

Meeting Minutes

Submitted by Dan Grove, Secretary

Date: August 25, 2021 **Start Time:** 5:30pm **End Time:** 6:35pm **Location:** Zoom

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

Administrivia:

- **Minutes from July** – approved (close enough)
- **Next BoD Meeting** – September 26, 4pm ZOOM

Weekly Operations:

- **Weekly run-walks** – still no formal breakfasts or potlucks
- **Water support** - We'll continue with board members bringing water at start. Sunday midpoint water is now happening, too, **Marcy** organizing.
The current **water support schedule** is linked below, covered thru September so far, October locations not on the RR calendar yet:
<https://docs.google.com/spreadsheets/d/1bdd3zNGshedfgoAMATmvPXdtfRpNF2Nb/e dit#gid=565573717>
- **Saturday Course Marking** – **Marcy** is recruiting more people, Mary Brett helping
- **New Members** – UPDATED - Jeannie talked to Jack, and is now automatically getting contact info for new members. She's welcoming them, valuable outreach, thanks!
- **Director of Walking Programs (DWP)** – Mary Brett will help mark, but not joining board
- **eNews** – Board members can send items to Jim (enews@restonrunners.org), Catherine does a review before they're sent
- **PRR Relationship** – Discount still active? Are all PRR employees aware of it? Are they checking a (current?) membership list, or asking for other verification? **Marcy** to follow up.
- **First Aid Kits** – Board members encouraged to have them in their cars in case they're needed.
- **RR Welcome Letter** – linked from welcome email, inaccurate now, **Dan to update**

Programs and Events:

- **Youth in Motion (YIM)** completed, not all expenses logged yet.
- **Interval Training Program (ITP)**, started June 16, about 60 people, ends Sept. 1.
- **Women's Training Program (WTP)** – ends September 13, 17 coaches, 108 registrants, not all expenses logged yet.
- **10 Weeks to 10K training program (10-10)** – John K., still TBD, maybe in the fall?
- **RMR** – April 10, 2022 reserved at South Lakes HS (Marcy)
- **Storage Unit** – Inventory and organizing needed, date TBD (when the weather is cooler). Need reps from all programs (YIM, ITP, WTP, RMR, 10-10, FLS). All Board aboard, **Catherine and Marcy coordinate**.
- **Summer pavilion members party** - Saturday August 28, North Hills Pavilion 5pm. All tasks covered. 52 attendees signed up as of Friday morning.

Finance/Treasurer Report:

- Mary reported that our current balance is about \$18K, with income from the YIM, ITP, and WTP recorded but not all expenses in yet.
- Membership income is still far short of operational expenses.
- Discussion about how to run programs – set guidelines for them that aim for a 25-35% profit built in. **Mary's suggestion, that seems to be the consensus recommendation.**
- Documenting our programs and events – **Marcy will contact program managers (already talked to John about 10 to 10 – others?)** 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/Jeannie** great job. Link: <https://ordermyspiritwear.com/restonrunners>
- Online ordering good response, a number of poly pullovers ordered, too. Set to end Sept. 7, **Mary check to see if it can be extended?**