

**Road Runners Club of America
Minutes of the Board of Director Meeting
February 28, 2020
Embassy Suites Hotel Centennial Park
Atlanta, Georgia**

President Garner called the meeting to order at 11:11 a.m.

Roll Call:

Mitchell Garner, President, present
Treasurer, Craig Minyard, present
Vice president and Western Region Director, George Rehmet, present
Eastern Region Director, Blaine Moore, present
Central Region Director, Sue Brown-Nickerson, present
Southern Region Director, Betsy Boudreaux, absent
At large Director, Jean Arthur, present
At-Large Director, Lisa Rippe, present
At-Large Director, Goody Tyler, Present
Executive Director, Jean Knaack, present
Andy Smith, RRCA staff, present
Michael Webb, Staff
Erica Gminski, Staff

Moment of silence in honor and memory of Bee McLeod

Minutes

President Garner called for approval and ratification of the November 2019 in-person meeting and the January 2020 minutes:

- Eastern Region Director, Blaine Moore moved for approval of the minutes of the January 22, 2020 teleconference. Approved unanimously.
- At large Director Lisa Rippe moved for ratification of the November 10, 2019 minutes, previously approved by e-mail. Approved unanimously

Award Winners: Hall of Fame – Director Lisa Rippe moved approval of the following Hall of Fame inductees. Unanimously approved.

National Running Award Winners - Vice president George Rehmet moved to approve the award winners. Unanimously approved.

Discussion was held to provide clarity and direction to staff regarding a few award categories.

Staff Overviews: RRCA staff reported on the various programs conducted by the national office, including youth programs, coaching certification, insurance, and music licensing.

State Representative – Term Limits: State representative handbook will be updated to limit state reps appointed starting in the year 2020 to a ten-year term.

Finance Items: Treasurer Craig Minyard gave report from the Finance Committee meeting regarding 2019 fourth quarter finances and the recommended 2020 budget and objectives.

Executive Director Knaack reported on operating objectives as recommended by the Finance Committee:

- The coaching certification staff is in the process of refining the program
- Convention planning continues
- Staff is investigating the possibility of an upgrade to the RRCA website

At-large Director Goody Tyler moved to approve the 2020 budget and operating objectives as recommended by the Finance Committee. Approved unanimously.

The board reviewed the investment report.

Audit – The Audit firm RRCA hired has now merged with a much larger firm and will now be known as Sikich. ED will monitor the work of the firm to ascertain whether it still meets the needs of the RRCA after the 2019 audit. ED Knaack shared information provided to the audit firm related to cyber security policies and procedures.

Cyber Liability Coverage - RRCA will offer a cyber liability insurance policy at an annual cost of \$270 per member that elects to take the coverage. There is a \$10,000 minimum fee to initiate the policy.

Executive Director's Report: The board reviewed the following policies:

- Code of Ethics
- Conflict of Interest
- Board Grievance
- Whistle Blower
- Document Retention
- Privacy Policy
- Spokesperson
- Agreements
- Reimbursements
- Legal Affairs
- Member Accountability Process
- Complaint Resolution Process
- Race Director Code of Ethics
- Board Diversity Policy
- Capitalization Policy

The Privacy Policy was updated to reflect that online donations and Race Director Certification Course are processed by RunSignup.com. Vice president George Rehmet moved that the Privacy Policy be updated, and the other policies be re-adopted as written. All approved unanimously.

- Safe Sport Compliance Policy – At-Large Director Lisa Rippe moved that the Safe Sport Compliance Policy be adopted as presented and be included in the RRCA Handbook.
- 2021 Convention – RRCA staff will make hotel visit in May to Sheraton in Orlando in preparation for the 2021 convention.
- 2022 Convention – RRCA has engaged the services of a hotel broker to identify and request bids from hotels in the Austin, Texas area.

Regional Reports: Board members reported on activities in their respective geographical areas.

Meeting adjourned at 3:52 p.m.