

Prince George's County Running Club

Board Meeting Minutes: Wednesday, April 4, 2018

Time: 7:02 pm

Location: Prince George's Plaza Community Center

Board Members Present:

Cindy Cohen

Rebecca Cormeny

Maria Green

Yvonne Hill

Lisa Jordan

Ndegwa Kamau

Fai Nelson-Peyton

Chris Nichols

Tina Nixon (by phone)

James Roberts

Mark Shroder (by phone)

Kaya Walton

Absent Board Members: Markeshia Gould and Joann Tschiffely

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. President Report

Budget planning meeting is postponed, because Mark (Treasurer) couldn't attend the meeting in person. The President requested the board to reimburse Maria (Training Coordinator) for postcards and business cards she purchased for the club. At last month's board meeting, the board agreed to approve operational expenses that came up before the board final approval of the club's budget.

The club plans to host an outing to see the minor league baseball team, the Bowie BaySox. Ndegwa (President) will contact Tony (club member) who organized it last year.

Ndegwa secured a discount code for this year's 2018 Annapolis Half-Marathon race. Ndegwa spoke with the race director and he gave PGRC a discount code for the race. Last year, the Annapolis Half-Marathon race was the graduation race for the club's formal half-marathon training program (Fall, 2017).

2. Upcoming Races

Springburst April 28, 2018

Rebecca Cormeny, the race director reported that 42 people are registered for the race. Cindy (Member at-Large) reviewed the run signup and reported approximately 80% of registered runners have run the past Springburst races.

Approximately, half (14) of the 30 volunteers needed to staff the race have signed up.

T-shirts for the race will have to be ordered by April 10, 2018. Rebecca will email registered runners and change the T-shirt description on the run sign up site about the deadline for ordering race T-shirts.

Other Board Matters/Reports

Tots-to-Teens

Yvonne (Vice President) reported the club made the down payment for the expo booth. The event is on May 5, 2018.

Fai (Social Chair) will do a running exercise routine on the expo stage. The club has 30 minutes on the stage and Yvonne will try to secure a 12:30 to 1:00pm or 1:30 to 2:00pm time slot for the stage.

Yvonne will ask expo organizers for free passes to enter the expo for club members who volunteer at the event. Rebecca asked Yvonne to persuade the Sports Complex, (the location for the expo), to donate any day passes that could be used as prizes for the Springburst race.

It was suggested that a conference call be scheduled with Yvonne and interested board members to discuss "give-away" items for the expo. Several ideas were offered at the board meeting, such as giving expo participants rubber band bracelets with the PGRC logo on it.

Decision Log

The board agreed to keep track of major policy decisions. The board will instruct the secretary to record a major decision. The secretary will create a document, an Excel format was suggested, that will show the following:

- Date of the decision
- The topic
- Description of the policy

Volunteer Coordinator

The timed mile for club members will be held on April 17, 2018 at track practice. James said the software the club uses for timing is called Race Director. He also said the back-up timing system is functional in case the primary timing system fails.

The board wants to get more people trained in timing races. It was suggested that Chris (Volunteer Coordinator) will email members who volunteered at the Springburst race if anyone would be interested in learning how to time races. Then, Chris will coordinate with James to set up a training on timing.

Chris asked if she should start recruiting volunteers for the summer series and the board said it is too soon to recruit for those races.

Staffing Resources for Race Directors

Ndegwa suggested that PGRC create a team of volunteers to assist the race director - such as a race coordinator for each individual PGRC race who would be directed by the Race Director. The board agreed. After the Springburst race, Chris will email members about signing up to be race captains, assistants to the race director.

Semi-Annual Meeting

According to the club's constitution, the board must schedule a club semi-annual meeting. This is a meeting for all club members to learn more about the club. It was suggested to have the semi-annual meeting on May 26, 2018, the Saturday before Memorial Day or the beginning of June 2018. The Board will set a date for this semi-annual event at the May Board meeting.

Ndegwa will contact Tony to ask if he will be willing to organize a barbecue/picnic for the club this year. The date selected will be dependent on Tony's availability.

Member Code of Conduct

The board agreed to adopt a member code of conduct. The code of conduct outlines specific behaviors and attitudes we value as a club. The secretary presented a draft code of conduct and the board agreed to review it when reviewing the draft minutes from April's board meeting.

Once the code of conduct is approved, it will be posted on the PGRC website and added to the membership run sign up page.

Items Tabled for Next Meeting

Budget Planning

Meeting adjourned at 8:25pm

Minutes submitted by Lisa M. Jordan

DRAFT

The PGRC Member Code of Conduct Policy

This code of conduct applies to all employees, volunteers, board members, committee and task force members of the Prince George's Running Club (PGRC). PGRC is committed to the following:

- Honesty, integrity, and trustworthiness in all dealings;
- Respect for the rights, differences, and dignity of others;
- Accountability and transparency;
- Show respect to your fellow club members at all times;
- Show respect and appreciation for the volunteers who give their time to help the club and/or event(s);
- Do not yell, taunt, or threaten physical violence upon another member of the club, a volunteer or event spectator;
- Refrain from using abusive or vulgar language;
- Do not make racial, ethnic or gender-related slurs or derogatory comments at club events, or on the club's listervs or social media sites;
- Do not make unwanted sexual or physical contact with other members;
- Never act on behalf of PGRC or another member without authorization;
- Show respect and appreciation for the environment and facilities in which we run; and
- Promptly report violations of the Member Code of Conduct policy to the Board in writing

A Code of Conduct policy establishes a baseline expectation of behavior for all members. Members who feel that someone has violated PGRC's Code of Conduct should contact the Board in writing. The Board will act to review the complaint in a timely manner. If a complaint is valid and depending on the severity of the violation, the Board may opt to consult with a local attorney and/or local law enforcement to determine a course of action.

If the Code violation seems like a minor issue, such as a complaint of foul language, then the Board may opt to discuss the violation with the offending member and issue a verbal warning. Such warning will also be documented in the Board minutes. If the problem persists, a written warning will be issued that outlines how another complaint will result in temporary or permanent loss of membership and that the offending member will be barred from participating in club activities.

