

**Montgomery County Road Runners Club  
Minutes of Board of Directors Meeting  
Meeting of December 1, 2011**

*Called to order: 7:09 PM*

Present: Jean Arthur (President), Karen Kincer (Vice President), Jim Farkas (Treasurer), Ken Earley (Secretary), Susan Debad (Member at Large), Nicole Deziel (Member at Large), Susie Kinnecome (Member at Large), John Sissala (Member at Large), Andy Steinfeld (Member at Large)

Minutes Prepared By: Ken Earley

- 1. Review Agenda, assign timekeeper** – Andy volunteered to keep time.
- 2. Club Administrator Report/RMS Report -- Susan**
  - a) New members in November: 96 Total as of December 1: 4,070 (3,953 in December 2010)
  - b) The contract for the MCRRC website redesign was signed.
  - c) Our Enterprise truck rental contract did not cover vehicular damage in the event of a collision, requiring drivers to rely on their own insurance in the event of an accident. The contract has been reworked to include comprehensive liability through Enterprise.
  - d) USATF has recently rolled out an insurance policy that is meant to be used in conjunction with our current RRCA policy. It will cover us in situations not currently covered by our RRCA policy, such as RMS events. Susan will look into the cost of this policy.
  - e) We again discussed switching to imATHLETE for on-line registration and membership management. There were a few issues that must be resolved before switching over. Susan will be working these out, as we need to do this soon.
- 3. Program Committee and Program Issues**
  - a) **Executive Session:** Personnel issues.
  - b) The board discussed the criteria for making a regularly scheduled run a club-sanctioned training run.
  - c) Winter Half Program – The board discussed the expansion of this program to include full marathon training. Susan will contact Beth Serepca and have her prepare a presentation on her plans.
  - d) Coaching Criteria – The board discussed what criteria/background checks are in place for coaches and program directors. RRCA and certification were discussed.  
**Consensus:** The Board decided by consensus to require CPR certification and background checks and to encourage RRCA certification of all club coaches and pace group leaders.
  - e) Assessment of Committee Function – Tabled until next meeting.
- 4. Treasurer's Report -- Jim**
  - a) The total cash in MCRRC accounts as of November 30, 2011 was \$394,228.79
  - b) Significant income:

i. Membership Dues:	\$ 5,385.00
ii. Race Entry Income:	\$37,069.87
a. HYR	\$15,678.87
b. RUTL	\$18,985.00
iii. RMS:	\$35,949.75
iv. Miscellaneous	\$ 3,397.50 (SMU commission)
  - c) Significant expenses:

i. Program banquets/dinners:	\$ 3,766.20
ii. RMS Staff Payments:	\$ 8,622.00
  - d) The MCM Hospitality Suite only cost the club \$360.26 in 2011, compared to \$1781.58 in 2010.
  - e) The 2012 budget will be presented at the Budget Meeting post-Jingle Bell Jog.

**Motion** to accept the Treasurer's report. Susan moved, Karen seconded. Carried unanimously.

## 5. Appropriate use of Yahoo Groups

- a) Discussion
  - i. The board discussed the different uses of the club Yahoo groups and the program Yahoo groups.
  - ii. The board discussed opening up club runs so that training group members can better integrate with the club in the off season.
- b) Potential courses of action
  - i. The board will draft criteria for appropriate use of listservs.

## 6. Committee Report

- a) **Communications** – Pat reports:
  - i. Our social media presence is growing substantially.
  - ii. External communication is improving, but internal communication needs improvement, especially between the committees.
  - iii. In 2012 we will have the return of the quarterly publication and the rollout of the new website.
- b) **Finance** -- Susie reports that we need more information in the investigation of accepting credit cards at club races. Susie and Susan will meet offline to discuss this.

## 7. MCRRC Staffing for 2012

- a) Bookkeeper – The board discussed hiring a part-time bookkeeper.  
**Motion:** The board unanimously voted to hire a part-time bookkeeper. Susie moved, Andy seconded.

## 8. Announcements

- a) Timing Team Training -- Karen reports that the new people trained are signing up to time races to complete their training.
- b) Intervals – Karen reports that we are on track for the first issue in January.
- c) Important Dates
  - i. December 9, Holiday Party
  - ii. December 11, Annual Business Meeting following Jingle Bell Jog
- d) Elite runner support -- Nicole reports that she is looking for an additional member for the committee. The board made several recommendations.
- e) Jean reports Potomac River Running will begin carrying club clothing.

## 9. Business Between Meetings

- a) Approval of November Minutes. Nicole moved, Karen seconded.
- b) Approval of changes to the By-Laws. Nicole moved, Susie seconded.
- c) Approval of 2012 Budget. Ken moved, Jean seconded.

## 10. MCRRC Staffing for 2012, Redux

- a) Susan excused herself.
- b) **Executive session:** The Board discussed the possibility of creating a new paid position to improve the management of Club business. The Board discussed title; duties and responsibilities; and salary and benefits for such a position.

**Action:** Karen and Jean will revamp a job description and circulate it.

## 11. Closure

- a) Review Motions:
  - i. Approval of November Minutes. Nicole moved, Karen seconded.
  - ii. Approval of changes to the By-Laws. Nicole moved, Susie seconded.
  - iii. Approval of 2012 Budget. Ken moved, Jean seconded.
  - iv. The treasurer's report was approved unanimously. Susan moved and Karen seconded.
  - v. The decision to hire a part-time bookkeeper was approved unanimously. Susie moved, Andy seconded.
- b) Review Action Items:
  - i. Karen and Jean will revamp a job description and circulate it.
- c) Review Plans for Next Meeting

- i. Next meeting is Thursday, January 5, 2012 at 6:30 PM at the Stella Werner Council Office Bldg, 5<sup>th</sup> Floor Conference Room, 100 Maryland Ave. Susan volunteered to bring food.

*Meeting adjourned: 10:23 PM*

Respectfully submitted,

A handwritten signature in blue ink that reads "Kenneth P. Earley". The signature is written in a cursive style with a large initial 'K' and a long, sweeping tail on the 'y'.

Ken Earley