

MINUTES OF THE BOARD OF DIRECTORS MEETING

ROAD RUNNERS CLUB OF AMERICA

Wednesday, May 23, 2007 via teleconference

President McLeod called the meeting to order at 7:03 pm EST.

Present: President Bee McLeod, Vice-President Tom Downing, Eastern Region Director Brent Ayer, Western Region Director David Epstein, Central Region Director Beth Onines, Southern Region Director Ken Bendy, At-Large Director Bob Holmes, At-Large Director and Secretary Lisa Paige, and Executive Director Jean Knaack.

Absent: Treasurer Dennis Novak.

Officers and Directors Reports

President McLeod requested a motion to approve the minutes from the March meeting. Director Holmes provided the motion. All approved. The motion passed unanimously.

President McLeod requested that the minutes reflect the exceptional effort by Jean and her staff in assisting the Roads Scholar Selection Committee. The Chair of this Committee gave special note to President McLeod regarding the exceptional manner in which the entire process was managed and all forty-two applicants were personally contacted by Jean.

President McLeod appointed At-Large Director Paige to the role of Secretary.

President McLeod announced the members of the RRCA Bylaws Task Force. This group will be chaired by Jeff Darman, and consists of: Don Kardong, Gar Williams, John Farrow, Bob Holmes, and Tom Downing. The Task Force will be announced to the general membership and it will then put out a call for input from the membership regarding any bylaw concerns. The Task Force plans to meet via email and teleconference and then in person in late summer/early fall. They will compile a report for distribution to the board by early fall. The Board will then present the recommendations of the Task Force to the general membership for comment. This presentation will follow the procedures documented in the current bylaws.

President McLeod announced that the Board meeting in July would be conducted over one day, Saturday July 14th. Business operations will be discussed in the morning and strategic planning will be the afternoon agenda. She will send out the announcement very soon so that the general membership has sufficient notice if anyone would like to attend.

Vice-President Downing had no report.

Treasurer Novak was absent and the financial report through April 2007 will be reviewed with the Board by ED Knaack later in the meeting.

Director Onines reported that her first regional meeting will be held in Davenport at the Bix 7. The Cornbelt Running Club will share a booth with the RRCA. Director Onines has appointed Dan Shields to serve as the Ohio State Rep. Ann Arbor is the next regional championship.

Director Ayer reported all fourteen State Rep positions filled and regional championships in place.

Director Bendy appointed Rachel Ragen as the Tennessee State Rep and is interviewing prospects for South Carolina State Rep. He made special mention to remind his fellow Regional Directors that a State Rep needs to have a state championship and turn in quarterly reports in order to be reimbursed for convention expenses. Also he reported a new event club in North Carolina, Maggie Valley Moonlight Run.

Director Epstein reported he sent Norm Haines a letter informing him of the decision to appoint a new Southern California State Rep. Director Epstein reported on the appointment of a Michele Biagioni as the Southern California State Rep. He is working on prospects for Idaho and Washington. He has contacted all his state reps to arrange a teleconference before July.

Financial Report

The financial report was given by ED Knaack. She reported there are no indicators that show our financials off track year to date. We are exceeding our membership income goal. She is pursuing new revenue opportunities in the form of grants, specifically to support the redevelopment and republication of youth running materials. She reported that board costs for the convention were somewhat higher than originally budgeted so she has adjusted the projection for overall board travel costs. She said she is confident that net profit will be good at year end. Director Holmes requested that Treasurer Novak consider a quarterly report to the Board on the performance of the investment account.

National Office Report

ED Knaack reported on the submission of grant applications as mentioned above and that Inside Track has been sent out with announcement of photo contest for calendar images. The Board will pick the final images for the calendar. She asked the Board to ratify the selected grantees for the Roads Scholar grants.

President McLeod asked for the motion, Director Ayer moved, All approved. Motion passed unanimously. The list of 2007 Roads Scholars is: Nate Jenkins, Steve Meinelt, Patrick Tarpy, Michele Lilienthal, Emily Mortensen, and Alisa Craig.

ED Knaack reported that our insurance will have one large claim which is a settlement in a race related death. She is also monitoring another potential large claim.

ED Knaack reported membership at 780 clubs. She expects 10-15 more members by year-end. She asked the Board for feedback on the 50th Anniversary logos. The Board agreed to let ED Knaack determine which logo to use.

New Business

Highlights of the discussion on the new office space and lease are: standard clauses, risk, tenet stability, included services (office cleaning), size to accommodate staff growth, utilities, proximity to airport, hotel, Metro, potential for RRCA to conduct workshops. Various typos in the lease were addressed as well. President McLeod asked for a motion to move forward with the ED Knaack signing the lease as presented with corrected typos, Director Holmes moved, All approved. Motion passed unanimously.

Old Business

Director Paige reported on the progress of the ED Performance Evaluation committee. She reported that the Board should expect three draft documents by the July meeting: a policy statement that affirms the Board will conduct an annual performance evaluation; a process and procedure document to guide the Board in performance evaluation; and an updated performance assessment worksheet.

Director Bendy reminded President McLeod of the old business item which is to address the topic of adopting an ethics policy. This is tabled until the July meeting

President McLeod asked for a motion to adjourn the meeting, Director Epstein moved All approved. The meeting was adjourned at 8:10 pm EST.

Submitted by Lisa Paige, Secretary.