

**Frederick Steeplechasers Running Club Executive Board Meeting - Public
May 18, 2016**

Attendees

Lou King
Harriet Langlois
Javier Montenegro
Sage Norton
Mark Lawrence
Brent Ayer
Pam Geernaert
Art Gregory
Ruth Taylor
Shannon Matthews
Nikki Martin
Kerry McHugh
Chris VanSant
Julie Harris
Anne Light

Meeting called to order at 6:10 p.m. by President Lou King
A motion was made by Lou **to approve last board meeting minutes**
Sage seconds the motion.
The motion was **approved by all members in attendance.**

Status report is available on request

Treasurer's Report-Harriet Langlois

May 18, 2016 Treasurer's Report is available on request

Q1 Budget Report - Operational Expenses

- Finish line operations - races have been very good about paying in advance so we are slightly ahead in projected income

Balance Sheet

- \$6200 left from track now called "Lincoln Capital Improvement"
- Memorial Scholarship Fund (checks written today for \$2500 to each award recipient)

February Budget showed a surplus (for the year) of \$4690. Within that context, the following Budget Proposals are up for review:

Wet Bulb Globe
RRCA Coaching Reimbursement
10x10 Custom Canopy

Budget Proposals

- Wet Bulb

- As a result of RD training and RRCA Conventions Harriet has sat in on she has become concerned about extreme heat for our signature races, particularly Summer Solstice 8k
- Wet Bulb Globe Thermometer measures ambient temperature, relative humidity, wind and solar energy to determine a WBGT index.
- Multiple sources uses recommend the WBGT is used by many local races, Frederick Half, Corrigan Sports for Baltimore Marathon, Rockville Rotary Twilight 8k and American College of Sports Medicine
- Recommend the Kestral 5400, it is significantly less complicated than some of the other instruments to use (~\$479)
- RRCA recommends the use of a WBGT thermometer to its subordinate organizations
 - Pam feels we can use WeatherBug and other readily available applications and we will be able derive the same information. She believes it is more important for us to educate our members about making an educated decision than it is to rely on a WBGT
 - Javier feels there will be arguments in both directions, both for and against the WBGT. He feels it is an appropriate risk mitigation device and should be considered especially when our races and events are open to the public. Additionally he feels because it is a recommendation of our parent organization it is important to consider

MOTION: Harriet Langlois makes motion that **club approves the Wet Bulb Thermometer Budget Proposal**

Javier Montenegro seconds the motion

Motion vote: **Lou, Brent, Harriet, Javier, and Sage in favor; Pam opposed**

MOTION APPROVED

- RRCA Coaching Certification
 - Roseann Abdu received her RRCA Coaching Certification in January 2015
 - Current Coach for WDF 5k

MOTION: Lou King makes motion that **club approves the RRCA Coach Certification Reimbursement for Roseann Abdu**

Pam Geernaert seconds the motion

Motion vote: **Lou, Pam, Harriet, Javier, and Sage in favor; Brent abstained from the vote due to conflict of interest**

MOTION APPROVED

- 10x10 Custom Canopy
 - The club has used the same pop tent for years. Harriet and Lou have previously looked into ordering a tent and having Grimes screen print it, however it was not feasible
 - Received price quotes from three separate online canopy retailers.
 - Eumax (sold thru Amazon cost ≈\$1298.00 with screen printing)
 - Ecanopy (sold thru eCanopy.com ≈ \$1999.00 with screen printing)
 - Promotional Design Group (sold thru their website)

- Prices range from \$1500 - \$2500 depending upon the frame weight and durability

MOTION: Harriet makes motion that **club approves the Custom 10x10 Canopy Budget Proposal by Promotional Design Group (Rhino Max Silver, plus 6ft table cover, and one feather banner) with a total expenditure not to exceed \$2200.00**

Javier Montenegro seconds the motion

Motion vote: **Lou, Harriet, Javier, Brent, Pam and Sage in favor**

MOTION APPROVED

Race Revenue Proposals

- Rick's Run Revenue Proposal Updates
 - FSRC Memorial Scholarship Committee decided to give more money to the scholarship recipients, rather than fund an endowment
 - Committee decided to forego endowment and disperse maximum funds available to this year's recipients

MOTION: Lou King makes motion that **club approves the Rick's Run Race Revenue Proposal as amended prior to the meeting for the 2016 race**

Pam Geernaert seconds the motion

Motion vote: **Lou, Harriet, Javier, Brent, Pam Mark and Sage in favor**

MOTION APPROVED

- Market Street Mile Race Revenue Proposal Updates
 - LES Capital Improvement Fund is excess money from other funding raised from the track at Lincoln Elementary School
 - The Community Foundation charges a fee for to manage any remaining money monthly, thus it was decided to move the funds to the Steeplechasers
 - Anne sat down with the PE teacher, Principal, and others from LES to discuss the items PRC uses that belong to the school
 - Brent, Harriet, Lou, and Mark are recommending we transfer the LES Capital Improvement Fund to the Rotary Club of Carroll Creek
 - Rework proposal, MSM Funds would be used for operating expenses, the proposed equipment and excess would be put towards the building of the shed
 - **ACTION:** Anne will contact Rotary Club of Carroll Creek to see how to transfer LES Capital Improvement funds there
 - **Lou decided to table proposal as it needs to be reworked with expectation funds are transferred to RCCC**
- **Event Revenue Policy**
 - With Larry Key Memorial Trail Run was not strictly a race, thus we had to revisit the Race Revenue Policy and now we are proposing an additional policy to be known as FSRC Event Revenue Policy

MOTION: Lou King makes motion that **club approves the Event Revenue Policy as amended from the Race Revenue Policy**

Pam Geernaert seconds the motion

Motion vote: **Lou, Harriet, Javier, Brent, Pam Mark and Sage in favor**
MOTION APPROVED

Lou shared the thank you note from Anna Hartman. Javier suggests we add her thank you note to the newsletter

ACTION: Lou will forward the thank you note from Anna to the Board Members

Anna Hartman thank you note - discussed briefly, will be distributed by email

Suggestion Box

- Alyssa Vance - Race Day Childcare - Officers worry this is an insurance issue. Recommend that parents seeking such arrangements should get together among themselves to find a sitter, releasing the club from liability
- Karen S - Suggests we make the Steeplechasers a Closed Group so her "friends" can't see what she posts
Recommend she change her settings on FB so she can control who can see what she posts. In any case, club is not planning to close the FB group.

Mission Statement Update

- Our mission statement is out of date, we would like to update it as we have grown so much since the last mission statement was drafted
 - Support the local community through charitable giving
 - Build a community
 - Educational / Training
 - include runners of all ability levels
 - Health and fitness
 - Provide experience
 - Road / Trail
 - Supporting Race
 - Signature Races / low key races
 - Promote community fitness
- Recommend we post on FB or review the thread on FB about what the Steeplechasers mean to you/what do you like about the club
- *ACTION:* Lou to post on Facebook, soliciting recommendations for mission statement

RRCA Convention Debrief - Harriet

- **Race Cancellation** - Root Cause 76% Weather, 11% govt. Shutdown, 9% lack of registrations, @ 5 civil unrest
 - Decision 55% RD, 25% municipality, 20% mutual
 - Every race should have a plan for various scenarios and should be prepared to handle public relations fallout
- **Citywide Running Programs**
 - Atlanta Track Club and Memphis Runners have an over-reaching message to develop brand, mission, core values and protect them
- **Preparing Medically for Endurance Events**
 - We need to think about a club/race medical director to attend our signature races and advise us on creating and implementing incident action plans

- Race Guards, First Aid/CPR trained volunteers who run races at various paces and become another set of eyes in the event of an emergency
- **Governance - Finances**
 - Every club needs an Internal Controls Document (in process)
 - Each time a Treasurer leaves post an audit should be done
 - Keep a budget and track against it
 - Recommend criminal background check
- **Governance Bylaws**
 - Check list for the bylaws received from meeting, will be used to draft new set of bylaws
 - *ACTION*: Lou to draft new bylaws after updated mission statement is agreed to
- **Increasing Diversity**
 - Lou notes we do not have much ethnic diversity in Frederick and our club demographics do not match that in Frederick County
 - Suggest you run through ethnic neighborhoods (advertise locally)
 - MLK day runs
 - Advertise in Community Centers in Ethnic Neighborhoods
 - Harriet plans on reaching out to different running groups for the WDF and inviting them along to participate (Black Girls Run)

Officer Nomination Process Kickoff

- Nomination Process Policy can be found here
<https://docs.google.com/document/d/1RuHnPUW456ZnzWqlog1n1rDNab-6U2ly7b0ZaGs7ldU/edit?usp=sharing>
- Terms are up for current officers in January 2017
- Exec Board assembles 3-5 person Nominating Committee
- Nominations come from committee, board members, membership
- Slate communicated to membership head of annual meeting
- Vote on slate is held at annual meeting, and can call nominations from the floor
- Mark Lawrence has agreed to chair Nominating Committee

General Membership Meeting

- Recommend we reserve October 19th for General Membership, back-up date is October 20th

ACTION: Javier to check with the Delaplaine about availability for General Membership Meeting

Race Services

- FSRC Vests for FRF Course Marshals - place our brand on the vests and hand them out to volunteers and just ask to have them drop them back at the tent or drop at ITSF after the race
- We accept the risk that we may lose some but we will budget for it

Premium Promotion

- FSRC sells affordable premium promotion to local races for \$75
- Distribution list is about 9300
- Propose a blackout dates for any races that conflict with our signature races
- Pam suggests we could use some foresight and brainstorm some ideas about races we may decide we do not want to promote in the future

- General consensus determined that it is ok to blackout some important dates, regardless of policy draft

ACTION: Pam is going to draft up a policy on some items that we will use to consider for not supporting some future races (i.e. poorly managed, disruptive to community, etc.)

Pie Run

- Secured a port a potty location on private property adjacent to race start/finish.
- Going to use bibs with pull tags to support growing race
- Proposed online registration to smooth race day registration
 - Mark is worried online registration is going to have the race outgrow the venue
 - We can always cap the # of registrants (at this point Mark does not want to explore that option)
 - Raise the fee for non-members to \$10 (have them pay the processing fee, about \$2)
- General consensus determined that online registration will be set up for Pie Run and Lewis Run

Competition Committee

- For Summer 2017 we will be establishing a new 5k race series, it will include 6-7 local races (Frederick, Howard, and Washington County). Scored like the equalizer series. Must run 4 of 7 to qualify. Five overall winners M/F (Recommend Deer Dash, Krumpke, Waynesboro Firecracker)

Women's Distance Festival

- Background: WDF committee would like to support some women in need directly, in addition to the funds donated to the Women's Giving Circle. Looking at the organizations supported by WGC grant funds, we approached Gale House, a local substance abuse residential halfway house.
- 9 women from Gale House would like to take the 5k training. We'd like to provide free FSRC memberships so that they can take the training. Gale House will pay for participant race fees and FSRC membership for any staff/volunteers who join the 5k training.
- General consensus determined that the club will provide the indicated Gale House memberships for free, rather than from WDF race proceeds

Newsletter

Julie Harris presented an idea to create a space on the newsletter for friends of the Steeplechasers.

ACTION: Julie will create a communication to provide to our "friends" to standardize the info we receive from them to put on the newsletter.

Other Topics

- Action Items from last meeting
 - (Lou) Work with Cold Deer on use of their shelter land for Pie Run port-a-pots [done]
 - (Brent) discuss FSRC Scholarship with a NCAA compliance officer [done]
 - (Nikki) check with Corrigan Sports about space on the infield for FRF [done]
 - (Sage) Contact Lowell Ladd about setting up a tent at the finish line for Gettysburg Marathon [decided not to do this]

- Status Report Highlights
 - Membership - 683 members as of 5/18 - 99 more than last year on this date
 - Volunteer appreciation - 47 volunteers so far this year
 - Competition - establishing new awards at banquet for the mortals in the club
 - Race Services - has booked \$9550 against a budget of \$9250
 - Signature Races - Sponsorships received:
 - Sponsorships to date - Summer Solstice 8K: \$11,025, WDF \$7950, MSM \$2850
 - Racing Team - 12 team members participated in FRF; working on summer registration
 - Social - FRF tent had more Steeps than ever, need more space! Watch for picnic email
 - Decathlon - booked through June, will book remaining weeks after June 1 (FCPS constraint)
 - Technology - blah, blah scoretility, blah web site
 - Training - WDF 5K training starts Jun 13, 72 registered as of 5/18
 - Closed Facebook groups are working great for half and full programs
 - Education - three upcoming talks: trail running forum, new runner forum, shoe forum
 - Feedback: dates set for first two Education events, June 2nd on Trail Running and July 17th for Women's Running
 - Panther Running Club - 55 runners; 70+ tried out; kids love the track!
 - MSM - committee formed, need help soliciting gift cards for overall winners
 - WDF - new course through clover hill, no loop! Hoping to exceed 500 runners this year
 - Rick's Run - registration opened 5/1, 13 registrants already
 - Summer Solstice 8K - collecting volunteers, please contact David or go to <http://www.signupgenius.com/go/30e054cada82caa8-frederick>
 - RRCA Maryland
 - License Plates: RRCA license plates are available, contact Bob for forms
 - RRCA Web Site updated
 - Run Pro Camp is in Arlington, for distance runners pursuing a pro career

Lou moves that we adjourn the meeting

Pam seconds the motion

MEETING ADJOURNED AT 8:25pm