

Prince George's County Running Club

Board Meeting Minutes: Wednesday, May 2, 2018

Time: 7:06 pm

Location: Prince George's Plaza Community Center

Board Members Present:

Cindy Cohen (phone)

Rebecca Cormeny

Maria Green

Yvonne Hill

Lisa Jordan

Ndegwa Kamau

Fai Nelson-Peyton

Chris Nichols

Absent Board Members: Markeshia Gould, Tina Nixon, James Roberts, Mark Shroder, 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. President Report

Budget Planning

Ndegwa proposed and the board approved to have the budget planning meeting in September 2018, finalize the budget in October 2018 and then present it to the club members and new board at the annual meeting in November 2018. The board believes there is greater value and efficiency to proposing a budget at the beginning of a new fiscal year and board. The club's budget will be presented at the club's annual meeting in November, 2018.

The board will adhere to the 2010 policy (see below), that allows the treasurer to reimburse training activities and race event expenses without approval from the board. In addition, general operating expenses (e.g., shed rental expenses, insurance payments, etc) will be paid and do not need prior board approval.

2010 Programs Sponsored by the Club

1. For each program sponsored by the club a \$15.00 fee per participant will be due to the club and included in the cost of the program.
2. All program participants must be current club members.
3. Each program director will determine the charges for their program taking into consideration 1 above.
4. Any monies charged for a program will be spent on program costs, to include social events, as determined by the program director.
5. At the conclusion of a program any unspent funds will cease to be available to the program or turned over to the club, if previously disbursed.

For other club expenses that aren't training, race, or general operation activities, the board must approve the expenses before payment. If expenses come in before or after a board meeting, the board must be emailed asking for reimbursement of expenses. It was suggested that the board develops a list of expected expenses to help the treasurer manage club expenses for the remaining of the fiscal year.

Bowie Bay Sox

The club will organize an outing to attend a in either July or August of 2018. The President will circulate to the board the team's schedule to nail down a suitable date for the club outing.

Wine Wednesday

On May 9, 2018, the club will host another social wine and run at the Town Center Market in Riverdale, MD. The run will be a 2-3 miles and Dave Roeder will help lead the run.

Spring Cookout and Meeting

On May 12, 2018, the club will host the club's spring cookout and semi-annual meeting.

2. Vice President's Report

Tots 2 Teens Event Update

Yvonne (Vice President) requested Chris (Volunteer Coordinator) to get at least six volunteers to help out at the club's booth at the Tots 2 Teens expo 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.

The board agreed and approved of having a few give-aways and club discounts to expo participants. From the shed, the club will use club visors, cups and older T-shirts. Plus, the club will offer a two-day discount code for people who want to join the club. Cindy will set up the discount code and potential new members will get \$5 off their club membership.

At the event, a raffle will be drawn and it will offer a participant a free club membership or training program for an individual or family. offered at the board meeting, such as giving expo participants rubber band bracelets with the PGRC logo on it.

Code of Ethics

At the last board meeting, the board review a draft code of conduct policy. The Vice President proposed and the board agreed to adding language to the code of conduct that states, As part of the code of conduct, if a dispute is brought to the board it will be discussed in a closed session with the board. The board will only publicly report the resolution (See added language to draft code of conduct below).

3. Race Coordinator

Springburst 2018

Rebecca (Race Director) thanked all the volunteers and the board for making Springburst another successful race event. This year, the timing program worked beautifully.

Rebecca said that the course certification for Springburst expires this year. This means the club will have to have the race recertified and may want to consider moving the race to another location in Prince George's County. The board is interested in exploring other places to map out a Springburst race and suggested establishing a small group of volunteers to help with certifying a course.

Training Coordinator

Maria (Training Coordinator) reported the club was approached to attend a local micro-brewery, Calvert Brewing Company bi-weekly fun run they organize on Thursdays. Maria attended one of the brewery fun runs, along with a couple of PGRC club members. She proposed we partner with Calvert Brewing Company to add the bi-weekly fun runs from the brewery as one of the club runs. The partnership

allows the club to serve members who live in or near Upper Marlboro and potentially reach new members.

The board agreed to co-host the Calvert Brewery Fun Runs in Upper Marlboro starting with the May 24th run. Support includes advertising the biweekly Thursday runs on the website and facebook. The next run is on May 24th at 6:30pm.

Volunteer Coordinator

Chris (Volunteer Coordinator) asked Rebecca how many volunteers she needs and for what positions for the Women's Distance Festival race in August 2018. Rebecca and Maria suggested to Chris to recruit the following: 10 course marshals, and same positions and number of volunteers who supported the Springburst race.

Meeting adjourned at 8:35pm

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. **This is the proposed added language: If a dispute is brought to the board it will be discussed in a closed session with the board. The board will only publicly report the resolution.**

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.