

## Minutes of PGRC Board Meeting of June 8, 2016

### I. MEETING CONVENED

The meeting of the PGRC Board of Directors convened on Wednesday, June 8, 2016 at the home of Sheila Barfield and was called to order at 7:25 p.m. Those in attendance were Cindy Cohen, President; Rebecca Cormeny, Vice President; Sheila Barfield, Secretary; Cass Logan, Member-at-Large; Polly O'Rourke, Information Coordinator; James Roberts, Equipment Manager; and Lauren Haley, Membership Coordinator.

### II. AGENDA

#### A. Race Operations Report

- Cindy led this discussion. Juanita Roberts has resigned from this position. Therefore, this position will need to be filled. The Race Coordinator is responsible for WDF, Wright Stuff, Springburst, and Summer Series races.
- With respect to the WDF, Rebecca discussed the number of bags to order, the course for the race, and the logo for the tee shirts. Rebecca hopes to post the registration for the WDF this week. Cass will provide the logo for the shirts. Cindy will ensure that the on-line registration process is working before registration is opened to the public.

#### B. Information Coordinator Report

- Polly led this discussion. The next newsletter will be sent out by June 15<sup>th</sup>. There may be less content but it will contain a member spotlight section. It will also inform people as to how they can submit content for the newsletter.
- A website committee has been assembled. Two of those committee members have an expertise in website development. The committee has reviewed the feedback and drafted an outline. The website will contain new features such as a blog type feature, articles section, and expanded links. The goal is to make the website a useful resource for the running community. They hope to have the club's new website up by August 1<sup>st</sup>.
- Cindy would like for someone to lead the club's efforts in posting on the various social media outlets. Polly will solicit volunteers for posting on Instagram.
- Facebook postings were discussed along with the different settings of Facebook and the pros and cons of those settings. Making the club's Facebook group public will increase the club's visibility.
- **Motion: To make the club's Facebook group public on a trial basis.**
- **Vote: Motion Carried.**
- **Resolved: The club's Facebook group will become public on a trial basis.**

C. Treasurer Report

- Jim provided this information. As of June 8, 2016, the club's bank balance is \$27,000.00.

D. Membership Report

- Lauren provided this information. Club membership as of June 8, 2016:

June 2016		June 2015	
278 members	236 memberships	248 members	210 memberships

E. Training Committee Report

- Cindy led this discussion. The training committee does not want oversight of the club's weekly runs. It was discussed as to which committee should have the oversight of the weekly runs but it was left undecided.

F. Equipment Manager Report

- James led this discussion. A software update was installed on the timing system and as a result, the system is working. He believes we should have hand timers at the club's races as well.
- The club's storage unit needs to be cleaned. Rebecca will coordinate with Charmaine to finalize a date for the clean-up. Tentatively, the date is June 18<sup>th</sup>.
- New equipment needs to be purchased including a timing machine, hand timer, clock, canopy with the club's logo, and finish line banner/pop-up flag. Also needed is an upgrade to the Race Director software. He will circulate an example of what the pop-up banners look like. The pop-up banners can be set up at the club's track night so that people will know who we are.
- **Motion: To approve up to \$2,500.00 for the purchase of new equipment.**
- **Vote: Motion Carried.**
- **Resolved: Up to \$2,500.00 can be used to purchase new equipment.**

G. Social Committee Report

- Dave Roeder submitted the committee's report. The committee coordinated the May 7<sup>th</sup> picnic and the Memorial Day Club Run which went well. Future activities that are being considered include a Bowie Baysocks game, summer happy hour, and September volunteer appreciation event. The volunteer appreciation event will be planned with the help of Kyra.

H. Miscellaneous/Announcements

- The Summer Series begins July 7<sup>th</sup>. Several people have volunteered to assist with that. Cindy will send to James a list of the equipment needed for the runs. The pros

and cons of using timing chips were discussed and decided against. The website will be updated to provide information regarding the summer series.

- Cindy discussed the club’s election of officers which is scheduled to be held in November. Cindy and Sheila will seek re-election to their respective positions. In the future, Cindy would like the Vice President to become the President. Rebecca is interested in remaining on the board albeit in a capacity other than Vice President since she has no interest in becoming the club’s President. Polly is uncertain as to whether she will seek re-election and Cass will not seek re-election.
- The board is looking for members to join the nominations committee. Cass would like to join this committee.

I. Next Meeting

- The next board meeting will be in July 6, 2016. The location has not been determined.

**III. ACTION ITEMS**

ACTION	ASSIGNED TO/SUGGESTED BY	DEADLINE
Draft newsletter and distribute to board for its review	Polly	
Post WDF registration	Rebecca	
Provide club logo for WDF shirts	Cass	
Coordinate the cleaning of the equipment shed	Rebecca will work with Charmaine	
Purchase new equipment	James	