

Colonial Road Runners Board Meeting Minutes

Tuesday, March 6, 2012

Meeting began at 7:10 PM at Windsor Forest Club House

Present: Rick Platt, Jim Goggin, Daniel Shaye, Stan Rockwell, Ken Mitchell, Ron Henn, Steve Menzies, Brenda Mitchell, and Will Murray

Absent: Randy Hawthorne, Jim Bates, and Jennifer Quarles

1. Last meeting was approximately March 2010. There are no minutes.
2. Scholarship applications were reviewed. Two applicants were Stephen Chantry, Jr. and Aleiza Higgins. The scholarship fund at Olde Pointe National Bank currently has \$1042.71. Applications were reviewed and a \$500 scholarship was awarded to each applicant. Rick will notify the applicants and get the funds to them. Ideas for increasing revenue were discussed including updated forms for donations. This item will be reviewed again. Next round of scholarships will be awarded at the next meeting.
3. Rick gave the treasurer's report. As of February 10, 2012 CRR has \$8,762.73 in the Bank of America. There are several items pending to be deducted from this total – approximately \$2000 for RRCA liability insurance, the cost of the newsletter, and the cost of finish line jackets for volunteers. There was a discussion of utilizing online banking so that Randy the treasurer would have access to updated banking reports. Currently all statements go to Rick. Rick agreed to get copies of paper statements to Randy. He will also check to see if he can get paper copies of deposits as part of the receipt at the ATM. The board suggested that Randy be given access to the account online for review. To be considered by Rick and discussed with Randy.
4. The board agreed to meet on the first Tuesday of March, June, September, and December at 7 PM at the Windsor Forest Club House as the standard meeting date. Dates for this year are March 6, June 5, September 4, and December 4. Rick also announced the annual meeting and election of officers will be in April with the date subject to the speaker's availability. April 10 is the tentative date and will be at Mike Potter's. Tina will speak on nutrition. Business meeting will be at 7 PM and the presentation will be at 7:30 PM.
5. Committees were discussed. They are:
 - a. Race Coordinator – Rick
 - b. Volunteer coordinators – Rick and Ron with Ken
 - c. Newsletter coordinator – Rick
 - d. Social Coordinator – Daniel will reach out to Janice Becker-Kailos and possibly Joe Ogden.
 - e. Scholarship Committee – the Board. June 1 was set as the deadline for applications with review at the June meeting.
 - f. Cares and Concerns Committee – Brenda
6. Membership and Scholarship donation forms: Ken will look at making it online with Whitney Kailos at raceit.com. There will be a check box for requesting that the person get the newsletter as a .PDF online. Old issues will be possibly be

- archived online. There could also be a check list for subscribing to the announcement email list.
7. CRR clothing sales. Currently the inventory is at Rick's house and there is no one set person to do sales. Ken will see if raceit.com can sell these items online or make it possible that CRR could with shipping and handling issues to be addressed. Steve will also work on automation for sales and billing but can't do shipping and handling.
 8. Newsletter collating. Rick prefers paper newsletters. There is a possibility of archiving old issues online in .PDF format. Suggested location for collating was the Windsor Forest Club House on Sunday afternoons.
 9. Conflict of interest. There was discussion of members who might also profit in their private businesses as board members of CRR. There was also discussion of individuals sharing the CRR table (which is actually the Rick Platt table based on his relationship with William and Mary) and selling non CRR items. Rick stated there was no CRR liability since the table was his. Daniel will send out a sample guideline on conflict of interest which will be addressed at the next meeting.
 10. Race Flyers – Rick will develop a spreadsheet and Stan will put this online and share it with members so that we can each say where we will place flyers. Doing it online will prevent having to do multiple emails and everyone can see at any given moment the progress and need.
 11. Membership billing and tracking. Rick is developing a spreadsheet to list current paid members. Currently there is no up to date list and the newsletter labels contain that data. RRCA charges dues based on the number of active members. The Board requested he complete this action item, and deliver the results to the Board secretary, within 6 months.
 12. Course marshal issues. There was extensive discussion and a review of Rick's analysis of the three races with issues in 2011. See below. Rick also felt that the manual to assist race directors would not be helpful because "no one would read it." The resolution was to have a race liaison at each race with the race director who trouble shoots the race. Ken and Ron were suggested, with Ron in particular checking the area near the finish. Someone also needs to help with elite runners. There was no one available for that at this time.
 13. The meeting was adjourned at approximately 10 PM.

Submitted by,

Stan Rockwell

Original Agenda

Officers

President: Rick Platt rickplatt1@juno.com	Yes
Vice President: Jim Goggin jgoggin2@cox.net	Yes
Vice President Community Affairs: Daniel Shay danieldoc@tni.net	Yes
Secretary: Stan Rockwell stanrockwell@yahoo.com	Yes
Volunteer Coordinator: Ken Mitchell kennymitch@cox.net	Yes
Treasurer: Randy Hawthorne rand@widomaker.com	No

Board

Jim Bates JimBates1@cox.net	No
Ron Henn yabadgerman@yahoo.com	Yes
Steve Menzies txsm2001@hotmail.com	Yes
Brenda Mitchell inshape@cox.net	Yes
Will Murray wmurray18@cox.net	Yes
Jennifer Quarles jj.quarles@gmail.com	No

Total Members -12, Quorum - 7, Present - 9

	Call to order	Rick
5 minutes	Review of Minutes from last meeting.	Stan
5 minutes	Treasurer's report	Randy
20 minutes	Old Business <ol style="list-style-type: none"> 1. Setting meeting dates for 2012. 2. Committee chair reports: Race Coordinator, Volunteer Coordinator, Newsletter Editor, Social Coordinator, Scholarship Committee Chair, and Membership Chair 	Members
60 minutes	New Business <ol style="list-style-type: none"> 1. Discussion of By-laws items – <ol style="list-style-type: none"> a. Dissemination of treasurer's report b. How Board meetings may be called. c. Ethics and conflict of interest guidelines 2. Membership billing and tracking 3. Course marshalling and race administration 4. Race Manual status 5. Web site administration 6. Establishment of club goals and objectives 7. Establishment of groups or committees for advocacy, club teams, club merchandise, 	Members
1 minute	Adjournment	Rick