

# Minutes: FSRC Board Meeting - 2022-05-25

## Attendees

### Voting

- Joshua Roane - Board Director
- Lou King - Board Director, Technology Chair
- Tim O'Keefe - Decathlon Director, Board Director, Racing Team Member (Jul-Jun)
- Heidi Novak - Training Coach (RRCA Certified), President
- Michelle Edwards - Summer Solstice 8K Assistant Race Director, Secretary
- Crystal Tressler - Training Committee Chair, Treasurer, Training Coach (RRCA Certified), Volunteer Coordination Chair

### Non-voting

- Oksana Lightfield - Newsletter Editor, Communications Chair, Training Coach
- Ainsley Cain - Community Outreach Chair, Training Coach
- Barb Meely - Membership Chair
- Harriet Langlois - Races Committee Chair, Summer Solstice 8K Race Director, Women's Distance Festival Race Director, Racing Team Member (Jul-Jun)
- Justine Springer - Social Chair
- Carolyn DiMaria - Store Chair
- Claire Heasman - Volunteer Appreciation, Racing Team Member (Jul-Jun), Spires Coach

## Action Item Summary (updates since 2022-02-23)

- Chris Dutton (inprogress):  
Follow up with committees about a Roles and Responsibilities document.
- Lou King (closed):  
Advertise for Community Liaison position.
- Crystal Tressler (inprogress):  
Add a question about the website (rate 1-10, e.g.) to the next survey which goes out
- Heidi Novak (closed):  
Contract Oksana to let her know that Kim Whalen will take on Friends of FSRC role
- Heidi Novak (closed):  
Notify Oksana that the RRCA stipend should be transferred to Heidi's name
- Lou King (closed):  
Lou to meet with Oksana and Barbara to discuss committee ownership (communications or membership) of FB moderation, including sub-pages (e.g., Group Runs)
- Crystal Tressler (closed):  
Seek volunteer to take on LB race director role for 2023
- Crystal Tressler (open):  
Crystal will follow up with Brett Shelly for more specific information.
- Crystal Tressler (open):  
Crystal to do outreach to find a new training committee lead.
- Oksana Lightfield (open):  
Oksana to advertise for training committee in Newsletter

- Lou King (closed):  
Lou to upload the new documents into Membertility

## **Motion/Vote Summary**

- (approved)  
Approve minutes from February 23, 2022 Board Meeting
- (approved)  
To approve the member code of conduct policy
- (approved)  
To approve the whistleblower policy, and record retention and document destruction policy

## **Discussion Items**

### **Call to order**

Meeting called to order at 6:02pm

### **Approve minutes from February 23, 2022 Board Meeting**

Review minutes at this link [https://docs.google.com/document/d/11Kd7ZsC-sasYsP7bdAU1YIOw50OapsZa8ERnIQJ\\_nhU/preview?pli=1](https://docs.google.com/document/d/11Kd7ZsC-sasYsP7bdAU1YIOw50OapsZa8ERnIQJ_nhU/preview?pli=1)

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

Approve minutes from February 23, 2022 Board Meeting

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

### **Q1 Treasurer's Report [Crystal Tressler / Treasurer]**

[https://drive.google.com/file/d/11LCOotQuCjCWnrJIPeUP\\_1Wcbvu7JUeb/view?usp=sharing](https://drive.google.com/file/d/11LCOotQuCjCWnrJIPeUP_1Wcbvu7JUeb/view?usp=sharing)

### **President's Report**

#### **Meet and Greet for potential Executive Board Candidates [Heidi Novak / President]**

We discussed having a meet and greet with the Executive Board and Nominating Committee, so that interested members could find out what the position entails prior to the nomination process. Would like to get thoughts on this, as well as timeline for when this should take place.

The Board was in favor of the meet and greet. The nominating committee should be in place by August.

#### **Donation from Peter Dare [Heidi Novak / President]**

I received a check from Peter Dare (John's Godinet's husband) for the club. I would like to discuss plans for this money.

This donation will be used for a memorial scholarship.

### **Summer of John Virtual Challenge Promo [Heidi Novak / President]**

I was approached by Bill Susa with the following proposal:

"What I'm proposing is for the Summer of John Virtual Challenge be added, gratis, to the Steep's email blasts remaining in May and the first one scheduled to go out in June.

John was a Steep's fixture for years, and I think that it is fitting for the Steeps to get behind this fundraising campaign."

For reference, the price for the Premium Promotion is \$75.

After much debate, the Board decided not to support this. Although the club has donated services in the past, we no longer do. The Board felt it was important to maintain consistency with respect to these requests.

### **Frederick Pride Festival [Ainsley Cain / Community Outreach Chair]**

June 25th, 11am - 6pm. Community engagement opportunity.

The Board agreed this was a good opportunity for the club. Ainsley will organize a group to volunteer via Facebook page.

### **Coaching Certification Eligibility [Crystal Tressler / Training Committee Chair]**

<https://docs.google.com/document/d/1tIAEyPyve87jQBdiQHxI60vFphsOtQcpfAMbNkcvJkE/edit?usp=sharing>

The group agreed with the new guidelines. A vote was not necessary as this is only a guideline.

### **Speed Training with Brett [Crystal Tressler / Training Committee Chair]**

Brett Shelley has offered to coach an advanced group for speed development during the marathon cycle.

No decision was made. The Board would like additional information.

ACTION: Crystal Tressler (open)

Crystal will follow up with Brett Shelly for more specific information.

### **Training Committee Lead Needed [Crystal Tressler / Training Committee Chair]**

Crystal will be coaching for Charm City starting in June, so it best that she is not the lead of the training committee. The current members of the committee are not able to take on the role but she is happy to stay on until a replacement can be found and transitioned (up until the end of the year!).

Board agreed that Crystal should remain as committee lead until a replacement is found

ACTION: Crystal Tressler (open)

Crystal to do outreach to find a new training committee lead.

ACTION: Oksana Lightfield (open)

Oksana to advertise for training committee in Newsletter

### **Non-binary Gender Support [Lou King]**

- scoretility now supports non-binary gender. scoretility will always use the gender it sees in the member database from RunSignUp.
- Do we want to allow this for the club membership service? It feels right from an inclusivity perspective.
- Also note if we don't allow it, and a member has non-binary in their RunSignUp profile, they'll be forced to pick a male or female gender.

The Board agreed to allow "non-binary" to be a selection for club membership gender

### **FSRC Board Orientation and Operation document [Lou King]**

- Some minor changes are required due to
  - recent constitution update
  - membertility tracking of committee structure rather than in a document
  - GSuite vs Google Workspace nomenclature
  - some specifics should be removed for maintainability, e.g., listing specific roles and responsibilities document
  - where are we on Version 1.1 of the FSRC Fiscal Policies and Procedures document?
- [FSRC Board Orientation - May 2022](#)
- [Board Meeting Procedures - May 2022](#)

The Board agreed to these procedural changes. No vote was necessary.

ACTION: Lou King (closed)

Lou to upload the new documents into Membertility

### **Member Code of Conduct Policy [Lou King]**

- The RRCA recommends that each club have a Member Code of Conduct policy. The draft policy should be discussed and approved for publication to the members. The members should also indicate that they've read and agree to the policy, as one of the questions they have to answer when they renew.
- [Member Code of Conduct Policy - Draft](#)

MOTION approved [mover Crystal Tressler, seconder Tim O'Keefe]:

To approve the member code of conduct policy

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

### **Whistleblower and Record Retention and Document Destruction Policies [Lou King]**

- The RRCA recommends that each club have Whistleblower and Record Retention and Document Destruction Policies. The draft policies should be discussed and approved for publication to members.
- [Whistleblower Policy - Draft](#)
- [Record Retention and Document Destruction Policy - Draft](#)

MOTION approved [mover Joshua Roane, seconder Heidi Novak]:

To approve the whistleblower policy, and record retention and document destruction policy

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

**Next Board Meeting -should be Wednesday, August 17, however due to scheduling conflicts it will be scheduled for another date.**

Meeting was closed at 7:30pm