

## Minutes of PGRC Board Meeting of December 2, 2015

### I. MEETING CONVENED

The meeting of the PGRC Board of Directors convened on Wednesday, December 2, 2015 and was called to order at 6:45 p.m. at the home of Cass Logan. Those in attendance were Cindy Cohen, President; Rebecca Cormeny, Vice President; Jim Cantwell, Treasurer; Sheila Barfield, Secretary; Cass Logan, Member-at-Large; Polly O'Rourke, Information Coordinator; James Roberts, Equipment Manager; Juanita Roberts, Race Coordinator; Dave Roeder, Social Coordinator; and Kyra Tyler, Volunteer Coordinator.

### II. AGENDA

#### A. Board Meeting Dates and Logistics

- The January meeting will be Saturday, January 9, 2016 at 1:00 p.m.
- The February meeting will be Saturday, February 6, 2016 at 1:00 p.m.
- Future meetings will be scheduled for the first week of each month, on a Saturday or weeknight.
- Typically, meetings will last 1 ½ hours.
- Jim proposed that board meetings be held at the Cross Creek Clubhouse in Beltsville, MD
- A draft of the meeting minutes will be emailed to board members within one week of the meeting. Board members will then have 2 business days to review the minutes and suggest any revisions. If after 2 business days no revisions have been suggested, the minutes will be deemed consented to as drafted. Thereafter, the minutes will be finalized and distributed to the entire membership, posted in the files section of the club's yahoo groups, and forwarded to the appropriate person for posting on the club's website. Any revisions to the minutes should be emailed to the entire board for input. Depending upon the nature of the suggested revision, it may be necessary to hold that item in abeyance for further discussion at a future meeting.

#### B. Club's Logo

- Kyra led the discussion regarding whether the club's logo should picture 3 or 4 runners.
- **Motion: To have the Club's logo picture 4 runners.**  
**Vote: Motion Carried**  
**Resolved: Club's logo will picture 4 runners.**
- Cindy would like for the Club's logo to be ready early enough so that it can be printed on the t-shirts for the Club Challenge which is scheduled for February 28, 2016.

#### C. Calendar

- Cindy presented a proposed calendar of club events for 2016.
- **Motion: To approve the 2016 calendar of events**  
**Vote: Motion Carried**  
**Resolved: The 2016 calendar of events approved.**
- Training
  - Tara will assemble a Training Committee to help with marketing the club's training programs and workshops, conduct participant surveys before and after workshops, provide support to coaches during training programs and share training tips and articles with club members. Tara has proposed offering the following clinics for club members in the upcoming year: a) Yoga for Runners (Cass); b) Hill Training (Lydia); c) Strength Training for Runners; and d) Nutrition and Fueling. Instructors for the last two clinics have not been identified. Additional ideas for workshop topics should be submitted to Tara.
  - Dave will provide the dates for an 8K Winter Training Program as soon as possible. It was suggested that the program start February 6, 2016.
  - According to Cass, Amanda may lead an informal half-marathon training program this winter.
- Club Challenge
  - Cindy led the discussion regarding the specifics of the Club Challenge.
  - **Motion: To have Club pay the entrance fee for members who participate**  
**Vote: Motion Carried**  
**Resolved: Club will pay entrance fee**

#### D. Facebook

- Polly led the discussion regarding the pros and cons of opening the club's Facebook group to non-club members.
- **Motion: To accept non-club members into the club's Facebook group with the caveat that inappropriate posts will be removed.**  
**Vote: Motion Carried**  
**Resolved: Non-club members will be accepted into the club's Facebook group**

#### E. Social/volunteer activities

- Dave led the discussion regarding the proposed social activities for the club. He wants flexibility in planning activities and wants the social aspect to enhance the running aspect. His ideas include having an event the weekend of the MLK holiday (along with a service component as suggested by Cass); trivia night in February; Sunday brunch run in May; picnic in the summer; and a marathon related event in October. He also plans to assemble a Social Committee to help with all of this. Cass suggested having a yoga themed event as well as formal and informal events.

- Kyra led the discussion regarding the club’s volunteer component. Kyra’s ideas include sending an email to solicit volunteers; incentivizing prospective volunteers; hosting social events to recognize volunteers; working with race directors and other organizations to determine the need for volunteers; and working with children and young adults to motivate them to volunteer with the club.

F. Membership report

- Lauren provided the following information regarding the club’s membership:

As of November 30, 2015

November 2015		November 2014	
242 members	214 memberships	299 members	239 memberships

As of November 17, 2015

November 2015		November 2014	
239 members	206 memberships	306 members	245 memberships

**III. ACTION ITEMS**

ACTION	ASSIGNED TO/SUGGESTED BY	DEADLINE
Check the availability of Cross Creek Clubhouse in Beltsville, MD for possibly having future board meetings	Jim	
Develop a format for a weekly check-in of work-in-progress	Cass	
Seek vendors/t-shirt companies to have club logo printed on t-shirts, other items	Cass and Polly with the help of Kim Ossi	
Determine dates for 8K Winter Training Program	Dave	
Post training dates on website at the beginning of the year	Cindy	
Distribute information	Cindy will ask Ron to distribute	

regarding Club Challenge	info; Dave will work with Ron	
Administer club's Facebook page and group	Cass and Polly	Ongoing
Discuss the possibility of a volunteer appreciation event	Dave will talk to Kyra	
Coordinate a yoga-themed social event	Cass will work with Dave	
Explore features of Sign-Up Genius to determine if/how club could utilize those features	Kyra	
Develop a format for capturing certain statistical information as it pertains to volunteerism	Kyra	
Seek sponsors for races	James with the help of Yvonne Hill; Jim will ask some of his clients	Ongoing
Contact Summer Series runners to invite them to join the club	Cindy will talk to Lauren	
Advertise club and events	Cass will work with Polly	Ongoing
Send thank you/appreciation notes to out-going board members	Juanita	
Explore issues regarding race timing such as who knows how to operate timing equipment, training others to operate equipment, what events require club to provide race timing equipment, etc.	Rebecca	
Assemble a Training Committee	Tara	
Assemble a Social Committee	Dave	

Meeting adjourned at 8:15 p.m.