

**Frederick Steeplechasers Running Club**  
**Executive Board Meeting**  
**26 August 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  
Harriet Langlois-Women's Distance Festival,  
Signature Race Oversight  
Barb Meely - Membership  
Mike Kearney - Racing Team  
Nicole Davis - Trail Running  
Gwyneth Whieldon - Social  
Louis Schiavone - Communications  
Shannon Matthews - Competition  
Jason Scaroni - Social (7:15)

**Call to Order** - Josh Roane

Meeting called to order at 6:01 pm

**Approval of Minutes** - Josh Roane

Reference File: [2020-05-20 Board Mtg Minutes](#)

**MOTION: To approve board meeting minutes from the May 20, 2020 Board Meeting.**  
Made by: Lou King  
Second: Tim O'Keefe  
Result: Motion carried, unanimous

**Treasurer's Report** - Crystal Tressler

Reference File: [Q2 2020 Treasurer's Report.pdf](#)

- Q2 Net Operating Income is -\$1,113; Income Totaled \$4,374, Expenses Totaled \$5,487.
- Compared to a Q2 forecast of \$2,376, performance is unfavorable by -\$3,489.
- Unrestricted Checking Balance is \$36,355 as of June 30, 2020.
- Year-to-Date Net Operating Income is -\$3,202, Performance Compared to Budget is -\$553.

Discussed adjusting RRCA dues based on membership.

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

- Shannon Matthews posted 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.
- **UNCOMPLETED ACTION:** Josh Roane will post on Facebook that the 2020 Decathlon Series will be canceled due to safety concerns.
- Gwyneth Whieldon is taking the lead for the Financial Review Committee.
- Harriet Langlois emailed Gwyneth Whieldon about the last financial review.
- **UNCOMPLETED ACTION:** Heidi Novak will create a Google Doc for Leadership to sign-up to do videos about why they are a Steeplechaser. (not done as this went a different direction)
- Barbara Meely sent an email to previous members who didn't renew their membership to find out their reasons for not renewing.
- Barbara Meely and Lou King looked at the wording in the renewal email.
- John Stuart sent Crystal Tressler the receipt for the plaques so the Memorial Scholarship Committee can be reimbursed.
- John Stuart contacted Minuteman Press about yard signs for the FSRC Scholarship recipients.
- UNCOMPLETED 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.
  - ACTION ITEM: Heidi Novak will follow up with Julie Harrie about Education Night events.
- Josh Roane reached out to the Communication Committee to post in the next newsletter that we are looking for a chair for the Volunteer Appreciation Committee.

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

Reference File: [2020-08-26 Status Reports – Summary](#)

### **Additional Discussions**

#### **Competition - Shannon Matthews**

- Discussed the update to the Grand Prix races.
- The competitive part has been cancelled due to COVID-19.
- Will still count participation for 4 events.
- There were 3 live races (Lewis Run, Club Challenge and CAT 25K & 50K).

ACTION: Shannon Matthews will follow up with Jenny Hallberg about tracking participation in Grand Prix races.

#### **Membership - Barbara Meely**

- Membership Monday is continuing. Barbara Meely is going through Leadership to gather posts.
- Discussed the Friday posts that Anne Shubert had been doing.

- Previously focused on who was racing that weekend. However, since races have been on hold, Barbara Meely needs new topics for these posts. Looking for suggestions from the group.
- Discussed the response from the email inquiring about why members didn't renew their membership.
  - 100 emails were sent, only 2 replies (moved out of the area).
  - One previous member shared that she isn't using the training program, but is a member of the Facebook group. Membership in the club isn't a requirement to be a member in the main Facebook group.
- Discussed the Facebook Trail Group and how everyone isn't a member, however, Nicole Davis periodically goes through the clear out the group. They are currently not posting about group runs on the Trail group, as these haven't been approved by the club.
- Discussed ways to boost membership, especially since many memberships expire at the end of December.
  - Post something on Facebook in the beginning of December about the benefits of the club.

### **Nominating Committee - Josh Roane**

- Discussed adding additional members to the Executive Board (not just past Club presidents).
  - Question - why are we adding more people to the Executive Board?
  - Discussed how individuals are interested in supporting the club without being an Executive Officer.
- Discussed the formation of the committee, as well as their role.
  - Committee is formed every two years.
  - The Nominating Committee generates a slate of Executive Officers and Executive Board based on nominations they receive.

ACTION: Josh Roane will follow up with people who were suggested to be part of the committee.

### **Race Coordination - Harriet Langlois**

- Discussed if we should hold off on finish line services until there is a change with COVID-19.
- Discussed thinking of the reputation of the club when attending races.
- Discussed waiting until Phase 3 to resume finish line services for races.
- Discussed how there have been smaller races happening, however, many people are reluctant to sign up.
- Discussed how schools in the area are closed through the end of the first semester (end of January).
- Decided not to issue any contracts until we have a better understanding of where things are with COVID-19.

### **Technology - Lou King**

- Lou King went over the Meeting management system he is working on.
  - Hoping to have it in place for the November Board meeting.
  - System would send an invitation for an RSVP and status report update.
  - Would be easier for the Secretary.

- Would make note of action items.
- Would record motions, votes, and minutes.
- Lou King went over the Task management system.
  - Going well so far.
  - A few people who haven't completed items.

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

- Discussed the status of the Trail Challenge, due to COVID-19.
- Decided to put things on hold for this year.

### **Volunteer Appreciation - Josh Roane**

- Discussed finding someone to take over this committee. Putting out another post on Facebook and in the newsletter.
- Discussed volunteer appreciation gifts.
  - Volunteering is tracked from October 1 to September 30.
  - Due to COVID-19 there haven't been as many volunteer opportunities.
  - Discussed giving away previous year's gifts and/or some people opting not to receive a gift.
  - Discussed wanting to recognize the coaches, who have been putting in a lot of work with the training programs.
  - Decided to get the volunteer from Lori Mensh and go from there with gifts.

ACTION: Heidi Novak will follow up with Lori Mensh about collecting data for volunteer gifts.

### **COVID- 19 Updates and Discussion**

#### **Membership Meeting in November - Casii Dodd**

- Delaplaine has been cancelled.
- Discussed creating a slideshow and sharing it through Zoom. Concern about how many people would join.
- Discussed creating a slideshow to share with members.
- Discussed that "getting people together" would be better for the Banquet.
- We are required to have two meetings per year for General Membership. This is a club requirement and not an RRCA requirement.
  - Discussed how this is a very unusual year, so adjustments might need to be made to do what makes sense.
  - Hopefully by November we will have a better idea of what things will look like in January.

#### **Video Conferencing Platforms - Josh Roane**

- Currently using Zoom. Account is a month to month account.
- Discussed using Google Meet, which is free.
  - Previous issues with sound.
- We will continue to look into this for options for upcoming meetings and events.

#### **JFK Aid Station - Harriet Langlois**

- Discussed the club's position on hosting and volunteering at an aid station at JFK 50.
- Harriet Langlois reached out to Paul Christiansen about safety plans, but hasn't heard back from him.

- Decided that since there isn't a safety plan in place, we would not be participating in hosting an aid station.
- Members can volunteer, however, it won't be an FSRC Aid Station.
- We as leaders shouldn't post on the Steeplechasers Facebook page for volunteers.

ACTION: Harriet Langlois will contact Paul Christiansen about the club's decision.

**Public Suggestion by Group Leaders for Group Gatherings (outside of board-approved activities) - Harriet Langlois**

- Discussed being cautious about posting about showing up for group gatherings, other than activities that have safety plans in place.
- Currently the only group gatherings that have been approved are group runs for the half marathon and marathon training programs. No official Pub Runs
- Discussed how people are going to run together, however, as club leaders we want to make sure that it doesn't look like a sanctioned FSRC event.

**Adjournment**

Meeting adjourned at 7:16 pm by President Josh Roane

Recorded by: Heidi Novak, FSRC Secretary

**Next Board Meeting - November 18th**