

**MINUTES OF THE BOARD OF DIRECTORS MEETING
ROAD RUNNERS CLUB OF AMERICA**

September 10 – 11, 2010
Fredericksburg, Virginia

President Ayer called meeting to order at 9:30 AM at the Courtyard Marriott in Fredericksburg, VA

Roll Call: President Brent Ayer present
 Vice-President David Cotter present
 Secretary and At-Large Director Dan Edwards present
 Treasurer Dennis Novak - present
 Eastern Region Director Mark Grandonico present
 Central Region Director Mitchell Garner present
 Southern Region Director Lena Hollmann present
 Western Region Director David Epstein present
 At-Large Director Kelly Richards present
 Executive Director Jean Knaack present
 Program Director Eve Mills present
 Membership Coordinator Jessica Benney present
 VA State Representative Bob Platt present

President Ayer called for a motion to ratify the approval of April 2010 minutes that were approved via email. Director Edwards moved to ratify the approval of the minutes. The motion passed with 9 in favor and 1 abstaining.

President's Report: President Ayer reviewed the agenda and provided opening remarks. Discussions was held concerning the RRCA Hall of Fame, chairmanship of the RRCA Hall of Fame selection committee, and the goals of the RRCA Hall of Fame which included ensuring dedicated RRCA leaders in addition to outstanding runners are inducted into the Hall of Fame.

Director Hollmann moved to have a sitting Board member chair the RRCA Hall of Fame selection panel starting with the 2010 selection. Discussion followed. The motion passed unanimously.

President Ayer reminded the Board that the nominating committee would be re-appointed in the coming months and he called for recommendations for nominating committee members.

Treasurer's Report: Treasurer Novak presented the RRCA Balance Sheet along with the Income and Expense Statement through July 2010. No concerns were noted and there is a projection for a small increase in net assets at the end of the fiscal year. The investment account performance through September 8, 2010 was also reviewed.

Regional Directors' Reports: Each regional director commented on activities in their state including championship event updates and state representative status.

Executive Director's Report: Executive Director Knaack welcomed the new staff member Jessica Benney, RRCA membership coordinator. Executive Director Knaack outlined that revised job description were provided to the office manager, Dorothy Commock, and Eve Mills, Program Services Director, received a new job description to reflect her changing duties.

Executive Director Knaack noted that the RRCA is joining the Center for Nonprofit Advancement. This will allow the RRCA to utilize the group health insurance program through the Center. Executive Director Knaack is also looking into 401(k) products for the staff.

The Race Director Certification course is in development in partnership with Phil Stewart of Road Race Management and we project that the program will launch in the first quarter of 2011. Executive Director Knaack has been working with Director Kelly Richards to develop the criteria for the Runner Friendly Community. The program development is in its final phase and will launch before the end of the year. The goal is to select the first Runner Friendly Community by May 2011 to honor at the Saturday luncheon at the Convention. The logo for the program has been finalized and two color schemes were shared with the Board. The board agreed to the color scheme that more closely matches the RRCA website colors.

Executive Director Knaack outlined the cost of postage for Club Running magazine, which is currently covered by the agreement with Running Network LLC. Executive Director Knaack is working with Larry Eder to develop a win:win strategy to address postage costs for the large circulation for Club Running magazine.

Insurance rates for 2011 were reviewed with the Board. There is a no rate increase for clubs taking \$1 million per occurrence. Our insurance underwriters have instructed that we have to re-implement the mandatory minimum payment amount for liability insurance, which will be 35 household members per club. There is a slight rate increase for event members to ensure they are paying the adequate amount for the additional medical coverage. They received a discount on the additional medical coverage based on last year's rates. For the first time, clubs and events will have the option to purchase \$2 million in liability coverage based on the number of household members or event participants as opposed to a flat fee. This will cover them for the year. The staff will work with our website developers, the Matrix Group, to update the online form to reflect the new pricing structure for the insurance program. Executive Director Knaack noted there would be a cost associated with updating the online form.

Executive Director Knaack provided an overview of the insurance claims since 2005. Of special note was the trend of finish line structures and the "feather" banners falling and causing annual claims. An article will be published in Inside Track outlining recommendations for minimizing claims that have an annual trend.

Executive Director Knaack outlined that she has completed reporting requirements resulting in the RRCA receiving the Guidestar Charity Seal. This outlines that the RRCA follows best practices in reporting information for donors outlined by Guidestar. She also completed reporting requirements to be part of the Better Business Bureau (BBB) Wise Giving Alliance. The RRCA meets 20 out of the 21 requirements of the BBB. We will address the final requirement, which pertains to allocation of fundraising costs as part of the 2010 audit. Executive Director explained that there are no issues with RRCA reporting requirements; the BBB Wise Giving Alliance sets an extremely high standard that outlines best practices in reporting information for donors. This is an opportunity for the RRCA to fine-tune our practices in an effort to attract more donations and grant support from foundations and corporations.

Executive Director Knaack outlined the fundraising efforts for Kids Run the Nation Fund and noted that we will be in a position to give at least \$10,000 in 2010 from our fundraising drive for the program.

Membership Report: Program Services Director Eve Mills presented the Board with a membership report. The RRCA membership is at 1,360 members compared 1,115 at the end of 2009. The report outlined the breakdown between clubs, events, race directing companies, and corporate members. Discussion followed concerning for-profit event members and race directing companies. Executive Director Knaack noted a member request for the Board to discuss the concern of for-profit companies starting events in communities that compete with long-standing club hosted events on or around the same date and at the same distance. President Ayer reminded the Board that the RRCA bylaws were changed in 2005 to allow for-profit events/companies to become RRCA members. The Board consensus was that the local entities should try to work together on event calendars and develop mutually acceptable outcomes. Discussion was also held on the free-market economy and the importance of running clubs' marketing efforts and producing a quality product in their events that the local community will value.

Strategic Plan Review: Executive Director Knaack provided the Board with a brief 5-year overview of successes for the RRCA. The 2010 Objectives were also reviewed and successes and challenges were noted. There Board consensus was that the 2011 priorities need to focus on final development and implementation of the new initiatives outlined in the 2010 objectives and to continue improving current programs. There was Board consensus that no new programs should be developed as part of the 2011 Objectives. Discussion was also held on maintaining the State Reps fund for the RRCA Convention Travel. Executive Director Knaack outlined the status of the fund. Discussion was held. There was Board consensus to encourage State Reps and Board members to share hotel rooms for the Convention to help prolong the life of the State Reps Fund.

Other Business: The Board, at the request of Terry Diller, RRCA insurance agent, discussed the matter of insuring overnight relay races on open courses. Recently there was a death associated

with an overnight relay when a support-crew member was struck by a car. Discussion followed. Director Hollmann moved that overnight events conducted on open roadways, including relay races, will be subject to insurance fee structures associated with a separate risk pool effective January 1, 2011. Motion passed unanimously. Director Garner moved to establish safety guidelines for overnight running events conducted on open roadways, including relays. President Ayer appointed Vice President Cotter and Directors Garner and Grandonico to an ad hoc task force to develop these guidelines.

Discussion was held concerning if the RRCA should develop a guideline for pushing disabled adults in specialized strollers. Executive Director Knaack outlined an issue that a member recently faced while working with a family with a disabled toddler. The member has a strict no stroller policy for their events, which the RRCA supports. However there may be issues for clubs under the ADA if an adult seeks to be pushed in a stroller at an event. Following discussion there was board consensus that the local club or event's rules should govern this issue. Director Garner volunteered to research the Americans with Disabilities Act and how it might speak to this issue.

Meeting recessed at 4:45 PM; meeting reconvened at 9:30 AM Saturday September 11 with Vice President Cotter presiding and all members present except President Ayer who had departed for a coaching commitment.

Discussion was held concerning the State Reps program. Eve Mills is in the process of updating many State Rep items and templates. Director Hollmann agreed to share several templates she has used when working with State Reps and Regional Directors. Eve Mills will work with these templates and ensure all Regional Directors are using the same templates in an effort to standardize our practices throughout the four regions.

Discussion was held concerning the RRCA Championship Event Series. Eve Mills reported on the status of the development of the "expo in a box". We are producing 4-6 pop-up tents that can be used at expos, finish lines, etc. We will develop a check out and shipping procedure for the RRCA tents. A suggestion was also made to develop a finish line tape for championship races. There was consensus that the championship plaque design needs to be changed for 2011 to keep it "fresh".

Executive Director Knaack encouraged the Board to adopt the category of Senior Grand Master (60+) award for the championship event series starting in 2011. Director Garner moved to adopt this recommendation. The motion passed unanimously.

Discussion was held on the selection process of the RRCA National Championship Events. After discussion Director Edwards moved that due to the enhanced status of national championship events, that effective with the 2012 national championship series, the Board of Directors will make the selections based on proposals received by the national office. The motion passed unanimously.

National Awards Program: Discussion was held concerning the National Awards selection processes. Executive Director Knaack outlined that the management of the program has been delegated to Eve Mills for the 2010 selection process. Discussion was had concerning the State Rep of the Year (SROTY) award category. Director Epstein moved to direct the National Office to ensure that the SROTY award can only be granted to one individual once every four years. In addition, the SROTY selection panel should receive all nominations and make its selection from that pool as opposed to a regional selection being made before going to a national selection panel. The motion passed with nine in favor and one against.

Director Epstein moved that the meeting be adjourned. Motion passed unanimously. Meeting adjourned at 12:47PM.

Respectfully Submitted by Dan Edwards, Secretary.