langlois

Things are going well for 2019, and a few races have already signed up for 2020.

Race Support – Mark Lawrence

Discussed upcoming race support, which includes an event on Saturday, October 12th, which is the same day as the MD/DC RRCA Symposium. As they don't need someone to mark the course, someone else could do the timing so that Mark Lawrence can attend the symposium.

ACTION: Josh Roane will reach out to Mark Lawrence to have someone else do timing for an event on October 12th, so that he can attend the symposium.

Racing Team – Chris VanSant

Currently have 24 members. Mike Kearney will be helping out with things that Jenny Hallberg has been doing, as she is expecting her first child. There will be lots of racing team members at the Market Street Mile.

Rick's Run – Crista Horn

Crista Horn needs help with securing sponsors. If anyone is interested, let her know. Bill Susa will be stepping down next year.

Safe Sport Policy – Heidi Novak

Heidi Novak discussed how things are going with getting coaches to complete this mandatory training. Several coaches (youth and adult programs) haven't completed the training.

ACTION: Heidi Novak will email the coaches of the youth programs (Panthers and Spires) about requirements for coaches (background and Safe Sport). Coaches will be given a deadline for these items to be completed and if they aren't, they won't be able to coach until they have completed the requirements.

Social – Heidi Novak

Two new members have joined the committee. Events are being planned for the remainder of this year. The 2020 Banquet will be on Saturday, January 25th.

Spires – Trevor James

Things are going well with the 2019 fall season. Hosting a XC meet on November 3rd at Rose Hill Manor Park. Discussed insurance for cross country events.

ACTION: Josh Roane will reach out to Trevor about insurance for the cross country events.

Discussed budget proposal for jackets for the coaches.

Reference file: [Budget Proposal for Spires-Coaches Jackets](#)

Most of the coaches at the meets have jackets representing their programs. The budget proposal is \$1180 for jackets for the 10 coaches. Discussed how this was too much of an expense and that other vendors offer jackets at a lower price. The limit is \$400-\$500.

ACTION: Josh Roane will follow-up with Trevor James in regards to the budget proposal for the jackets for the coaches. The budget for these items is \$400-500.

ACTION: Shannon Matthews will reach out to Trevor James with some possible vendors \$400-500 limit

Store – Josh Roane

Need more swag. Discussed some possible new items: jackets, water bottles, zip-up hoodie

Summer Solstice – Alex Young

Race went well, despite a few traffic issues. Alex Young will be returning as the Race Director in 2020. Discussed coordinating the presentation of the check for Blessings In A Backpack. Harriet Langlois suggested purchasing a big reusable check that can be used for this event, as well as for the other Signature Races and other events.

ACTION: Josh Roane will look into buying a big reusable check to be used when the club is presenting money to the beneficiaries from the Signature Races or other events.

Technology – Lou King

Scoretivity has been updated. Routetivity and Contractivity will be updated soon.

Trail Running – Nicole Davis

Trail Challenge data is being submitted. Things are going well with the 50K training group.

Training Programs – Billy Clem, Heidi Novak

Women's 5K group has wrapped up. The coaches are now coaching the club's first 10K training group. The fall training groups (half marathon and marathon) are going well.

Discussed the club covering the cost for CPR and First Aid for coaches, as well as assistant coaches. Also discussed possibly hosting another RRCA coaching course, as we have several assistant coaches interested in taking the course. The club's policy is that they will cover CPR and First-Aid for RRCA coaches who are currently coaching. There is an interest in hosting another RRCA coaching course. Hopefully we can use the same space as last time.

ACTION: Josh Roane will follow up with RRCA coaches who are not currently coaching about the club's policy regarding paying for CPR and First Aid training.

ACTION: Josh Roane will reach out to Anne Shubert about hosting another RRCA Coaching Course.

Women's Distance Festival – Harriet Langlois

Another successful event. The check presentation for the Women's Giving Circle will take place at the event on September 10th. Due to scheduling, the other officers are unable to attend.

ACTION: Crystal Tressler will check her schedule for the Women's Giving Circle event on September 10th.

Volunteer Appreciation – Lori Menseh

Emails have been sent to committee chairs, program leads, and race directors for their lists of volunteers. Lori Menseh is still waiting to hear from several people. As the Membership Meeting will be in November, we need this information so gifts can be ordered. Discussed mentioning the volunteer gifts in the invitation for the Membership Meeting, as well as sending out emails to individuals who are receiving a volunteer gift.

ACTION: Heidi Novak will follow up with leads about submitting their lists of volunteers to Lori Menseh.

ACTION: Casii Dodd will mention the Volunteer Appreciation gifts in her post about the Membership Meeting.

ACTION: Lori Menseh will send emails to individuals prior to the Membership Meeting letting them know that they are receiving a gift.

Old Business-Board of Directors Job Description

Directors Roles and Responsibilities document was originally discussed at the November 2018 board meeting. Edits were made based on the discussion. Additional edits were made by the current Executive Board.

Reference file: [Board of Directors Job Description](#)

MOTION: To approve the updated Board of Directors Job Description

Made by: Lou King

Second: Jill Cameron

Result: Motion carried, unanimous

New Business

- **Membership Survey**-Survey was sent to Board (Leadership) to review. As many didn't have an opportunity to review it, an additional week was given for everyone to review and share feedback.

ACTION: Board (Leadership) has one week (through Wednesday, September 4th) to review the survey and get back to Executive Board with any feedback.

- **Membership Meeting**-Meeting will be held on Wednesday, November 20th at the Delaplaine.

Adjournment

Meeting adjourned at 8:09 pm by President Josh Roane

Recorded by: Heidi Novak, FSRC Secretary

Upcoming

Sept. 14th	Market Street Mile
Sept. 22nd	Rick's Run
Sept. 29th	Bachman Valley Half Marathon
Oct. 19th	Spook Hill Cider & Wine 4 Mlle Run
Nov. 9th	Stone Mill 50 Mile Run
Nov. 20th	Membership Meeting
Nov. 23rd	JFK 50 Mile

Next Board Meeting - November 13th