

## Minutes of PGRC Board Meeting of January 7, 2017

### I. MEETING CONVENED

The meeting of the PGRC Board of Directors convened on Saturday, January 7, 2017 at the home of Dave Roeder. Those in attendance were Cindy Cohen, President; Clarisse Cannings, Vice President; Jim Cantwell, Treasurer; Rebecca Cormeny, Race Coordinator; Sonya Stovall, Membership Coordinator; Bex Williams, Volunteer Coordinator; and Ndegwa Kamau, At-Large Member; Dave Roeder, Social Coordinator; Tina Nixon, Information Coordinator; and Polly O'Rourke, Information Coordinator.

### II. AGENDA

#### A. Treasurer's Report

- Jim led this discussion. The club's account balance is approximately \$27,000. In 2016, the club earned approximately \$9,000. All of the club's bills have been paid.
- In the coming year, Cindy is requesting that a more detailed accounting be made to indicate how much money was budgeted for each race and training program and the actual expenditure for each race and training program.

#### B. Information Committee Report/Website/Social Media

- Polly stated that she is working on the January Newsletter.
- Clarisse is studying options for the club's new website. She received a price quote of \$650 for designing a new website. She will seek additional price quotes. She will submit a proposal to the board for it to review.
- Cindy reported that she removed former board members and others from the club's Facebook administrators list. If anyone would like to be an administrator on the club's Facebook page or group and/or meetup, please contact Cindy.

#### C. Race Committee Report

- Rebecca led this discussion. More volunteers for directing races need to be recruited. She will arrange a meeting to discuss race management and send an email to recruit club members who may be interested in race management. Juanita held a similar meeting on this topic last year.
- Rebecca is working with the staff at Greenbelt Park to finalize the permits for Springburst which will be held on April 29, 2017.
- Rebecca is working with Kim Ossi on the design of the Springburst t-shirts.

D. Volunteer Committee Report

- Bex led this discussion. She is in the process of finalizing the volunteer incentive plan.
- She is working on this year's club t-shirts. The consensus was to offer blue or gray shirts with a simple design. A bulk order of t-shirts will be placed and members will be able to purchase the shirts at the club's various activities. She hopes to place an order for t-shirts in time for the Club Challenge.
- She and Dave are working together to schedule a volunteer appreciation picnic. They would like to hold the picnic in September.

E. Training Committee Report

- Maria submitted this report. She is attending the RRCA Coaching II Certification class on January 7, 2017.
- Karen and Clarisse will be coaching the 8K training program and Maria will be the substitute coach. They had a meeting on December 29, 2016. Pace leaders are needed for the training program. They intend to start the program on either the first or second Saturday in February but this depends on when Springburst will be held.
- Bex is willing to coach a half-marathon program. Maria is awaiting a response from Ndegwa regarding his willingness to coach a program. The committee is considering offering either a winter or fall program.

F. Membership Report

- Sonya provided this information. Club membership as of January 3, 2017:

January 2016		January 2017	
239 members	206 memberships	272 members	239 memberships

- This represents a 14% increase in membership as of the same time last year.

G. President's Report

- Cindy led this discussion. The following dates have been set for club races:

February 26	Club Challenge 10M
April 29	Springburst 8K
July 6-August 10	Summer Series Thursdays
August 13	Women's Distance Festival
December 2	Wright Stuff 10K

- The club's semi-annual meeting will be May 6, 2017 at Watkins Park. Dave and Cindy will work together to reserve the spot.
- Watkins Park is not available this year for the Saturday board meetings. Sonya will host the February meeting but a regular meeting place needs to be found.
- Cindy would like to draft a manual for board members. Clarisse will work with Cindy to draft the manual.

- Cindy still needs to finalize and distribute a member survey and is working on a “President’s message” to send to club members in January.
- Cindy will attend the MDRRCA meeting after the Club Challenge. Clarisse will also try to attend the meeting. If there are any matters that anyone would like to have presented at the meeting, please contact Cindy.

H. Social Committee Report

- Dave led this discussion. He will work to schedule at least one activity each month. Also, new committee members need to be recruited since only one member from last year is returning.

I. Miscellaneous

- Cindy is requesting that an inventory of the club’s equipment be conducted.

**III.ACTION ITEMS**

ACTION	ASSIGNED TO/SUGGESTED BY	DEADLINE
Submit proposal regarding club’s website.	Clarisse	
Set/conduct race management meeting	Rebecca	
Work with Kim to design t-shirts for Springburst	Rebecca	
Order club t-shirts	Bex	
Schedule volunteer appreciation picnic	Bex and Dave	
Conduct member survey/draft “President’s Message”	Cindy	
Draft board member manual	Cindy and Clarisse	
Reserve spot for semi-annual meeting	Dave and Cindy	
Draft January Newsletter	Polly	
Secure permits for Springburst	Rebecca	