

Minutes of PGRC Board Meeting of January 9, 2016

I. MEETING CONVENED

The meeting of the PGRC Board of Directors convened on Saturday, January 9, 2016 at the Cross Creek Clubhouse in Beltsville, MD and was called to order at 1:21 p.m. Those in attendance were Cindy Cohen, President; Rebecca Cormeny, Vice President; Jim Cantwell, Treasurer; Sheila Barfield, Secretary; Tara Eggleston, Training Coordinator; Lauren Haley, Membership Coordinator; James Roberts, Equipment Manager; and Juanita Roberts, Race Coordinator.

II. AGENDA

A. Overview

- Each board member gave a brief overview as to what challenges, if any, they were facing in their respective roles.

B. Training Report

- Tara led the discussion regarding the tasks completed by the Training Committee thus far.
- Amanda Mercer submitted a request to have the club reimburse her for the RRCA Coaching Certification Course which the club is sponsoring in May. Another person also submitted a request for reimbursement of the course. Amanda has demonstrated a commitment to the club by volunteering in many capacities including leading informal training programs and leading two of the club's weekly runs whereas the other applicant is not a member of the club.
- **Motion: To approve Amanda's request for reimbursement and reject other applicant's request.**
- **Vote: Motion Carried**
- **Resolved: Club will reimburse Amanda for the fee and not reimburse the other applicant.**
- Tara proposed amending the Training Committee's Coaches Certification Policy.
- **Motion: To add the following language at the end: "and will be required to coach at least one club training program prior to receiving reimbursement of the coaching certification fees."**
- **Vote: Motion Carried**
- **Resolved: The following language will be added to the policy: "and will be required to coach at least one club training program prior to receiving reimbursement of the coaching certification fees." The policy will provide as follows:**

"We encourage club members who are interested in coaching to take the RRCA Coaching Certification course. Club members who would like to be

reimbursed for their course fees should submit a written application to the PGRC board. The application should include name, date, resume of running and coaching experience, and most importantly, what the individual intends to do with that education to benefit the club. The board will vote on whether or not to grant the reimbursement. Applications are welcome at any time; since local courses fill quickly, a club member who wants to sign up and be reimbursed should apply to the board well in advance of being accepted into a specific scheduled course. Club members are to serve as a pace coach or assistant coach in one or more training programs prior to taking the certification course *and will be required to coach at least one club training program prior to receiving reimbursement of the coaching certification fees.*”

- Tara proposed providing an incentive to those persons who volunteer to coach a training program or serve as a pace leader in a program. Gift cards could be given or the club could pay the entrance fee into a particular race for the coach or pace leader. Tara will work with Kyra to coordinate this effort.
- **Motion: To provide an incentive to coaches and pace leaders.**
- **Vote: Motion Carried**
- **Resolved: \$500.00 will be allocated in the budget for 2016 for this purpose.**

C. Complimentary Memberships

- Cindy led this discussion. She proposed extending a one-year complimentary membership into the club to Sharday Adeyosoye and his family (in recognition of his ongoing work on the website) and to Don Proctor (in recognition of his long-time participation and service to the club). Several members discussed the lack of criteria for awarding complimentary memberships and the need to establish criteria for this purpose in the future while others thought the board should have discretion under special circumstances and that a policy is not needed.
- **Motion: To give complimentary club memberships to Sharday Adeyosoye and his family and to Don Proctor.**
- **Vote: 6 in favor/2 opposed Motion Carried**
- **Resolved: One-year complimentary club memberships will be extended to Sharday Adeyosoye and his family and to Don Proctor**

D. Race Operations

- Juanita led this discussion. She has been informed that Lake Artemisia will not be available this year for any races. Alternative locations include the WBA Trail, Tucker Road, Buddy Attick and Watkins Park. She will meet with Greenbelt Park administrators to discuss any safety concerns and permitting issues they may have for the races/runs which the club conducts at the park. This year's club races include Springburst 8K on April 9th; WDF 5K on August 20th; and Wright Stuff 10K on December 3rd. Tara will check the availability of Watkins Park, WW Bridge, and other MNCPPC sites. Rebecca will handle the permitting process for the WDF and Wright Stuff races. Juanita is looking for a volunteer to send out race announcements to previous participants in club races.

- Juanita would like the club to pay for her to take the RRCA Race Director Training Course. The course is offered on-line.
- **Motion: To have club pay for Juanita to take the Race Director Training course.**
- **Vote: Motion Carried**
- **Resolved: Club will pay for Juanita to take the Race Director Training course.**

E. Volunteer Committee Report

- Cindy presented this report on behalf of Kyra. Kyra is available to assist with getting volunteers for the various club functions and asks that those needing volunteers contact her as far in advance as possible. Kyra has contacted Sharon to find out if she needs any help with the walking program.

F. Member-at-Large Report

- Cindy presented this report on behalf of Cass. The club t-shirts will be royal blue and will include a mixture of singlets and t-shirts. Cass will work with Kim and Rae to design specialty shirts. Tara will talk to Cass about getting specialty shirts for the various training programs.

G. New Member Engagement

- Cindy led this discussion. She is concerned about how new members can be motivated to participate in club events. Some ideas included offering incentives for joining the club and having better public relations on behalf of the club such as sending emails to announce the various club events.

H. Treasurer Report

- Jim led this discussion. The club's current bank balance is \$24,123.00. All outstanding checks have been collected and deposited into the club's bank account. He would like to know what the club will offer any businesses or individuals who become sponsors of club events. Some suggestions included putting the name of the sponsor on the back of the club's race shirts for a fee and putting them on club hats.

I. Membership Report

- Lauren led this discussion. She will distribute a membership list to the board quarterly and upon request. She will also update the language in runsignup to be more welcoming to new members.
- Club membership as of January 8, 2016:

January 2016		January 2015	
244 members	213 memberships	265 members	214 memberships

J. Next Meeting

- The next board meeting is Saturday, February 6, 2016 at 1:00 p.m. at the Cross Creek Clubhouse.
- The proposed date for the March meeting is Sunday, March 6th. Jim will check the availability of the clubhouse.

III. ACTION ITEMS

ACTION	ASSIGNED TO/SUGGESTED BY	DEADLINE
Check the availability of Cross Creek Clubhouse in Beltsville, MD for March board meeting	Jim	
Develop an incentive program for coaches and pace leaders	Tara will work with Kyra	Ongoing
Check availability of WW Bridge, Watkins Park, and other MNCPPC sites for club races	Tara	
Obtain permits for WDF and Wright Stuff races	Rebecca	
Send exact race dates to Tara	Rebecca	
Meet with Greenbelt Park officials	Juanita	
Discuss the possibility of having specialty shirts for the various training programs	Tara will talk to Cass	
Determine who can send emails regarding upcoming club races	Juanita	
Distribute membership list to board members	Lauren	Ongoing

Meeting adjourned at 2:41 p.m.