

# Meeting Minutes

Submitted by Dan Grove, Secretary

**Date:** July 17, 2021 **Start Time:** 9:15am **End Time:** 10am **Location:** South Lakes VC

| Present                | Not Present              |
|------------------------|--------------------------|
| Acting P: Marcy Foster |                          |
|                        | VP: Catherine Nelson     |
| Acting VP: Claire Tse  |                          |
|                        | T: Mary Shedlock         |
| S: Dan Grove           |                          |
| DWP: Vacant            |                          |
|                        | U40 MAL: Caitlin McBride |
| MAL: Jeannie Johns     |                          |
|                        | MAL: Roz Cherry          |
|                        |                          |

## Administrivia:

- **Minutes from June** - approved
- **Next BoD Meeting** – August 25, 6pm ZOOM – **Claire to send out link**

## Weekly Operations:

- **Weekly run-walks** – still no formal breakfasts or potlucks  
**Water support** - We'll continue with board members bringing water.  
The current **water support schedule** is linked below, covered thru August 1 so far:  
<https://docs.google.com/spreadsheets/d/1bdd3zNGshedfgoAMATmvPXdtfRpNF2Nb/e dit#gid=565573717>
- **Saturday Course Marking** – **Marcy** is recruiting more people
- **New Members** – **Jeannie will talk to Jack** about automatically getting contact info to greet them and follow up.
- **Director of Walking Programs (DWP)** – Mary Brett may be interested, **Marcy** follow-up

## Programs and Events:

- **Youth in Motion (YIM)** started June 20 at Herndon Middle School track – about 160 registrants! Ends August 15.
- **Interval Training Program (ITP)**, started June 16 at South Lakes High School track, about 37 people, ends Sept. 1.
- **Women's Training Program (WTP)** – Lake Fairfax August 9 -September 13, 17 coaches are on board. 83 registrants as of 7/12 - goal is 100 with a max of 125 participants. Premium for participants TBD.
- **10 Weeks to 10K training program (10-10)** – John K., maybe in the fall?

- **Summer pavilion members party** - Saturday August 28, North Hills Pavilion 5pm (Mary booked it). Club to supply water and desserts. Need to advertise and instruct people what to bring - BYOB drink, chair, and dish to share, serving utensils. Signup genius for attendees so we have a mixture of salads, entrees, appetizers - **Mary** will set up signup genius.
- Need liquor license – **Jeannie will get it.**
- Club will supply - Paper goods - plates, napkins, silverware, trash bags, hand sanitizer, water (board brings weekend run jugs, no plastic bottles), desserts, wine from self-storage (still good?). **Marcy, Jeannie, (Claire, others?) do Costco and storage runs.**

### **Finance/Treasurer Report:**

- Mary reported that as of June 30 we have \$21,297.51, which reflects income from the YIM, ITP, and WTP. Minimal expenses for the programs so far, but they'll be paid out over the next several months and will reduce the balance.
- YTD membership income is \$2,977.63. YTD operational expenses are \$4,998.29. Need to increase membership for membership to cover fixed costs.
- Discussion about how to run programs – set guidelines for them that aim for a 25-35% profit built in. **Mary's suggestion, she'll work up a recommendation.**
- Documenting our programs and events – **Marcy will contact program managers** to ask them to set up program task lists/timelines/contacts so institutional program knowledge is retained if the current managers leave. For example, how/when to apply for school resources, bling ordering, list of current volunteers, etc. Have them include Mary's profit guideline above, sharing revenue with the club.

### **T-Shirts with the new logo:**

- **Mary** worked with Fairfax Printing, the BOD ordered enough shirts to meet the minimum. **Jeannie** picked up the BOD shirts, delivery to/payments from board members TBD. We should wear the shirts soon to create demand for them.
- All Royal Blue shirts. Another color may be added?
- Short sleeve, long sleeve, and tank top shirts will be available.
- **Mary/Jeannie** set up online ordering, publicize availability.