

## Minutes of PGRC Board Meeting of October 1, 2016

### I. MEETING CONVENED

The meeting of the PGRC Board of Directors convened on Saturday, October 1, 2016 at the Watkins Regional Park Conference Center and was called to order at 11:14 a.m. Those in attendance were Cindy Cohen, President; Rebecca Cormeny, Vice President; Sheila Barfield, Secretary; James Roberts, Equipment Manager; Tara Eggleston, Training Coordinator; Dave Roeder, Social Coordinator; Tina Nixon; and Lisa Jordan.

### II. AGENDA

#### A. Training Committee Report

- Tara led this discussion. Tara would like to become an RRCA Certified Running Coach and intends to take the course in December. She would like the club to reimburse her for the cost of the program. To qualify for reimbursement of this course, the person asking for reimbursement must take the course, pass the exam and coach a training program.
- **Motion: To approve \$341.00 as reimbursement for the RRCA Certified Running Coach's Program**
- **Vote: Motion Carried.**
- **Resolved: \$341.00 will be reimbursed to Tara once she has taken the course, passed the exam and coached a training program.**
- Tara will work with the new Training Coordinator to recruit a coach for the 8K training program.
- Even though Springburst is several months away, we should start planning for that race. Rebecca will contact the National Park Service to discuss obtaining the permits for Springburst.
- The club should develop a calendar for the year and include on it the races sponsored by the club, training programs sponsored by the club, and any other events sponsored by the club. This needs to be done as soon as possible.

#### B. Information Committee Report

- Polly submitted this report. The August 2016 newsletter has been published. Polly is working on the October newsletter. Polly has coordinated with Meredith regarding the club's new website and they continue to work on that.

#### C. Race Report

- Rebecca led this discussion. Wright Stuff is planned for December 3, 2016. It will be a 10K. Yvonne Hill will be the Race Director and Rebecca and Jennifer will assist her. Registration for this race will be posted on RunSignUp this week with a \$5 discount for club members who sign up. Rebecca will post a notice of Wright Stuff through other social media outlets. One of the items participants in this race will receive is an insulated cup.

D. Equipment Manager Report

- James led this discussion. Currently, the club's storage unit is a 10x10 unit that costs \$139.00/month. He has identified a 10x15 unit which will cost \$179.00/month.
- **Motion: To approve spending \$179.00/month for a bigger storage unit for the club's equipment.**
- **Vote: Motion Carried. Board Members voted by email on September 26, 2016.**
- **Resolved: \$179.00/month will be allocated for spending on the club's storage unit.**

E. Volunteer Committee Report

- Kyra would like for the club to consider having special shirts for those club members who volunteer at the club's events. Those board members present supported this idea. However, several questioned how this would actually work and who would be responsible coordinating it. The consensus was that the Volunteer Coordinator, or someone designated by that person, takes responsibility for this project.

F. Treasurer Report

- Jim submitted this report. The club's checking account balance is \$26,000. There are some bills still outstanding from the Volunteer Appreciation picnic.
- He continues to prepare an annual income and expense report.

G. Social Committee Report

- Dave submitted this report. The Volunteer Appreciation Picnic was a success.
- Upcoming social events include a Columbus Day run which will be organized by Mark with refreshments supplied by the committee; poster making gathering for the Marine Corps Marathon; Marine Corps Marathon cheering section on October 30<sup>th</sup>; and the semi-annual club meeting on November 5<sup>th</sup>.

H. Membership Report

- Lauren provided this information. Club membership as of October 1, 2016:

October 2016		October 2015	
289 members	237 memberships	248 members	202 memberships

I. Nominations Committee

- Cass sent a reminder to the entire club regarding the nominations.
- Cindy, Sheila, and James would like to remain in their respective positions with the club. Dave would like to continue as Social Coordinator unless someone else would like to serve in the position. Rebecca would like to be Race Coordinator; Sonya would like to be Membership Coordinator; and Maria would like to be Training Coordinator. James knows someone who may be interested in being the club's Vice

President. We still need someone for the Volunteer Coordinator and Publicity Coordinator positions.

J. Miscellaneous

- The club’s request for use of the Watkins Park meeting room has been approved for October, November, and December. Our 2017 request is still pending.
- The RRCA Eastern Regional Director has asked the Maryland running clubs for assistance at the RRCA booth at the Baltimore Marathon Expo. Cindy is volunteering and welcomes any other club members who would like to also volunteer.
- The Annual Meeting will be November 5, 2016 at Watkins Park. It will be a potluck luncheon. Candidates for the various board positions will introduce themselves. Various activities are planned for the meeting including an ice breaker-type game, slide show of club events/members, giving of prizes, and announcement of what the club would like to accomplish in the upcoming year. Cindy will send an evite for the meeting and develop a survey to ask the membership what they are interested in.
- In reflecting on what has gone well and where improvements could be made, many believe the club has been very productive this year, leadership has been strong, cohesion of the club has improved, and the club has demonstrated a more positive culture. Improvements could be made in how the club advertises/markets its events and how people can access club information.

**III. ACTION ITEMS**

ACTION	ASSIGNED TO/SUGGESTED BY	DEADLINE
Prepare report of club’s income and expenses.	Jim	
Send evite for annual meeting	Cindy	
Work with Race Directors in planning Wright Stuff Race	Rebecca and Jennifer	
Prepare slide show for annual meeting	Rebecca	
Assemble prizes for annual meeting	Sheila	
Coordinate with Watkins Park staff for setup of room	Cindy	
Develop survey for membership	Cindy	
Send a reminder regarding	Cass	

nominations		
Send notice regarding Wright Stuff	Rebecca	
Begin coordinating with National Park Service regarding Springburst	Rebecca	

The meeting adjourned at 12:27 p.m.