

Prince George's County Running Club

Board Meeting Minutes: February 7, 2018

Time: 7:04pm

Location: Prince George's Plaza Community Center

Board Members Present:

Cindy Cohen (by phone)

Rebecca Cormeny

Yvonne Hill

Lisa Jordan

Ndegwa Kamau

Fai Nelson-Peyton

Chris Nichols

Mark Shroder

Absent Board Members: Maria Green, Markeshia Gould, Tina Nixon and James Roberts, Joann Tschiffley, and Kaya Walton

Quorum present? Yes

Proceedings:

Meeting called to order by President, Ndegwa Kamau

Agenda Items:

- 1: Agenda review
2. Upcoming Races
3. Other board matters/reports
4. Upcoming Events
5. Evaluation, review, and appreciations

1. Upcoming Races

Springburst April 28, 2018

Rebecca Cormney is the race director for the Springburst 8K race on April 28, 2018. Rebecca secured the necessary board treasurer's signature on the permit application for the race. Either former board member Dave Roeder or current board member Cindy Cohen will deliver the signed permit application to National Parks Service within a week or two.

Rebecca will send Chris Nichols, the volunteer coordinator the number of volunteers needed for the race. Rebecca suggested using the same volunteer list as last year, since the race uses the same course.

Ndegwa stepped in to help Rebecca place race t-shirt orders with the t-shirt vendor, "Brian." Char Munar, a club member is designing the race t-shirts. Cindy asked Rebecca could she find out when the race t-shirt design would be ready. Cindy suggested using the design to promote the race on our media outlets: website, Facebook, etc.

St. Joseph April 21, 2018 (Timing)

The club has a history of timing the St. Joseph 5K race (community event) sponsored by this Beltsville-based Catholic School each year. The club will provide chip time services for this race. The club will bill the school for this service.

10 Mile Club Challenge February 25, 2018

This race is a low-key, no-frills event designed for Maryland and DC running clubs to wage a friendly, but competitive race. The club has 26 members signed up to run the race, 11 men and 15 women. Yvonne shared with Chris the link for volunteer sign-ups shared by the Howard Co. Runners Club (club challenge sponsor club), including ace needs and positions. Chris will work on securing volunteers to work the race.

March/April 2018 (Timed Mile at Track Practice)

On the last club track night in March or the first track night in April, the club will offer runners a timed mile. The club's timing equipment will be used.

The Board voted to use this "timed mile" as an opportunity to test a new batch of timing chips that James purchased for PGRC. The chips require testing and calibration with timing equipment.

Also, these timing chips sometimes malfunction (at PGRC events anyway). The Board directed President Ndegwa to discuss chip challenges and timing logistics with other running club presidents at the annual club president discussion that follows the Club 10 Mile challenge race.

2. Other Board Matters/Reports

Board Decision Log

It was suggested that the board keep a record of major decisions, called a decision log. The log will live in the board google documents online filing system. The log will cover major decisions and policies made by the board related to topics such as training, races, board management, finances, etc. The board secretary will be responsible for recording board major decisions, but the board must define what should be recorded a major decision and instruct the board secretary to record it as such.

The Decision Log will capture official policies and guidance for the Club regardless of who sits on the Board – an institutional and operational necessity now that we are growing.

The Board recognized that important policies and records from the past may be difficult to gather and add to such a Decision Log. The Board plans to designate policies and decisions made at each future Board meeting to add to the Log, and to go through historic records to capture relevant policies as necessary for inclusion.

First AID Kits

The Road Runners Club of America requires registered running clubs to have first aid kits for all running events and races. The club has first aid kits for the races. To ensure all club running events have first aid kits, the president will order kits and make sure all the run leaders for the weekly runs have them. Run leaders and coaches don't need to carry the entire first aid kit on the run, but they should have the kit on the ready near the start/finish of run or race – in a car at the course start, or at the timing table, for example.

Club Hats and Shirts

The club has purchased winter PGRC hats and is selling them for \$15/each. Cindy asked about buying club shirts for the 10-mile club challenge. The president suggested using the shirts we already have – he agreed to put an announcement on the club's Facebook page.

Welcome New Members

As a strategy to engage new members, Ndegwa proposed posting on Facebook, a welcome message to new members on the 2nd of Wednesday of month. Ndegwa will work with the Facebook Administrators (Tina Nixon and Cindy Cohen) to post the welcome messages.

Outreach/Marketing Efforts

Donation of \$300 was made to the Girls on The Run program from the Club, as an outreach activity. A meeting with the GOTR president is still pending.

Yvonne proposed to the board participating in a family centered health and wellness expo held in Prince George's County at the Sports & Learning Complex. The expo is called Tots to Teens Expo and it will be held on May 5, 2018. To participate, the club would have to purchase an exhibit space/booth or stand at the expo. Minimum booth cost: \$550. In general, the board liked the idea, but needed more time to discuss this proposal. The board will table this discussion until the next (March) board meeting.

Fai and Yvonne proposed a social run to correspond with February being heart health awareness month. The social run will be on a Wednesday, from the Town Center Market in Riverdale, MD. Red wine is one feature promoted during the heart health awareness month. The Town Center Market have a wine bar and a neighboring restaurant delivers food to the market. Yvonne or Fai will post the date and time for the run on Facebook.

Treasurer's Report

Mark reported the club started the Calendar Year, January 2017 with \$25,800 in the bank and ended the CY2017 with \$27,100. Revenue in CY 2017 totaled \$17,200 and expenses were \$16,000.

Mark and Ndegwa informed the board that they purchased approximately \$2,000 worth of club winter hats to sell for marketing. The board accepted the purchase and marketing of the hats. However, the board expressed a desire to set clear spending caps and protocols (procedures for informing the board of purchases) for the treasurer and president.

Creating processes or procedures were suggested, but none were adopted at the time of meeting. The board said it will table this discussion and decision for the next meeting. For example, set a spending cap up to \$1,000 for the year and if the treasurer and president want to exceed the limit, it will require prior board approval. Mark or Ndegwa can email board members or propose the purchase/spending at the board meeting.

The board decided to create a budget to help thoughtfully plan and allocate resources for programs and activities. The following items require a draft budget and assign the person responsible for drafting the budget:

Outreach activities and Donations—Ndegwa

Marketing Activities—Ndegwa

Races—Rebecca

Operating Costs--Mark

Training—Maria

Volunteer Support/Picnic – Chris

The Board noted that both Races and Training programs should charge fees that cover the costs of those programs/races – making them sustainable. The Club will budget to cover up-front expenses, and expect to recoup these costs through fees. Budgets developed this year will be based on previous year's participation levels, and adjust each year according to the Club's experience, with the aim of always covering our costs.

New Races

Mark proposed adding a new race event that might attract even more county and out-of-county members to join, and having the race take place on the Washington, Baltimore, & Annapolis trail. The board will consider it and Mark agreed to have one of the next Federal Holiday runs on the WB&A trail.

3. Items Tabled for Next Meeting

Decision Log

Tots to Teens Expo Participation

GOTR Follow Up

Meeting adjourned at 8:30pm

Minutes submitted by Lisa M. Jordan