

# Minutes of PGRC Board Meeting of July 6, 2016

## I. MEETING CONVENED

The meeting of the PGRC Board of Directors convened on Wednesday, July 6, 2016 at the home of Dave Roeder. Those in attendance were Cindy Cohen, President; Rebecca Cormeny, Vice President; Jim Cantwell, Treasurer; Cass Logan, Member-at-Large; Polly O'Rourke, Information Coordinator; James Roberts, Equipment Manager; Lauren Haley, Membership Coordinator; Tara Eggleston, Training Coordinator; and Dave Roeder, Social Coordinator.

## II. AGENDA

### A. Upcoming Board Elections

- A nominations committee needs to be formed. A meeting for those who are interested in serving on the board will be held on September 10, 2016 at the conclusion of the board meeting. Tara and Cass would like to be on the nominations committee and will solicit other members to fill the various board and committee chair vacancies.
- In the position description of each position, the amount of time required for the position should be included.
- Lauren would like to nominate Sonya Stovall for Membership Coordinator and Polly would like to nominate Meredith and Flavia for the Information Coordinator position. Polly is considering, however, continuing on publishing the club's newsletter.

### B. Information Coordinator Report

- Polly led this discussion. The June newsletter has been released. Meredith of the website team is working on a draft for the club's new website design.
- The newsletter is very informative and is a great tool for promoting the club. The next newsletter will feature Cass and Cindy.

### C. Treasurer Report

- Jim provided this information. As of July 6, 2016, the club's bank balance is approximately \$28,000.00. All bills are being paid as they become due.

### D. Membership Report

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

| July 2016   |                 | July 2015   |                 |
|-------------|-----------------|-------------|-----------------|
| 281 members | 242 memberships | 248 members | 208 memberships |
|             |                 |             |                 |

#### E. Training Committee Report

- Tara led this discussion. The committee is currently sending to club members a monthly email which running/training tips and articles. The committee is also in the planning stages of the Fall 10K training program and the remaining workshops for this year.
- Sheila submitted a report regarding the Running Start program. As of the date of the report, there were 23 people registered for the program but registration did not close until July 3<sup>rd</sup>. Some of the people in the program have participated in the past Running Start programs sponsored by PGRC but most of the participants are either new to running or are easing their way back into the sport. Three training runs are offered each week with an early morning run on Tuesdays, an evening run on Thursdays and the long run on Saturday mornings. The runs get slightly longer as the program progresses. We have several pace leaders and all of them are very enthusiastic. Through the efforts of the coaches, pace leaders, training coordinator and everyone else who has participated in this program, this year's Running Start will be a success.

#### F. Race Report

- Cindy submitted a report regarding the summer series. As of the date of the report, 51 people had preregistered via the online registration process. Jim and Charmaine will work as race directors.
- With respect to WDF, 16 people have preregistered. The race premium will be a knapsack back with the club's logo. Jim will send credit card form to Cass so that she can finalize the order.
- The Race Director will have to recruit for volunteers to serve in key positions for WDF. Rebecca will be the Course Marshal and James will provide the necessary equipment. The food and timing positions remain open.
- Rebecca and Cass will review the route for WDF and ensure that it is clearly marked. Cindy will order Road ID bibs for the race. WDF will be advertised at the summer series.
- An email regarding WDF has been sent to past participants. The race director needs to coordinate the timing of the next email.
- A volunteer list for WDF needs to be developed. Kyra will work with Cecilia to discuss this.

#### G. Equipment Manager Report

- James led this discussion. He has gone through the equipment shed and assessed what was there. Based on the additional equipment which the club plans to purchase, he recommends that the club rent a larger storage unit. The unit the club currently uses is 10x10 at \$139/month. He recommends renting a 10x15 unit which costs \$179/month at the current location. He will seek out climate controlled storage companies in College Park and Greenbelt and email to us his findings.

- The time clock costs approximately \$1,100. A hand timer is approximately \$1,100 but he will pursue getting one of them repaired before purchasing a new one. The flags for marketing are approximately \$300 per flag. He will explore less expensive items for a tent with a logo and flags.

#### H. Social Committee Report

- Dave Roeder submitted the committee's report. The social committee is working with the volunteer committee to plan a volunteer appreciation picnic on September 17, 2016 at Schrom Hill Park in Greenbelt, MD. The committee is planning a night out at a Bowie Baysox game in July or August. Additionally, the committee would like to host another holiday club run on Labor Day in Bowie.

#### I. Volunteer Committee Report

- Kyra submitted this report. She is working with Dave to coordinate the Volunteer Appreciation picnic.
- She would like to have volunteer shirts with the club's logo for the WDF race. She and Cass will work on this.
- She has developed a volunteer report which can be accessed through google. The report tracks everyone who has volunteered and includes board members who are volunteering outside of their capacity. She would like additional help in maintaining the list so that no volunteers are overlooked. This list will be used in determining the awards at the volunteer appreciation picnic.

#### J. Board Assessment

- The board is working really hard and well together. Many new initiatives have been presented and completed. The leadership, beginning with the President, is committed, passionate, and has demonstrated a level of accountability and productivity.
- The board believes that there is still room for improvement especially in the following areas: increase in membership; marketing of the club; outreach programs (with maybe an "outreach coordinator" position); long term planning; having a consistent location, day and time for meetings; and member attendance at board meetings and committee involvement.
- Several recommendations were put forward, including the following: get more people to assist with those duties which require a lot of work; create a mentor position so that there is a succession plan (for example, assistant race directors); and identify people who have a passion for working in certain areas.
- Cindy suggested that the Vice President position should be designated as "President Elect" with the understanding that the person serving in that position would become the President of the club after a certain period of time. Some clubs have a two year term. She also asked the board and nomination committee to consider whether we want to make any changes to the current board positions/descriptions (which will require a bylaw change).

K. Miscellaneous

- Tara will contact Runsignup to verify that those persons in the various training programs are in fact members of the club. She will ask their technical support team if there is a way to automatically tie in membership registration with training program registration.
- It needs to be determined who should have responsibility of the race timing committee.
- Tara suggested that the board explore using a community center for its meetings. This can be done through the county’s Community Connect site. The club can offer race timing services in exchange for using the community centers.

L. Next Meeting

- The next board meeting will be August 3, 2016. It will be conducted via a conference call.
- Future board meetings will be September 10, 2016 at 11:00 a.m. and October 1, 2016 at 11:00 a.m. Jim will check the availability of his community’s clubhouse for the September and October meetings.
- The club’s annual meeting and elections will be November 5, 2016. The November annual meeting may be held at the Watkins Park Tennis Bubble. A request needs to be submitted through Community Connect. The annual meeting will include a brunch for attendees.

**III. ACTION ITEMS**

| ACTION                                              | ASSIGNED TO/SUGGESTED BY    | DEADLINE |
|-----------------------------------------------------|-----------------------------|----------|
| Structure nominations committee and solicit members | Cass and Tara               |          |
| Order items for WDF                                 | Cass                        |          |
| Review route for WDF                                | Cass and Rebecca            |          |
| Order bibs for WDF                                  | Cindy                       |          |
| Seek volunteers for WDF                             | Kyra will work with Cecilia |          |
| Find new storage unit                               | James                       |          |
| Coordinate Volunteer Appreciation picnic            | Kyra and Dave               |          |
| Verify that training participants are club members  | Tara                        |          |

|                                                           |     |  |
|-----------------------------------------------------------|-----|--|
|                                                           |     |  |
| Check availability of clubhouse for future board meetings | Jim |  |