

Frederick Steeplechasers Running Club
Executive Board Meeting
20 May 2020

Attendees

Josh Roane - President, Store, Coach
Casii Dodd - Vice President, Coach
Crystal Tressler - Treasurer, Coach,
Training Programs
Heidi Novak - Secretary, 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
Jill Cameron - Board of Directors
John Stuart - Board of Directors, FSRC Memorial
Scholarship

Harriet Langlois-Women's Distance Festival,
Signature Race Oversight
Barb Meely - Membership
Mike Kearney - Racing Team
Nicole Davis - Trail Running
Trevor James - Spires
Gwyneth Whieldon - Social
Julie Harris - Education Nights
Louis Schiavone - Communications
Shannon Matthews - Competition

Call to Order - Josh Roane

Meeting called to order at 6:05 pm

Approval of Minutes - Josh Roane

Reference File: [2020-02-12 Board Mtg Minutes](#)

MOTION: To approve board meeting minutes from the February 12, 2020 Board Meeting.

Made by: Jill Cameron

Second: Lou King

Result: Motion carried, unanimous

Treasurer's Report - Crystal Tressler

Reference File: [Q1 2020 Treasurer's Report](#)

- Year to Date Operating Net Income is -\$2,089
- Q1 Unrestricted Income Totaled \$12,929, Expenses Totaled \$15,018
- Compared to a Q1 forecast of -\$5,025, performance is favorable by \$2,935
- Unrestricted Checking Balance is \$37,731 as of March 31, 2020

Discussed possibly forgoing Volunteer Appreciation gifts because of decrease in volunteers, as well as possible budget impacts due to COVID-19. Will revisit this topic at the August Board Meeting.

Last Meeting Action Items – Josh Roane

- Heidi Novak emailed the Memorial Scholarship Committee to let them know about changes to the Scholarship process, including the Memorial Scholarship Policy.
- Lou King wrote the Memorial Scholarship Policy.
- Heidi Novak sent the open-ended suggestions from the Membership survey so Committee chairs can review these and share thoughts at the May Board Meeting. (Due to COVID-19, we will discuss these at the August meeting)
- Lou King looked at adding code of conduct items to the club membership waiver. (done)
 - The code of conduct policy, as written, addresses the Leadership Team and the items therein are not appropriate to be required of club members.
 - To close this action I added the following sentence to the club waiver (cribbed from the constitution): Further I agree not to act in such a way as to harm the club, e.g. stealing club property, cheating, defrauding the club, etc.

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

Reference File: [2020-05-20 Status Reports – Summary](#)

Additional Discussions

Competition - Shannon Matthews

- Suggest that virtual races can't count towards Grand Prix results, but consider counting for participation towards the 4 or more criteria. Awards may require modifications depending on when regular races resume. Will need follow-up on this matter in August when we have more information.
- Discussed other options for participation by members. This included Strava competition and the Scavenger Hunt.
- Nicole shared how time consuming the data collection was for the Trail Challenge.
- Wait until August to decide about awards, since we will hopefully know more about fall races by then.

ACTION: Shannon Matthews will post on Facebook about the update to the 2020 Grand Prix. Virtual races won't count towards Grand Prix, but could consider counting them towards the 4 or more criteria.

Decathlon - Tim O'Keefe

- Should we cancel the 2020 Decathlon Series or try to modify it?
- Since we won't have access to tracks at the school, and it is too difficult to keep people safe, we decided to cancel this year's Decathlon Series.

ACTION: Josh Roane will post on Facebook that the 2020 Decathlon Series will be canceled due to safety concerns.

Finance - Crystal Tressler

- A volunteer from the Board is sought to lead a financial review for year-end 2020, pending approval of a financial policy, currently in draft.
- Question was asked if this is a fiscal year review or end of the year review. It will be an end of the year review looking at the books and other important information from 2019.
- Don't have to hire a CPA.

ACTION: Gwyneth Whieldon will take the lead for the Financial Review Committee.

ACTION: Harriet Langlois will email Gwyneth Whieldon about the last financial review.

Membership - Barb Meely

- Discussed ways to boost membership, since membership has decreased.
- Discussed looking at retention - why people didn't renew. Maybe offer a "come back to the club" special.
- Discussed being aware of people's circumstances, which may be a reason they didn't renew their membership.
- Discussed looking at the wording in the renewal email, as well as the frequency of renewal emails.
- Discussed ways to promote membership on social media (Facebook) - write ups from members about why they are a Steeplechaser, training story success stories, video clips from Leadership, and Education Nights only for members.

ACTION: Heidi Novak will create a Google Doc for Leadership to sign-up to do videos or posts about why they are a Steeplechaser.

ACTION: Barb Meely will send an email to previous members who didn't renew their membership to find out their reasons for not renewing.

ACTION: Barb Meely and Lou King will look at the wording in the renewal email.

Memorial Scholarship - John Stuart

- Discussed additional expenses this year, because of COVID-19 and not being able to do the presentations the same way.
- The committee would like the club to cover the expense of the yard signs and the committee would cover the expense of the plaques.

ACTION: John Stuart will contact Minuteman Press about yard signs for the FSRC Scholarship recipients.

Nomination - Josh Roane

- Committee needs to be formed.
- Josh Roane reached out to Kerry McHugh to be on the committee. She declined.

Race Coordination - Harriet Langlois

- Discussed the status of our races
 - SS8K - Virtual, you can run it between June 20th and July 4th. Participants have until May 28th to decide what they want to do. They are getting additional registrations. Shirts and bibs will be mailed. Sponsors are staying.
 - Women's Distance 5K - Virtual. Awards have been made and will be handed out. Sponsors are staying.
 - Indy 5000 - Hold virtual event and have people post about it. Go out on July 4th, run a 5k, and post a picture.
 - Pie Run - Thinking about something fun to do.
 - MSM - Waiting to see what will happen with In the Streets. Possibly turn it into a challenge.
 - Rick's Run - Discussed a change in format. Too early to make the call. Will wait on opening up registration. Factors to take into consideration: Governor Hogan opening increasing the number for group gatherings, permit approved by state park, and feeling safe to have the event.

Race Support - Mark Lawrence

- Should we consider a chip timing system?
- Discussed the uncertainty of what next year will look like in terms of races.
- Discussed the challenges with operating chip timing. This would be best done by a professional. Our experience is that even professionals have difficulty doing this well and without error.
- Discussed coming up with ideas to do it safely and inexpensively.
- We will wait to see what things look like next year with races and go from there.

Social - Gwyneth Whieldon

- Status of the summer picnic.
- Frederick County Parks and Rec are not taking reservations for their shelters.
- Possibility of a fall event, however, this is dependent on state and local COVID-19 restrictions.
- Discussed possible virtual events, including happy hour get togethers and other fun events.
- Gwyneth Whieldon shared that there is a Steeplechasers Instagram account, so people can use this when posting photos.

Technology - Lou King

- Lou King presented the new club leadership task management system.
- There is a checklist for club leadership of tasks they need to complete.
- A reminder is sent every two weeks of incomplete tasks.

- Currently it's just the Executive Officers. Coaches will be added, then Race Directors and committee leads.
- Board Meeting support is the next phase.

Training Programs - Julie Harris

- Discuss the education calendar and potential technical resources for the Ed nights.
- Discussed the best forum for virtual Education nights/events. This included Facebook Live, Zoom, and Google Meet.
- Discussed having a Q & A with the coaches.

ACTION: Julie Harris will put together a calendar of Education Night events. This calendar will be shared with the Training Program Coordinators (Heidi Novak and Crystal Tressler). Events will be posted on Facebook.

Volunteer - Lori Mensh

- Need to find someone to take over the committee.

ACTION: Josh Roane will post in the next newsletter that we are looking for a chair for the Volunteer Appreciation Committee.

New Business

Status of Membership Meeting in November

- Space reserved at Delaplaine for Thursday, November 19th.
- Unclear where things will be in November with limitations on social gatherings.
- Discussed possibly having a virtual event.
- We will hold the reservation for as long as we can.

Adjournment

Meeting adjourned at 7:46 pm by President Josh Roane

Recorded by: Heidi Novak, FSRC Secretary

Next Board Meeting - August 19th