

# ORRRC Trustee Meeting

April 11, 2024

Meeting Location: Indian Riffle Park – Shelter # 1



## Attendees:

- Peter Qumsiyeh – President & RD
- Jennifer Summers – Vice President, RD & Timing Team
- Eddie Weaver – Treasurer, RD & Timing Team
- Jim Bulach – Secretary & RD
- Jen Yoak – Trustee, RD & Timing Lead
- David “Hoot” Gibson – Trustee, RD & Timing Team
- Robert Faux – Trustee & RD
- Kevin Johnston – Trustee & RD
- Karen Gildow – Trustee & RD
- Rebekah Taylor – Trustee & RD
- Micah Lipps – Trustee & RD
- Doug Picard – Trustee & RD
- Danny Sullivan – Trustee & RD
- Andrea Van Sickle – Trustee & RD
- Shannon S. Miller – Trustee
- Ruth Kohstall – Member & RD
- Al Eder – Member & RD
- Ronda Bennet – Member & RD
- Adam Clouse – Member & RD
- Cari Masek – Member & RD
- Beth Whitehead – Member
- Kayla Edwards – Member

## Agenda / Meeting Minutes

- Meeting called to order by Peter at 7:00 PM.
- Peter had all attendees introduce themselves.
- Approval of March’s Meeting Minutes. (Jim)
  - Jim stated that everyone should have received the latest update this afternoon (Revision 2), which included a couple of clarifications flagged by

Eddie. Changes in minute's wording are easily located in RED font and are as follows:

- “Eddie explained that, without a Board vote to change the race's budget, reimbursements will only be up to \$300, regardless of revenue generated.”
- In regards to making changes to the Marathon course, “Eddie stated that re-certification, nor re-certification costs, should not be a deterrent.”
- Hoot motions to approve the trustee meeting minutes; Robert seconds; Motion passes. (Jim and Karen abstained).
- Financials. (Eddie)
  - Accounts: Checking \$40,000.00; Ancillary \$507.96; Savings \$232,611.89. Total of all accounts: \$273,119.85.  
*(Est. Yearly ops costs: \$365,648)*
  - Notes:
    - SPRINGTIME SCAMPER PAYMENT: The race director for the Springtime Scamper, Adam Clouse, has requested full payment of his expenditures - an additional \$183.72 - from the Board. This has been added by Peter as an agenda item for discussion.
    - MARATHON: The marathon totals are not finalized, and appear higher than they will be, because we have not had our largest payments (e.g. shirts, timing expenses) yet.
    - FOOD AT MEETINGS:
      - I looked into Andi's idea for a form that alleviates our concerns about excess benefit (voting ourselves a benefit), and it turns out that's only applicable to Political Action Committees (PACs), so we can't use it. Thank you for the idea though Andi -- it got me to find the next info below!
      - I looked into law independently of what we were told by the Board Ethics lawyer we had provide us training several years ago (where he said that we could not have meals at meetings unless there was a substantial, undefined benefit to the whole membership), and found the following:
        - The IRS does not consider meals at a meeting to be an excess benefit, so long as they are reasonable and modest (but again, no definition of what is "reasonable and modest" exists). However, there's nothing in IRS policy/guidance that says this explicitly - we're relying on legal interpretation and tradition, so it's not 100% assured, but it's pretty close.

- The state of Ohio has no laws concerning non-profits and paying for meals at Board Meetings.
- Generally, the recommendation, from most legal resources in my research, is that a policy exists for meal expenditures by the Board before paying for such expenditures.
- Potential Course of Action (should the Board want to pursue this): In this case, since we're re-writing the policies and regulations/articles, I recommend we write this into our regulations so that it's voted-upon by the full membership and cannot be changed by the Board. Taking it out of the Board's hands makes it cleaner, and we can write in a limit like "\$50 in 2024 dollars adjusted for inflation" so that we're not having to re-write our articles/regulations in a few decades. It would give us consent of the membership, a firm policy we abide-by, and then can fulfill the request to have meals at the Board meetings to encourage participation from our membership.
- Adam Clouse inquired as to why we do not post financials on the website? He also wanted to know how many requests that we get for financials each year?
  - Eddie says for requests, all the board members, along with three previous board members and one member have requested them. Eddie says that he can add Adam to the distribution list of financials if he would like them. Eddie also said that he does not put them on the website for security reasons, but we do post IRS required documents.
  - Rebekah motions to approve the financials; Jen seconds; Motion passes. (Eddie abstains)
- Funding Considerations
  - None
- Pre-Race Reports (Jennifer):
  - *Reported at the March Meeting* - Camp Hook 4-Hour Relay Race (Micah Lipps)
    - Placing medals have been received for all divisions. Finisher awards will be in before race weekend.
    - We have 36 Teams & 96 Participants. Sold Out!
    - 7 Teams on the Wait List
    - Camping on Friday night will include Poker Run @ 7 pm and s'mores provided for campers. Have started a list of campers.

- Just like last year, will only need the clock to maintain a running clock (no timing team members required).
- Should be good on volunteers, but will reach out if anything changes.
- Will send email two weeks prior to race to participants to go over final details. Big focus this year will be parking.
- Let's hope for great weather like 2023. Can't wait for race weekend.
- *Reported at the March Meeting* - Sugar Maple Festival 5K Run/Walk (David "Hoot" Gibson)
  - I have need of additional volunteers.
  - As a minor rebranding, I've added "Run/Walk" to the name of the race this year.
  - I am not printing t-shirts this year like the past two years but will sell old shirts on race day.
  - Awards are designed.
  - There is a large group from the Bellbrook girls running club that will participate in the race this year. Hoot proposes that the board allow them to pre-register (using yellow sheets) ahead of the race.
    - Hoot is asking the board to waive the running fees for the few girls over 15. Running buddies who are not ORRRC members would be required to pay the \$10 entry fee.
    - As for the waiver forms, he wants to have them filled out and collected prior to the event. He would take care of this.
    - Hoot asked if the board needs to vote on this. Eddie stated that no vote is needed. We do a similar thing with the Wolverines at the DeWeese Lou Cox event.
- George Rogers Clark Park 10K (Larry Berna and Tim Snyder)
  - Awards have been ordered from Bill Mercer
  - Two rental Rumpke Porta Johns have been ordered.
  - Permit issued.
- Vandalia 5K (Ronda Bennet)
  - I finally got the paperwork right and submitted my request for the race yesterday, Tuesday the 9th.
  - I have not contacted EMTs etc yet, but I WILL DO IT tomorrow, Thursday the 11th.
  - I still haven't gotten my awards yet.
    - Doug provided an update stating that the awards will be done this week and he will put them in the shed later this weekend.
  - I'm not sure who the timing team is again.

- I will check the rules and safety. I feel like I did read them but I'll double check and review again.
  - I can still use some more volunteers.
  - Adam inquired if the club has ever looked at some of the software programs that can make it easier for race directors to coordinate volunteers. Jennifer stated that we are currently working on this and will discuss in more detail later in the meeting.
- Tie Dye 50K (Al Eder and Ashley Hartoin)
  - We are comfortable with things at this point.
  - We should have our permit from ODNR in the next few weeks.
  - We have selected our pottery finishing awards and the tech race shirt.
  - Runners have until April 20th to register for a guarantee of a shirt.
  - We have gone cupless this year.
  - We currently have 75 registered runners, which is running well over last year's pace--we expect we will approach 100 runners.
  - We have commitments from many of our previous volunteers and expect to finalize assignments soon.
- Tadmor 10K (Jennifer)
  - Nick has quit as the race director.
  - Heather Hawkins says that she would be willing to do it. Shannon may be available to be the co-race director.
  - Ensuring getting permits in time is a concern.
  - Peter will have the board vote and approve the new race directors online once he receives confirmations from those interested.
- Post-Race Reports (Jennifer)
  - Little Miami 10 Miler (Charles Rodeheffer)
    - Race Participation: 123
    - Weather: mid-40s, breezy
    - Numbers down to 123 from 191 last year. I think because the predicted weather (which ended up not being so bad). Last year was gorgeous. I'm motivated to get numbers back up for next year. I think just personally promoting it more will make a big difference.
    - Everyone who started the race finished, but I'll have a bike next year to make the course sweep easier.
    - Brought a tent for the timing team, but forgot the canopy (luckily the rain held off). Just need to polish up some of the small details for next year.

- Sycamore 10 Miler (Dan Cross)
  - Race Participation: 62 runners with 8 of those self-timing.
  - Course was just a bit muddy and windy, but it went well with one issue.
    - Shannon Miller had her car broken into and credit cards stolen.
    - She has been in touch with the Perry Twp police and is working with them to resolve it.
- Springtime Scamper 4 Miler (Adam Clouse)
  - Race Participation: 98 brave souls + an awesome army of volunteers!
  - I learned a ton about what it takes to put on a race! Unfortunately, the weather and a few other conflicting running activities suppressed the turnout. I'm still of the belief that this is an ideal race location and in that sense, I was pleased with how race day logistics played out. One thing I want to investigate is whether there is an opportunity to adjust the route to incorporate fewer turns. I am not tied strongly to a 4-mile distance, so may find an easier route that is potentially a different length.
  - I received a number of positive comments on the spring-specific ideas that I incorporated (bagpipe player, Easter eggs and flowers for awards, festive food and drink). All of this did not cost much money beyond the assigned budget and I would encourage others to consider these types of fun ideas in future races. It was a bit difficult to find volunteers (presumably a common problem), but I ended up with enough in the end after much asking.
  - I would direct this race again next year, but would do it several weeks later when weather is likely to be warmer (noting that Easter is not until late April in 2025). I would also note that the pre-race checklist, while incredibly helpful, has several items which are "out-of-date" and could use refreshing. If anyone has other questions, I'm happy to give my feedback and/or have a separate discussion!
    - Hoot says that he will work on updating the Race Director checklist. Jennifer will assist him with the updates.
- Board Discussions / Votes:
  - Springtime Scamper Budget/Reimbursement Amount (Adam)
    - In total, I ended up spending \$483.72. I would request that the board consider fully reimbursing me for this amount now that the race has happened. While turnout was lower due to the weather, I would hope folks saw some genuine thought put into what was purchased.

- Adam provided in-depth details and thoughts on race budgeting, the club image, and the challenges of race directing with such a tight budget. He also stated that the club's cash could generate much better interest rates than it is currently getting, which could help cover additional race costs.
  - This prompted a very long discussion from the board, along with the risk of setting a precedent for other race directors to exceed their budgets with no repercussions. If all race directors did this, the club would finish the year with a budget deficit.
  - It was noted that this is Adam's first year race directing and he volunteered to direct the race with a very short time-frame to prepare, where he had purchased/committed to some items prior to fully understanding his budget.
  - Doug suggested possibly adjusting the budget in the future to take into account the number of attendees. As we adjust the club's policies, this is something that we may want to look at.
- Adam's main request for this year is to reimburse him the \$183.72 for which he exceeded the \$300 budget.
  - Robert motions that we reimburse the additional \$183.72 to Adam. Jennifer seconds. Motion passes with 8 board members approving; 4 opposing; 1 abstaining.
- Veterans 10 Miler – Cari Masek co-RD with Robert (Vote)
  - Peter motions that Cari Masek becomes a co-race director for the Veterans 10 miler. Hoot seconds. Motion passes. (Robert abstains)
- Germantown Gem (Rebekah)
  - Would like to reinstate this race in January.
  - The race is approximately a half marathon distance.
  - Rebekah will research this further and find out from Carla on the possibility of permit approvals.
  - She will report back to the board.
- Board Elections – Lessons Learned for Next Year (Team)
  - After initial discussion from Peter, Andrea stated that she does have this included in the annual focus, so board discussion was then moved ahead to the next agenda item.
- Annual Focus Committee Update (Andrea)
  - Andrea gave an overview of what the committee has thus far.
  - She will send the document to the board members for review and analysis of the focus.

- It was suggested that non-members assist with the committee. After some discussion, Beth volunteered to assist.
      - In an effort to obtain lessons learned from the board elections, Beth will interview Kathy, Greg, and Margaret to get data and feedback.
- Membership Card Printer (Kathy/Eddie/Peter)
  - For years, Kathy has been tracking the price of ID badge printers, because she knows we can do so much better than the current plastic card with Sharpie writing that fades.
    - ID badge printers are finally under \$1K, and she got a quote at \$815 dollars, which would be the one-time cost for the equipment.
    - If approved, she would test the ink longevity during a 30-day window before she launches to the membership.
    - The cards are very reasonable to resupply.
    - It's the cost of ribbon ink per year that is higher vs. the cost of what we pay today for cards and Sharpies.
    - The software is free to download/use (no fee ever) and she's been playing with it.
    - A couple of sample ID cards that she created on the fly were included in her information.
  - There was much discussion among board members on the use of QR codes and if this could be part of the card. It was also questioned if we really need to have physical cards? The board would like more details on the equipment, in addition to investigating some other electronic / virtual card options.
- Community Outreach
  - REI Grand Opening – May 10-12 (Peter).
    - Get with Peter and/or Jennifer if you'd like to do this.
  - Reynolds Health Fair – Wed July 10 from 11am-1:30pm (Peter).
    - Get with Peter and/or Jennifer if you'd like to do this.
- Club bylaw changes update (Eddie / Team).
  - There are no updates on this. It is about  $\frac{3}{4}$  of the way done. He would love for someone to finish it up. His bandwidth is not there to finish it in a timely fashion.
    - Andrea says that there is a session on bylaws at the RRCA, which may be helpful.
    - Andrea is willing to finish up the compilation of the changes and clean-up. Doug will also help.



- Scholarships Update (Eddie).
  - 16 or 18 people submitted for the scholarship.
  - With the change in scholarship amount from \$1,000 to \$2,500, more applicants seem to have an interest.
  - Next step, Eddie needs to take the time to aggregate and put everything together for board review.
  - They all look like good quality candidates with a wide swath of people.
- Trustee meeting food/snacks – Update on form research (Andrea/Eddie).
  - *(Note: This particular bullet was also reported in the treasurer's report)* We cannot use the form that was proposed, since it does not apply to us. However, since we're re-writing the policies and regulations/articles, Eddie recommends that we write this into our regulations so that it's voted-upon by the full membership and cannot be changed by the Board. Taking it out of the Board's hands makes it cleaner, and we can write in a limit like "\$50 in 2024 dollars adjusted for inflation" so that we're not having to re-write our articles/regulations in a few decades. It would give us consent of the membership, a firm policy we abide-by, and then can fulfill the request to have meals at the Board meetings to encourage participation from our membership.
  - Since Andrea and Doug are working on finalizing the proposed revisions to the regulations and bylaws, they will work on having a proposed policy put in place for food/snacks at trustee meetings.
- Volunteer Committee (Jennifer)
  - She has two people, Kayla and Kate, who are willing to be on the volunteer committee.
  - The committee would like to create a list of people willing to be volunteers that can be called upon by race directors when needed.
  - Some ideas to create the volunteer list:
    - Have sign-up sheets at races for people.
    - Have a checkbox on membership renewal forms.
  - Some potential incentive ideas to be on the list:
    - Name recognition.
    - Be featured in newsletters and social media as volunteer of the month/week.
    - Collect passport stickers for volunteering at each race. People with the most stickers could get awards at the end of the year.
  - These ideas will be given to the committee members to build upon and expand.

- Blue Line Media / Ads on Club Website (Peter – can wait until May).
- Race Director Jackets (Peter – can wait until May).
- Executive Session
  - Peter motions to go into executive session at 8:28 pm. Robert seconds. Motion passes.
  - The board came out of executive session at 8:38 pm.
- Membership counts (Peter)
  - These counts are down. We are not sure why?
    - 1,203 total members – 68 lifetime members = 1135
    - 806 households - 43 lifetime households = 763
- Around the Room: (items that require a discussion or vote should wait until next month's meeting, if possible)
  - Jennifer – Thanked Shannon in her efforts for fixing us up with so much publicity. She would also like us to consider having all the meetings back inside. She can get a location that's free, has WIFI, a kitchenette for food, and we will not get kicked out if our meetings run late. It is near UD.
  - Eddie – Has received many thank-you's intended for Robert for putting on multiple races.
  - Jim – Still needs conflict of interest forms from 2 trustees. Has the forms, so we should be able to get these completed this evening.
  - Kevin – Wished those attending the annual RRCA conference good luck and thanked Doug for his work on doing awards. Stated that the awards at the Marathon looked great.
  - Hoot – Need 3 more course marshals for volunteers at the Sugar Maple. Hoping for good weather and wants to see everyone there.
  - Andrea – Will not be here next month, but she did email the picnic form out, to which Kevin stated that he has not seen. Peter will make sure that Kevin gets it.
  - Micah – 37 teams and 99 runners for Saturday's Camp Hook 4-Hour Relay.
  - Jen – Big thanks to Todd Yoak for ordering internal batteries for the clocks and timing boxes. All clocks are now completely functional and work great. Did some testing on one of the repaired clocks and it ran for 10 hours.
  - Doug – If anyone needs awards, just let him know, along with any ideas. He will be gone for much of the summer / out of the country. He does the awards at cost, but is willing to accept a small amount extra, or even doughnuts. He wants everyone to know that anything extra goes back to his students and not to him personally.
- Peter adjourned the board meeting at 8:44 PM.