

**Frederick Steeplechasers Running Club**  
**Executive Board Meeting**  
**13 November 2019**

**Attendees**

Josh Roane - President, Store, Coach  
Casii Dodd - Vice President, Coach  
Crystal Tressler - Treasurer, Coach,  
Training Programs  
Heidi Novak - Secretary, Social, Coach,  
Training Programs  
Lou King - Board of Directors, Technology,  
Community Liaison  
Mark Lawrence - Board of Directors, Race  
Services  
Tim O'Keefe - Board of Directors, Decathlon,  
Race Services  
Harriet Langlois-Women's Distance Festival,  
Signature Race Oversight

Shannon Matthews - Competition  
Ruth Taylor - Competition  
Chris VanSant - Racing Team (Outgoing Chair)  
Mike Kearney - Racing Team (Incoming Chair)  
Nicole Davis - Trail Running  
Lori Menseh - Volunteer Appreciation  
Crista Horn - Rick's Run, Scholarship  
Trevor James - Spires  
Louis Schiavone - Communications

**Call to Order** - Josh Roane

Meeting called to order at 6:10 pm

**Approval of Minutes** - Josh Roane

Reference File: [2019-08-27 Board Meeting Minutes](#)

**MOTION: To approve board meeting minutes from the August 27, 2019 Board Meeting**

Made by: Lou King

Second: Mark Lawrence

Result: Motion carried, unanimous

**Treasurer's Report** – Crystal Tressler

- Year to Date Operating Net Income is favorable by \$7,573
- Q3 Actual vs. Budget Performance was favorable by \$3,461
- \$73,247 Donated to Charity
- Q3 Unrestricted Income Totaled \$14,419 Expenses Totaled \$8,768
- Unrestricted Checking Balance is \$44,750 as of September 30, 2019

Reference file: [FSRC Treasurer's Report Q3-2019](#)

Discussed adjusting the bar graph on slide 10 (Signature Races) to reflect charitable donations.

Discussed Cash Reserves Approach (slide 12). Add RRCA expenses to outstanding items.

ACTION: Crystal Tressler will add RRCA expenses to outstanding items.

Discussed if a cash reserve policy be considered. We determined that a policy isn't necessary right now, but we would consider budget proposals while we are continuing to run a surplus.

### **Last Meeting Action Items** – Josh Roane

- Lou reached out to Robin McConaughey to discuss taking over the Community Liaison position. **(It seems like Robin will likely be too busy to hold this position. Who do you know?)**
- Shannon Matthews checked on sign-up for Byron 10-Mile Run.
- **UNCOMPLETED ACTION:** Josh Roane and Heidi Novak will meet with Julie Harris to talk about the direction of Education Nights (possibly combining them with the training programs). **(Due to personal circumstances, Julie is on hold for taking this position.)**
- Josh Roane shared 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).
- Josh Roane followed up with Kathy Cea and Tina Cole, as they are helping out with Membership during Kerry McHugh's leave of absence.
- **UNCOMPLETED ACTION:** Louis Schiavone will put out a post when the Memorial Scholarship process starts in December. **(Won't be done until December)**
- Louis Schiavone put up bios for the 2019 Memorial Scholarship recipients on website for Crista Horn and John Stuart.
- Josh Roane reached 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.
- Josh Roane reached out to Mark Lawrence to have Rick Albee do timing for an event in New Market on October 12th, so that Mark can attend the Maryland/DC RRCA Symposium.
- Heidi Novak emailed youth programs Head Coaches (Spires and Panthers) about the requirements for coaches (background check and Safe Sport). They have two weeks to complete the requirements in order to be a coach for these programs. Failure to do so will result in them not being able to participate as a coach.
- Josh Roane reached out to Trevor James about liability insurance for the cross-country events.
- Josh Roane followed up with Trevor James in regards to the budget proposal for the jackets for the coaches. The budget for these items is \$400-500.
- Shannon Matthews contacted Trevor James regarding possible vendors for jackets.
- Harriet Langlois looked 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.
- **UNCOMPLETED 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.
- Heidi Novak reached out to Anne Shubert about hosting another RRCA Coaching

- Course.
- Crystal Tressler checked her schedule for the Women's Giving Circle event on September 10<sup>th</sup> and attended.
  - Lori Mensch followed up with program leads about submitting their volunteer lists.
  - Casii Dodd mentioned the Volunteer Appreciation gifts in her post about the Membership Meeting.
  - Lori Mensch sent emails to individuals prior to the Membership Meeting letting them know that they are receiving a gift.
  - Heidi Novak emailed the Board and Leadership to let them know they have one week (through Wednesday, September 4th) to review the survey and get back to Executive Board with any feedback.

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

Reference File: [2019-11-13 Status Reports-Summary](#)

### **Additional Discussions**

#### **Nomination Process Policy** - Lou King

Lou King went over changes that were made to the Nomination Process Policy.

Reference File: [FSRC Executive Board Nomination Process, v2.0](#)

#### **MOTION: To accept the amended Nomination Process Policy**

Made by: Lou King

Second: Tim O'Keefe

Result: Motion carried, unanimous

#### **Race Coordination** – Harriet Langlois

Harriet Langlois went over the budget proposal for race bibs for low key races.

Reference File: [Budget Proposal - Low Key Race Bibs](#)

#### **MOTION: To approve the budget proposal for race bibs for low key races, as well as safety pins**

Made by: Mark Lawrence

Second: Lou King

Result: Motion carried, unanimous

#### **Rick's Run** – Crista Horn

Discussed reasons for moving the race to October, including pros and cons.

-Research activity levels for insects to determine the best time to hold the race.

-Spring isn't a good time for the race because of the rain.

-October may interfere with other races, as Rick's Run attracts lots of trail runners.

-September falls in nicely with trail races.

#### **Safe Sport Policy** – Heidi Novak

Discussed updated Safe Sport Policy. Amendments reflect updates to include alternative trainings for coaches.

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

**MOTION: To approve the amended Safe Sport Policy**

Made by: Lou King

Second: Casii Dodd

Result: Motion carried, unanimous

**Signature Races - Harriet Langlois**

Harriet Langlois reviewed the revenue proposals for the Signature Races.

Reference Files: [Summer Solstice 8K Race Revenue Proposal](#)  
[Women's Distance Festival Race Revenue Proposal](#)  
[Market Street Mile Race Revenue Proposal](#)  
[Rick's Run Race Revenue Proposal](#)

**MOTION: To approve the Signature Race revenue proposals**

Made by: Josh Roane

Second: Mark Lawrence

Result: Motion carried, unanimous

**Technology – Lou King**

Lou King discussed Kathy Cea's role on the Technology Committee. As website administration, she will be updating the website. The thought was that Committee chairs would do this, however, this hasn't been the case.

**Volunteer Appreciation – Lori Mensh**

Discussed challenges with collecting volunteer information, as well as suggestions to gather volunteer hours, and changes to volunteer levels.

-Things have changed on the "job description".

-Volunteer information is coming from lots of places and there are a lot of duplicates.

-Hours are more helpful in determining volunteer level.

-Challenges with getting information from committee chairs, race directors, and other lead volunteers.

-Discussed using a Google Form to gather information. This was suggested previously and self-reporting was a concern.

-Discussed standardized reporting using Google Sheets. Committee Chairs, Race Directors and other lead volunteers would log volunteer information here.

-Discussed different levels for volunteers: low, medium, and high. Discussion also included changes to volunteer gifts. Silver level currently receives one gift, while Gold receives two. One gift is the gift the Silver level volunteers receive, and the other is an additional gift. Having one gift for each level would allow for a more expensive gift.

**ACTION:** Lou King will research online programs, as well as ways to track volunteer hours on the Drive.

We also discussed if having more people helping with Volunteer Appreciation would be helpful. Lori Menseh feels that it would be too confusing.

Lori Menseh inquired about updating the volunteer information on the website. Lou King mentioned reaching out to Kathy Cea, as she is handling website administration.

**ACTION:** Lori Menseh will email Kathy Cea (webmaster) to update volunteer information.

### **Old Business-Membership Survey**

-95 members completed the survey.

-Crystal Tressler will be working on a report for the next Board Meeting, but did share with us an open-ended list of words that describe FSRC.

### **New Business**

We discussed updating the bylaws to address the policy if Board of Directors move from the area.

When Pam Geernaert moved, she didn't resign, and as there isn't anything in the bylaws to cover this, we are unsure of her current status.

We discussed how her term on the Board of Directors would expire, so this wouldn't be an issue.

We also discussed the conflict of interest with her being on the Board of Directors and her daughter possibly applying for the FSRC Memorial Scholarship.

The Executive Officers will be reviewing the bylaws in 2020, as this hasn't been done in a few years.

### **Adjournment**

Meeting adjourned at 7:27 pm by President Josh Roane

Recorded by: Heidi Novak, FSRC Secretary

### **Upcoming**

Nov. 20th	Membership Meeting
Nov. 23rd	JFK 50 Mile
Nov. 28th	Way Station Turkey Trot 5K
Dec. 7th	Goodloe Byron 10 Mile Run
Dec. 7th	LB Last Chance Fat Ass
Dec. 18th	Holiday Lights Run & Pub Run
Jan. 25th	Banquet

**Next Board Meeting - February 12th (date change due to schedule conflicts)**