

Minutes: FSRC Board Meeting - 2021-02-25

Attendees

Voting

- Mark Lawrence - Race Services Chair, Board Director, Lewis Run Race Director, Pie Run Race Director
- Joshua Roane - Board Director, Store Chair
- Lou King - Market Street Mile Race Director, Board Director, Technology Chair
- Tim O'Keefe - Board Director, Decathlon Director
- Heidi Novak - President, Training Coach (RRCA Certified)
- Patrei Ningen - Secretary
- Chris Dutton - Vice President, Training Committee Chair
- Crystal Tressler - Treasurer, Volunteer Appreciation Chair, Training Coach (RRCA Certified), Training Committee Chair

Non-voting

- Louis Schiavone - Communications Chair
- Shannon Matthews - Competition Chair
- Barb Meely - Market Street Mile Assistant Race Director, Membership Chair
- Harriet Langlois - Women's Distance Festival Race Director, Races Committee Chair, Summer Solstice 8K Race Director
- Gwyn Whieldon - Social Chair, Nominating Committee Member
- Jason Scaroni - Social Chair, Nominating Committee Member
- Billy Clem - Nominating Committee Member, Trail Running Chair

Action Item Summary (updates since 2020-11-23)

- Joshua Roane (closed):
Come up with an alteration to the language of Article III, Section II of the Constitution that discusses the composition of the Executive Board
- Crystal Tressler (closed):
Send out a link to the survey to the Executive Board and Leadership for feedback on the survey
- Joshua Roane (closed):
In preparation for voting at the January Membership Meeting, practice with creating meetings and polls
- Heidi Novak (open):
Reach out to MCRRC about their experience with forming DEI Committee.
- Patrei Ningen (open):
Follow up with committees about a Roles and Responsibilities document.
- Louis Schiavone (open):
Advertise for Intervals Blog position.
- Lou King (open):
Advertise for Community Liaison position (at a later time).
- Billy Clem (open):
Review the Small Group Policy to see how it could be applied to pub runs.

- Harriet Langlois (open):
Update website and contractility with plan to start race service bookings starting July 1
- Tim O'Keefe (open):
Work on plan for Decathlon, waiver, and COVID plan.
- Harriet Langlois (open):
Come up with a COVID plan for SS8K.
- Gwyn Whieldon (open):
Book Utica Park late August for Summer Picnic.
- Chris Dutton (open):
Contact Caree Vander Linden about Zoom yoga.
- Chris Dutton (open):
Get information from Megan Putman about Zoom Health and Wellness event and share with Barb Meely.
- Barb Meely (open):
Post Zoom Health and Wellness event to Facebook group.

Motion/Vote Summary

- (approved)
Move to approve minutes from Nov 23, 2021 board meeting
- (approved)
Approve the 2021 budget ([2020 Year End Treasurer's ReportV2](#))

Discussion Items

Call to Order 6:04PM

Approval of minutes from November 23rd Board Meeting

[2020-11-23 Board Mtg Minutes](#)

MOTION approved [mover Lou King, seconder Tim O'Keefe]:

Move to approve minutes from Nov 23, 2021 board meeting

[2020-11-23 Board Mtg Minutes](#)

votes: Chris Dutton (approved), Crystal Tressler (approved), Heidi Novak (approved), Joshua Roane (approved), Lou King (approved), Tim O'Keefe (approved)

President's Report

DEI Committee [Heidi Novak / President]

- Heidi Novak discussed forming a committee focusing on diversity, equity, and inclusion (DEI).
- This is a topic that has been brought up by members of the club, as well as in other running clubs.

- Shared information from MCRRC and asked if anyone was interested in being on the committee.
- Suggestion was made to reach out to MCRRC to get ideas and information.

ACTION: Heidi Novak (open)

Reach out to MCRRC about their experience with forming DEI Committee.

Roles and Responsibilities Documents [Heidi Novak / President]

- Discussed having documents in place in the event of turnover with committees.
- The Membership Committee document was shared as an example.
- Goal is to have this completed by the August Board Meeting.

ACTION: Patrei Ningen (open)

Follow up with committees about a Roles and Responsibilities document.

Community Service Ideas [Heidi Novak / President]

- Discussed ways to get the Steeplechasers name out to the community.
- Suggestions included: plogging (April/Earth Day), food/clothing drive, trail maintenance, and Bring a Broom (April sign up as a group).
- Other suggestions can be sent to Heidi Novak.
- Work with Louis to get PR article(s) on these.

Treasurer's Report [Crystal Tressler / Treasurer]

[2020 Year End Treasurer's ReportV2](#)

MOTION approved [mover Joshua Roane, seconder Lou King]:

Approve the 2021 budget ([2020 Year End Treasurer's ReportV2](#))

votes: Chris Dutton (approved), Crystal Tressler (approved), Heidi Novak (approved), Joshua Roane (approved), Lou King (approved), Patrei Ningen (approved), Tim O'Keefe (approved)

Intervals Blog Editor [Louis Schiavone / Communications Chair]

Discussing who/how we fill the role after Athena's departure.

- Crystal Tressler reached out to Oksana Lightfield to see if she would be interested in taking this on temporarily to which she agreed.

ACTION: Louis Schiavone (open)

Advertise for Intervals Blog position.

Community Liaison - Position is vacant. Thought on who/how to fill this?

- This position has been vacant for some time.
- Discussed whether it was important to fill it now or fill other empty positions.
- We will hold off advertising for this.

ACTION: Lou King (open)

Advertise for Community Liaison position (at a later time).

**Idea for quarterly New Member get togethers and/or runs once things get back to normal.
[Barb Meely / Membership Chair]**

- Feedback from membership survey and other feedback from members indicates a desire for new member social events.
- Due to COVID, members are not feeling as connected.
- Discussed having quarterly new member meet and greets.
- These would include members from other committees as well as board members.
- Suggestions included scavenger night run, as well as bringing back pub runs.
- As things return to normal, Barb Meely will plan an event.

ACTION: Billy Clem (open)

Review the Small Group Policy to see how it could be applied to pub runs.

**Need to set a date for when we'd be willing to start booking finish line commitments.
[Race Services]**

There has been an approach suggested where we tentatively accept bookings starting July 1 with an agreement to fully commit at least three months out so that the races can confidently open registration. Of course, even that commitment would be contingent on state/local guidance and permitting and I can see that the contract is worded that way.

- Discussed comfort level of starting finish line services July 1st.
- Concerned about where things would be in terms of races, as well as having enough members vaccinated.
- While there is lots of uncertainty, we decided to start accepting bookings starting July 1st.
- The commitment would be three months out and would be contingent on state / local guidance and permitting.

ACTION: Harriet Langlois (open)

Update website and contractility with plan to start race service bookings starting July 1

Races

Alternate Summer Decathlon plans [Tim O'Keefe / Decathlon Director]

Should it "look" the same as years past?

Move to Middletown H S which has a portajohn on the track?

Plan B- Use the 5 community parks that have bathroom facilities...Decathlon race on roads relays or open races on grass

- Discussed different scenarios for the Summer Decathlon.
- One option was MSD, however that is not feasible as they are getting a new track.
- Another option was to incorporate different distances as well as different locations other than a track.
- Need to coordinate with FCPS on availability.
- Would need COVID policy as well as revised release.

ACTION: Tim O'Keefe (open)

Work on plan for Decathlon, waiver, and COVID plan.

COVID-Safety in Race Planning [Harriet Langlois / Races Committee Chair]

A [document](#) has been developed to guide us in planning for COVID safety during our races. The document covers several scenarios based on how the COVID metrics look as we get closer to particular race date. Each race will develop a more concrete plan that will drive procedures and participant/volunteer instructions.

- Discussed the COVID Race Safety Plan, which covers different scenarios based on current number of positive cases.
- Signature Races would have a more detailed plan.
- Lou King will share resources from other RRCA clubs.
- Feedback and suggestions are welcome.

ACTION: Harriet Langlois (open)

Come up with a COVID plan for SS8K.

Ways to do some social distanced social events. Thoughts on the summer picnic in August? [Gwyn Whieldon, Jason Scaroni / Social]

Summer Picnic

- Discussed thoughts on having a summer picnic.
- Pavilion rentals are being accepted and can be canceled ten days prior to event.
- Discussed using RunSignUp for registration, as well as options for food.

- This included a food truck and/or people bringing their own food.
- Decided to book it now and discuss again at the May meeting.

Outdoor Events

- Discussed ideas for outdoor events.
- This included Saturday morning board games, afternoon tea, scavenger hunts and pub runs.
- Also discussed indoor events to include rock climbing, Saturday afternoon or evening bowling, and hatchet throwing.
- Suggestion made to do a member Zoom yoga class.
- As things return to normal, we will start planning some events.

ACTION: Gwyn Whieldon (open)

Book Utica Park late August for Summer Picnic.

ACTION: Chris Dutton (open)

Contact Caree Vander Linden about Zoom yoga.

Proposed changes for Volunteer Appreciation [Crystal Tressler / Volunter Appreciation Chair]

Discuss proposed changes [3 Volunteer Tiers](#) and [20-21 Volunteer Appreciation](#)

Volunteer Appreciation

- Discussed making changes to the current Volunteer Appreciation tracking system.
- The proposed changes include a 3 tier instead of a 2 tier system.
- Crystal Tressler has put together a detailed Excel spreadsheet to collect data on a quarterly basis.
- All in agreement on proposed changes.

Education Nights

- Discussed status of education nights.
- We are waiting to hear back from Julie Harris.
- Megan Putman will do a health and wellness Zoom presentation.
- This will be advertised to members only.

ACTION: Chris Dutton (open)

Get information from Megan Putman about Zoom Health and Wellness event and share with Barb Meely.

ACTION: Barb Meely (open)

Post Zoom Health and Wellness event to Facebook group.

Meeting Adjourned 7:51PM

Next Board Meeting - May 19