

Minutes: FSRC Board Meeting - 2023-08-23

Attendees

Voting

- Rob Prokop - Director, Training Coach (RRCA Certified)
- Lou King - Technology Chair, Director
- Tim O'Keefe - Director, Decathlon Director
- Harriet Langlois - Women's Distance Festival Race Director, Summer Solstice 8K Race Director, Races Committee Chair, Director
- Michele Newton - Training Coach (RRCA Certified), Training Coach, President
- Michelle Edwards - Secretary, Summer Solstice 8K Assistant Race Director
- Crystal Tressler - Training Coach (RRCA Certified), Treasurer, Volunteer Coordination Chair

Non-voting

- Oksana Lightfield - Communications Chair, Newsletter Editor
- Jake Sisler - Market Street Mile Race Director
- Barb Meely - Membership Chair, Nominating Committee Chair, Nominating Committee Member
- Carolyn DiMaria - Store Chair
- Mary Bellamy - Volunteer Appreciation

Action Item Summary (updates since 2023-05-18)

- Ainsley Cain (open):
Create Roles and Responsibilities document for Committees
- Michele Jacoby (closed):
Michele J to create a proposal and budget for a new storage space.
- Tim O'Keefe (open):
Tim to create a document outlining the role of Equipment Manager (with assistance from Harriett).
- Lou King (inprogress):
Lou to come back to Board with additional information and a proposal for chip timing system
- Lou King (inprogress):
Lou to evaluate getting 3-4 new android tablets for races and FSRC store
- Michele Newton (open):
Michele will propose some language refinement for the Club awards and will circulate to the Board and the Competition Committee for review via email.
- Michele Newton (open):
Michele will write up the description of the committee and put a communication plan into place.
- Greta Young (open):
Greta to recruit for a volunteer to coordinate the shirts for the training runs.
- Greta Young (open):
Greta to recruit for a new Group Run coordinator

- Barb Meely (open):
Barb and Lou will review the admin list and make adjustments (pair down list).

Motion/Vote Summary

- (approved)
Motion to approve the minutes from the May 2023 Board Meeting

Discussion Items

Call to Order

Meeting called to order at 6:31pm

Q2 Treasurer's Report [Crystal Tressler / Treasurer]

https://drive.google.com/file/d/1X69jSrtrpriedUR9Ds0TP8ZS0nUx1Thh/view?usp=drive_link

Q2 YTD report discussed.

Approve Minutes from May 2023 Board Meeting

Link to May 2023 Minutes

https://docs.google.com/document/d/1CHxubhPB0Q3cTIAMFFUENKQKiUlg8svzYRhw7JOQC_Q/preview

MOTION approved [mover Michele Newton, seconder Lou King]:

Motion to approve the minutes from the May 2023 Board Meeting

votes: Crystal Tressler (approved), Harriet Langlois (approved), Heidi Novak (approved), Lou King (approved), Michele Newton (approved), Michelle Edwards (approved), Rob Prokop (approved), Tim O'Keefe (approved)

President's Report

Low Key Race Timing [Lou King / Technology Chair]

Currently developing a time machine / csv connector - this software connects to the time machine and creates a file readable by RaceDay Scoring. The software supplied by RunSignUp for this purpose didn't work reliably enough, so we're developing it in-house.

Do we have any interest at all in chip timing for our low key races? Cost for the system would probably be \$4-5000 plus expendables.

The group weighed the pros/cons of purchasing a chip timer system for our low-key races. The board wanted additional information before making a decision.

ACTION: Lou King (inprogress)

Lou to come back to Board with additional information and a proposal for chip timing system

Storage Unit size upgrade and equipment manager [Michele Newton / President]

Outstanding from last meeting, there was a request to increase the size of the storage unit and identify an equipment manager to keep things organized. There was consensus that increasing the size of the unit was needed and justified.

It was pointed out to me that an owner was not assigned to drive the follow up on this discussion item from the meeting. Therefore, I reached out to those who use the storage unit to find a volunteer willing to serve as an equipment manager and move this ahead. Michele Jacoby raised her hand that she was willing to take this on. I have not heard back from her yet on her progress which would include a proposal to the Board on the cost to upgrade to the new space and any other needed materials such as shelving. Following posting this as part of my report, I've seen some email correspondence from Harriet about this. What is the status? How do we want to move forward?

Post meeting note: Tim O'Keefe will take the role of Equipment Manager and he has submitted the proposal/budget for a new space (voted and approved off line). Rob offered his truck to help move from one unit to another when the time comes. The role will fall under the finance committee.

ACTION: Michele Jacoby (closed)

Michele J to create a proposal and budget for a new storage space.

ACTION: Tim O'Keefe (open)

Tim to create a document outlining the role of Equipment Manager (with assistance from Harriett).

Races

Race Management for Summer Solstice [Harriet Langlois / Summer Solstice 8K Race Director]

Summer Solstice 8K has become a large and complicated effort and, to some extent, is a victim of its own success. Leaving the bulk of the planning to a team of volunteers led by a volunteer race director may no longer be feasible. It takes hours/week of RD effort for a number of months in order to deal with all of the details. It's a lot to ask and we have not been successful in finding another volunteer willing and capable of taking this on.

We have approached Racine Multisports about doing more of the race-planning chores and Ken is going to provide us with quotes for most of the aspects of planning and management. The idea would be that we still have an FSRC race director (me for now), but there would be

a team of professionals doing the bulk of the advance legwork and some of the race-day logistics. In that way, we still have FSRC as the face of the event, with more of the work contracted out.

We would (at least) retain responsibility for recruitment/management of sponsors and recruitment of volunteers, as these aspects depend highly on relationships. Depending on the cost, we may need to hold onto additional pieces.

The budget plan for this would be to sign on enough additional sponsors to pay for RMS service so that we can continue to make a sizable donation to our charitable beneficiary. With this approach, the race can continue to be successful for years to come without having to keep replacing and training a dedicated RD who has loads of free time.

A budget proposal will be presented to the board for approval before finalizing any agreements with RMS.

The group agreed that we should get more information from RMS regarding what services they can offer and at what cost. Harriett will put together a recommendation for the Board to consider. The group also agreed to look for a Sponsorship Coordinator to help centralize sponsorships across the Signature Races. Crystal will work with Greta to put out feelers for a person to fill this role.

Membership Drive Highlights and Insights [Barb Meely / Membership Chair]

I want to share with the Board the results of the Membership Drive and comments that we received throughout the promotion.

Membership at the start of the promotion was 966 and was 1055 at the end (89 new members).

Highlights of Committee Reports

November Board Meeting will be held on November 1st.

Meeting Close

Meeting concluded at 8:20pm