

# **MINUTES OF THE BOARD OF DIRECTORS MEETING**

Road Runners Club of America  
Wednesday, September 14, 2005

The Board of Directors of the Road Runners Club of America met in regular session via teleconference on Wednesday, September 14, 2005. The following Officers and Directors were in attendance: President Bee McLeod; Vice-President Tom Downing; Directors Brent Ayer, Lisa Paige, John Farrow, David Epstein, David Williams, Bob Holmes, and Chuck George. Also present was Executive Director Jean Knaack. Absent was Director Beth Onines.

A quorum being present, President McLeod called the meeting to order at 7:05 p.m. EDT.

**Approval of Minutes from August 10, 2005.** Amendments to the minutes were offered by Directors Farrow and Epstein. Director Holmes expressed some concerns with the privacy policy adopted at the last meeting; it was agreed that these concerns would be addressed at a later date. Director Farrow moved, and Director Epstein seconded, to approve the August 10 Board Meeting minutes as amended. A vote was taken and the motion passed unanimously with no abstentions.

## **Directors Reports.**

President. President McLeod reported that the American Road Running Association has officially dissolved, and is contributing approximately \$8,000 in remaining assets to our Roads Scholar program.

Vice-President. No report.

Regional Directors. Director Ayer attended the USATF Associations Meeting in Indianapolis on behalf of the RRCA. He reported on discussions and outcomes from the meeting.

## **Review Financial Status of RRCA.**

Status of Secretary-Treasurer Position. President McLeod reported that hopes to have the Secretary-Treasurer position filled by our October Board meeting.

Financial Statements. We continue to have new clubs join and receive email inquiries regarding membership. At this time, RRCA has 710 member clubs. Corporate sponsorship income is strong thanks to Dermik, Gatorade, and Michelob Ultra. Expenses for this year are below budget in most areas. Executive Director Knaack reported no red flags on any line items. If costs continue to be controlled, it is projected that at year-end 2005, the RRCA will have a solid net profit moving into 2006. Executive Director Knaack reported that our balance sheet shows our organization in a strong cash position as of August 31 with minimal liabilities.

Discussion took place concerning our audited financial statements. It was noted that our 2003 and 2004 audits were distributed to our membership at our 2005 convention. It was noted that we are bound by IRS regulations to provide audited financial statements upon request.

2006 Budget Planning Process. This matter will be taken up at our October Board meeting.

### **Executive Director's Report.**

Finalizing our Mission, Vision, and Values Statement. Discussion took place concerning our Mission, Vision and Values Statement proposed by Executive Director Knaack. Various edits were noted and following further discussion, Director Holmes moved, and Director Farrow seconded, to approve the statement as amended. The motion passed by unanimous voice vote, with no abstentions. This statement will be posted on our website.

Review performance metrics and organizational objectives for remainder of 2005. Executive Director Knaack provided a template for performance metrics, and spoke to its five categories: Communications, Programs and Services, Membership and Member Benefits, Fundraising and Sponsorship Development, and Financial Performance and Administration. There will be further discussion on this matter at our October Board meeting.

Database Update. Executive Director Knaack met with database volunteer Jim DiSciullo and reported that the database re-design project is coming well. When complete, we will have better historical records and improved data management capabilities.

Sponsorship Status. The Board discussed the FuelBelt, Inc. agreement presented by Executive Director Knaack. FuelBelt, Inc. will include information about RRCA membership with all website orders (over 20,000 orders annually). Hang tags displaying RRCA information will be placed on their store merchandise. In addition to this brand exposure, the agreement provides a benefit to our existing members (discounts on FuelBelt products), support for Championship Races, and support for RRCA certified coaches. President McLeod asked Executive Director Knaack to work with FuelBelt, Inc. to address the Board's concerns with the agreement.

Discuss New Orleans Fund scope, purpose, and status. Executive Director Knaack spoke to fundraising efforts for the New Orleans area. To date, we have \$1,000 with \$5,000 more pledged. She has entertained media inquiries from across the country, as well as runner inquiries. How and when we disburse these funds will be discussed at the October meeting. Director George asked that it be referred to as the "Katrina Fund" or "Gulf Coast Relief Fund" and not a "New Orleans Fund", inasmuch as there was substantial damage suffered by members along the Gulf Coast region.

Convention Update. Executive Director Knaack reported that planning for the March 2006 convention in Houston is going well. There will be further discussion on the matter at our October Board meeting. She tasked the Board to start thinking about potential 2007 and 2008 convention venues.

Business Meeting Items. Tabled

Annual Report. Tabled

Nominating Committee. Tabled

Awards Committee. Executive Director Knaack asked Vice-President Downing to provide a report on dates and deadlines at the October Board meeting. Vice-President Downing agreed to do so.

*Footnotes* Update. The RFP has gone out to eight potential responders. Results will be reviewed with the Board.

Website Redesign Update. The redesign phase will wait until after *Footnotes* is published.

Keeping Pace. This will become a monthly Executive Director's report to the membership.

Homework. Executive Director Knaack tasked the Board to think about our existing programs including their purposes and strategies for improvement; as well, she asked the Board to consider new program ideas. Programs will shape our 2006 organizational priority discussion. She requested that Board members contact their States Reps to talk about what is working, and what is not in our program areas. There will be further discussion at our October Board meeting.

**New Business.** None noted.

**Adjournment.** There being no further business to come before the Board, the session was brought to closure at 8:18 p.m. EDT by President Bee McLeod. Director Holmes moved, and Director George seconded, that the meeting be adjourned. The motion passed by unanimous voice vote, with no abstentions.

Respectfully submitted,  
David B. Epstein  
Director-at-Large  
Road Runners Club of America