

# ORRRC Trustee Meeting

July 13, 2023

Meeting Location: Indian Riffle Park – Shelter # 1

Attendees:

- Peter Qumsiyeh – President & RD
- Robert Faux – Vice President & RD
- Eddie Weaver – Treasurer, RD & Timing Team
- Jim Bulach – Secretary & RD
- David (Hoot) Gibson – Trustee, RD & Timing Team
- Jennifer Summers – Trustee, RD & Timing Team
- Karen Gildow – Trustee & RD
- Nick Alexander – Trustee & RD
- Kevin Johnston – Trustee & RD
- Ruth Kohstall – Trustee & RD
- Cari Masek – Trustee
- Andrea Van Sickle – Trustee
- Alexander T. Chappars – Race Director



## Agenda / Meeting Minutes

- Meeting called to order by Peter at 7:00 PM.
- Approval of June's Meeting Minutes. (Jim)
  - Jim informed everyone that he made one minor correction, flagged by Hoot, which was changing the wording from "motion approved" to "motion passes" on the vote to remove a trustee who had missed four meetings. Other than that, everything else in the minutes that he emailed to the board has remained unchanged.
  - Eddie motions to approve the minutes; Cari seconds; Motion passes. (Jim & Robert abstained).
- Financials. (Eddie)
  - Accounts: Checking \$15,155.90; Ancillary \$507.00; Savings \$178,826.97.  
Total all accounts: \$194,525.87 (Est. Yearly ops costs: \$365,648)
    - Notes:
      - PERSONAL PAYMENT FOR FOLDING TABLE: On this month's register of expenses & incomes, you'll see that I had Peter sign a

check for one folding table. I went to buy our folding tables, and accidentally included one of the folding tables in my order. The others were separated out and paid-for with the Club card. Peter signed the check to separate the lock & key so I wasn't signing a check over to myself (which would have been a bad accounting practice).

- Ruth motions to approve the financials; Robert seconds; Motion passes (with Eddie abstaining).
  
- Funding Considerations
  - None
  
- Pre-Race Reports (Robert):
  - Englewood 5K (Alex Chappars)
    - Race date: 7/19/2023
    - Five Rivers Metroparks Final Permit purchased and secured (apparently due to the transition of Metropark employees, permits initially approved reverted to a "holding pattern," we may want to have other race directors contact Five Rivers Metroparks to finalize permits).
    - Age group awards purchased and secured; special awards for 0 - 9 age category purchased and secured; still pondering special awards for overall, master, grandmaster, and senior.
    - Englewood Fire Station for EMS services notified of race date and location. Will follow-up closer to race date to confirm.
    - Have 6 volunteers but could use a few more. Jim stated that he would also volunteer.
  - Wingman 10K (Eddie Weaver)
    - Race Date: 7/22/2023
    - Did not get the signs made. They were quite expensive.
    - Did get the white racing hats made for the awards that will go to the top 25 finishes, the top team, the top runner and the top military.
    - He did get shirts made and has sold 18 of them, so he'll have about 6 or 7 left for purchase on race day.

*The balance of the Wingman 10K race report below was submitted and carried over from last month:*

- Request for donations / proceeds from donation jars and/or shirt/items sales to go to Dayton VA Rehab, Disabled American Veterans, or Team RWB depending on which can guarantee the funds will go toward helping disabled veterans engage in fitness in line with our mission.
- Request use of the "Big 3" signs for the event (most likely: registration signage under the shelter)
- Since this is the 10-year anniversary of the race, I'm looking to make/sell shirts (profits to the donation org selected from above) and also to use RunSignUp or Square to sell the shirts.
- Looking to purchase inexpensive mile-marker signage with each of the fallen airmen's face/name on it for this race (my cost)
- I will cover excess costs over the budgeted \$300 for the race.
- I am going to attempt to better advertise this race on forums and see if I can get minor sponsorship from local running companies and organizations (but I'm pretty late to this, so I'm not sure how well it will work).
- I can use volunteers for this event if available! Please just message me and I'll find a place for you to help out!
- Another Dam 50K (Robert Faux)
  - Race Date: 7/29/2023
  - Permit Fee has been paid and am waiting for it to be posted.
  - Met with the Park Manager, and we have a course set up for the race.
  - Now getting everything all together.
- Tadmor 10K (Nick Alexander)
  - Race Date: 8/5/2023
  - I emailed in docs to Tipp City but have not gotten confirmation.
  - I have some volunteers I need to reach out to but wanted to get the permits in order first.
  - Robert stated that Nick should follow-up with phone calls to Tipp City to ensure everything is on track. Tipp's response to emails is quite often very slow.

- Summer Picnic (Kevin)
  - Event Date: 8/6/2023
  - Invitations have been sent out. Since Kevin has started doing this, the cost of invitations has increased from \$145 to \$272.
  - 855 mailers were printed and sent. 33 came back due to members having new addresses that were not reported in an address change to the club.
  - Peter inquired if it would be better to use social media platforms to inform members of the picnic, instead of sending the mailers? This prompted some discussion about the processing of RSVP's.
  - The picnic is a carry-in event, which will help to eliminate some of the wasted expense of members RSVP'ing and not showing up.
  - There will be a griller doing the food with a timeline to have it ready at 5:15. Kevin will be bringing tables and serving items. It was noted that there may be some of this stuff in the shed.
  - Events will include the dash, the cake walk, the egg toss, and the pinata.
  - We will also have the sprinkler unicorn again.
  - Ruth says that she will bring her Jenga blocks.
  - Kevin is renting a PA system, so he would like to have race directors step up and say something about the events to promote attendance / participation.
- Post-Race Reports (Robert):
  - Summer Solstice Half Marathon Trail Race (Jennifer Summers).
    - Race Date: 6/17/2023.
    - Participation: Registrations: 131 (42-45 non-members, but only 41 paid due to lack of cash). DNF: 7
    - Injuries: 1 person sprained his ankle 2 miles in, stayed at the shelter until he felt better, then went home. I followed up by email and he stated that he was OK. An incident report was filed via e-mail to K&K Insurance.
    - Finances: Income: \$410. Expenses: \$246.31 Net Gain: \$363.69
    - Awards: Due to time constraints, I shrunk awards to only the Top 2 in each 10yr AG, + top overall Male and Female. All finishers received an engraved finisher's award.
      - Greene County Career Ctr (Doug Picard) provided last-minute free engraving & cutting services.

- Repurposed top awards – Sugar Maple clocks, Cleaned off and reused Old Solstice awards. Bought supplement wood chips and board to cover up old awards.
- Volunteers: Volunteers were few but mighty & invaluable!! We pulled this event together in short order and it was smashing! Kristy Tocknell, Karen Gildow, Beth Stanze, Eddie Weaver, Nathan Summers, Zach Summers, Theo Summers, Heather Hawkins\*, Julian Whitecar, Theresa Tallman, Ruth Kohstall\*, David Gibson, Rebekah Taylor, Nick Alexander, John Reisner\*, Mark Boehm, Christian Haag\*, Barney Riesbeck
- Of Note:
  - 1 park person told us we would need to use a ranger for our next event there due to all the parking spots we took up.
  - Sweeper must know not to mutilate our reusable trail markers, and to carry out all signs. I had to sweep the course after the sweeper left due to reports of many signs and tape still left behind.
  - Can the next RD training session include a basic 1st Aid course?
  - I believe Kristy will resume being RD to future Solstice races.
- 1 Mile Dash 4 Cash (Brett McNinch)
  - Race Participation: We had 123 runners.
  - Additional Information:
    - The weather was 89 degrees w/ an overcast sky & a breeze & a few sprinkles @ 6:30pm.
    - We were a little short on volunteers, but it's a pretty easy race to manage so there were no concerns. Typically, I try to have two flaggers at our single road crossing, but I only had one this year. I also like to have a couple of people pulling timing chips after the runners finish, but I only had one this year.
    - Setup and tear-down is pretty easy for the RD to manage, but we didn't have any volunteers assigned to help in those areas this year.
    - Refreshments and Awards went smoothly. The facilities were fine, as usual.
    - The Timing Team was a huge asset and there were no problems reported from Registration.

- I made announcements to the runners and received nothing but positive feedback during the entire event.
    - Looking forward to next year's event on 6/27/2024.
  - 2<sup>nd</sup> Annual Challenging Perceptions Adaptive Trail Race (Josh Welhener)
    - Race Participation:
      - 5K - 51 participants
      - 2 mile- 16 participants
      - 1 mile- 12 participants
      - Total- 79
    - Regarding Next Year's Event:
      - I plan on returning, but would like to move the race to a different date.
    - Additional Information:
      - There are definitely things that need to be changed for next year.
        1. I would like to change the date to either early in June or sometime in July. There are multiple things we are competing against on this weekend.
        2. The race time needs to be shortened. Initially, the goal was to accommodate as many adaptive racers as possible, but since there weren't that many, we can probably shorten this to a two-hour event next year.
        3. Having people park in town and walk in was a challenge. If Glen Helen is the venue next year, might want to consider a shuttle system.
  - Dawg Gone Long Run 50 Miler/50K (Marilouise Beeman)
    - Race date: 7/8/2023
    - Race Participation:
      - 50k: 53 Started, 51 Finished
      - 50 Mile: 31 Started, 22 Finished
    - Additional Information:
      - The race went well overall; we did have a period of heavy rain and thunder, though no lightning was sighted.
      - Participants seemed pleased with the course, the food offered, and the wonderful volunteers.
- Board Discussions / Votes:

- Annual Focus (Andrea)
  - Andrea handed out documentation on setting an annual focus with the intent to help us better adjust the use of monies and/or time efforts to keep a functioning club and discover where efforts are best utilized on record.
  - She would like to make this part of our annual meeting.
  - She gave a general overview of the documentation, which covered the use of data to do objective analysis and reflection, followed by setting a focus goal for the year.
  - Hopefully, we can get club members and not just board members involved in the process, which spreads the responsibility and tasks over more people to keep from overloading board members with more obligations.
  - Peter stated that this is a very good idea and falls in line with what is being stated by the RRCA. We need to figure out the best time to set goals. After the election of new officers? At the annual meeting? At the picnic or the holiday party?
  - Kevin also echoed the importance of doing this.
  - There was much follow-up discussion on the implementation/timing of the annual focus.
  - The following individuals have volunteered to be part of a committee: Peter, Robert, Cari and Andrea.
- Monthly / Quarterly newsletter (Peter)
  - Andrea says that she is still interested in doing this, but she needs help.
  - She has a draft done already.
  - Eddie suggested possibly pausing on these efforts due to our decision on whether we pursue RunSignUp, which has a feature that will do some of the layout / formatting of the newsletter.
  - Jennifer says that she would be willing to help by doing the graphics.
- Club bylaw committee (Eddie)
  - Eddie is about 40% done with this and will have some additional updates to make based upon Ruth's award changes, which need to be included in the policies. It may be several more months before this can be completed, possibly in the October timeframe.

- RRCA Convention:
  - Information sharing from the attendees – part 4. (Hoot)
    - Attended the “Grow Your Club Meeting.”
    - Discussed how to acknowledge new members or first-time runners at our races.
    - Changing your logo to make it more inclusive.
    - One club stated that they changed their membership fees from \$25 to \$35. (So we are not alone in doing this).
    - Having a mission statement is very important.
  - Next year’s convention (California May 2-5) – (Peter)
    - Peter confirmed that everyone was on track with the board’s decision from last month on who would be attending.
    - Some general instruction was given as to how the attendees should be managing the logistics of their travel arrangements and registration.
- 5RMP new permit coordinator Carla Eck (Peter)
  - We have lost Chelsea as our permit coordinator. She has taken a different position with 5RMP. Chelsea says that she knows Carla very well and she should be good to work with when it comes to providing support in getting permits.
- Switching from MailChimp to RunSignUp (Eddie/Peter).
  - Discussed the pros and cons.
  - RunSignUp is free and has many excellent features for promoting events. However, it could change from free in the future.
  - Do we want to put our race sign-up in two different systems?
  - Currently, neither of these platforms sell our information, which is good.
  - RunSignUp would help Kathy immensely.
  - Eddie makes a motion to allow Kathy to migrate our information from Mail Chimp to RunSignUp. Peter seconds. Motion passes.
- Race Cards (Hoot)
  - He passed out the new cards to the trustees.
  - He asked that we get these out to the running community.
    - Passing a bunch of them out at the GnG and Turkey Trot, along with our other smaller races.



- Having trustees take them to running stores within the area.
  - Nick provided some feedback on putting a line break on the cards between the two years, which Hoot agreed is a good idea.
- Peter motions that we approve the race dates as printed on the race cards up through June of 2024. Nick seconded. Motion passes.
- Website (Hoot)
  - Can the pages have the most important information pop up at the top of the page, instead of scrolling down to find it, which many people will not do?
  - Eddie expressed a desire to do the same thing. He will work with Kathy to begin making some of these changes.
- Holiday Party Awards (Ruth)
  - She's trying to replicate what other clubs do when it comes to awards. There is a trail running club in Virginia that seems to have a very good method.
  - She has put together a list of awards, which includes categories, such as runners of the year, performances of the year, most improved, rookie of the year, ambassador, and volunteer of the year. She will be sending the list to everyone on the board for review and feedback.
  - There can also be contest awards, such as best photo.
  - She has put together a general schedule where in the month of December, members can make their nominations, hopefully through the website. Online voting would take place in January.
  - Kevin suggested that she should speak about the holiday party at the picnic to let everyone know the plan, along with the voting process by members.
  - There was also discussion as to possibly opening up nominations earlier than December, since most people are busy with other things and are not paying as much attention to our website / event schedule. Thoughts were also expressed as to having nominations open at Turkey Trot to take advantage of the large number of members / attendees.
- Membership and race attendance – Dragons 5K (Peter).
  - Peter discussed the idea of using other races, such as the Dragon's 5K, to promote our club and membership.

- When picking up his race packet, he'll ask if we can leave some of our cards there.
  - Other ideas expressed would be adding promotional items in swag bags or getting permission to put up some of our banner flags with QR codes.
  - Alex suggested possibly setting up a booth at some of the larger High School races and handing out the race cards, while simultaneously promoting our scholarship program.
- Meetings through October will be held at Indian Riffle Park – Shelter # 1 (weather dependent). Peter let everyone know that if there are severe storms in the area and we cannot use the park, then everyone should head to the nearby Panera Bread and we will have the meeting there.
- Around the Room: (items that require a discussion or vote should wait until next month's meeting, if possible)
  - Jennifer S – She's been organizing the shed and there is a lot of stuff that makes no sense being there. She needs to know what she can throw away and who to ask for permission to do so. Also, of note, she found a full box of collapsible cups, which someone was inquiring about at a previous meeting.
  - Eddie – The Instagram account is up to about 30 followers.
  - Nick – This will be the last year for the Run to the Moon race. He was also at a half marathon where they used reusable cups and then cleaned them. This seemed like a lot of work and didn't make much sense to him.
  - Karen – She let everyone know that Gene Black passed away on Sunday.
  - Kevin
    - Expanded upon the passing of Gene Black, where he gave details on who he was and his long-time participation in club events and other races in the area. He also let everyone know that Kim and him, along with a group of other runners went to Gene's house last night to take dinner to his wife Sandra and express their condolences.
    - He was asked to make copies of the volunteer sign-up sheets. He let everyone know that he has them done and will give them to the appropriate person that requested them.
    - He also received a question from the Road Race Management Association regarding criteria for Race Directors of the Year. They are looking for nominations and he would like to pursue it and submit the names of a couple of our race directors that are deserving of the award.

- Robert – He'll be starting the process of having a booth at the Air Force Marathon. He will be looking for volunteers to work the booth.
- Jim – Will not be here for the August meeting, so he'll need someone to volunteer to do the minutes. Andrea volunteered, which Jim very much appreciated.
- Andrea – Looking forward to selling her house, which will give her more time to dedicate to the club.
- Alex – With the next race on the calendar being his Englewood 5K, he would like to have a moment of silence before the start of the race for Gene Black.
- Peter adjourned the board meeting at 8:26 PM.