



FINGER LAKES RUNNERS CLUB

BOARD OF DIRECTORS MEETING

Wednesday, July 11, 2007

Martha Van Rensselaer Hall, Rushmore Conference Room (114 MVR), Cornell University

Meeting commenced at 5:38pm

Board members present: Casey Carlstrom, Karen Grover, Joe Reynolds, Chris Reynolds, Steve Shaum, Katie Stettler, Nancy Kleinrock, Lorrie Tily, Evan Kurtz, Alan Lockett, Jim Miner, Tim Ingall, Steve Ryan, Mark Thompson, Diane Sherrer, PJ Peterman, Chris Irving, and Ian Golden

June Minutes: Accepted with following corrections:

Name Correction in Upcoming races > Twilight > "Evan will facilitate getting entry blanks, taking them from *Jim Miner* to Pat Leone. . ."

Reword in Finances > Sunshine Fund > "It is permissible for club money to be spent moderately for things like *flowers for funerals.*"

Race Reports:

Twilight 5K (6/20) – Alan Lockett reported great weather, and a record number of runners participated. The downside was that the race ran out of t-shirts and food. There was good feed back on the event, and it earned \$1,009.

FL50's (6/30) – Joe & Chris Reynolds reported that the trails were in good shape due to extensive labor in the months preceding the event. At least 8 trips were made for trail maintenance. There were a record number of participants (170); records were set for all three races, with 35 runners participating in the 50 mile event. The Corning Leader had a good write up in it's Monday July 2 paper. There were problems with the chicken BBQ vendor, and other vendors will be investigated for next year. Gross earnings for the day were \$3,500
Summer Track Meet (7/03) – Tim Ingall. The series continues to go well this summer

Upcoming Races:

WDF (tomorrow 7/12) – Chris Irving reports 118 pre-registrants. The weather is predicted to be perfect. 2 port-a-johns have been arranged for. There will be a dish-to-pass dinner afterward and a loose agenda with lots of memories and memorabilia on hand to commemorate Diane Sherrer. The event is expected to be well attended.
Forest Frolics (this Sunday 7/15) – Steve Ryan reports 50 pre-registrants. Cleaning up the Hauck Hill camping area required a lot of work. The trails are also in order now.

Filmore 5K (7/21) – Co-directors not available to report. Lorrie Tily noted that the pavement seems to be well marked, and there is talk around the town of participating in the race. 50% of the proceeds go to benefit the local community, as noted in these March 2007 minutes.

Forge the Gorge (7/26) – Tim Ingall called for volunteers.

Finances: Katie Stettler announced that she will be on vacation July 24 through the first week of August, so the cash box will go from race to race with the equipment. Race directors are encouraged to have cash on hand to make change. We have approximately \$13k in checking and \$7k in investments.

Katie then presented The Finance Committee's updated Financial Policies and Procedures, and requested that they be accepted during the meeting. The inciting event for the changes were some recent questions on how flowers could be sent for condolences, and what, if any, expenses could be made on behalf of an individual.

There was a general discussion of the proposed changes, and supporting ideas were presented.

A motion was made and carried that the presented updated Financial P&P's be voted on tonight, and not tabled.

A motion was made and carried that the proposed changes be accepted as follows:

4) Non-race related discretionary expenses need approval from the Board during a scheduled meeting.

The President may approve non-race related discretionary expenses less that \$75 up to \$300 per year.

7) *All expenditures must comply with the guidelines for corporations exempt from federal income tax set forth under section 501(c)(3) of the Internal Revenue Code as interpreted by the Road Runners Club of America.*

The approved Financial Policies and Procedures are attached to these minutes as a single sheet.

FLRC 40th Anniversary Committee – Evan Kurtz, Lorrie Tily, Joe Reynolds, and George.

Evan reported on the results of the online survey. The majority of respondents wanted it open to the public, and not only to members. 82% favored one major event (or weekend of events). 62% said that they didn't mind if it wasn't a revenue maker.

The Anniversary Committee recommends that the weekend of August 8-10, 2008 be set aside for the anniversary celebration, which will be open to the public. The Committee will continue to meet and make preparations. Ideas are solicited. A banner is being planned that can be used at various events throughout the year. Race directors are encouraged to work in the FLRC 40th Anniversary theme into their respective races and applications.

Newsletter – Nancy Kleinrock requests that race directors submit race results directly to her by email or via the listserv because results that she pulls from the website can be difficult to format for the newsletter.

Membership- Steve Shaum. Comp 11, Family 166, Individual 135, Lifetime 26, Team 4, Total 342

Webpage – no news from Casey Carlstrom.

Equipment – Chris Reynolds requests that when equipment is left at an alternate drop off site (like Joe Dabes porch), let Chris know by phone or email what was dropped off, and who was alerted.

Other VP Business

Trails – Joe Reynolds reports that Wilderness Search and Rescue really does a fine job of being available on courses. For the FL50's they were on site for 16 hours that day. He and other board members suggest that perhaps our annual \$800 donation may not be enough of a thank-you for all they do for us. [Secretary's note: from past minutes, contributions are as follows 2001 \$300, 2003 \$700, 2005 and 2006 \$800]

Other Business

Tompkins County Travel Guide. Jim Strehle and John Dailey Jr., not available. Mark Thompson will attempt to get current draft copy of race descriptions from John, and prepare them for submission.

FLRC Motto or Vision Statement – Mark Thompson requested that we keep talking about the idea of having a catch-phrase that encapsulates who we are, and why we exist. Perhaps this will mesh with the planning for our 40th year Anniversary.

Ithaca 5&10 Raffle/gift certificates – Karen Grover called for help in securing raffle prizes and gift certificates.

Meeting Adjourned

ATTACHMENT: ACCEPTED Financial P&P's Finger Lakes Runners Club

Financial Policies and Procedures

- 1) Race expenses:
 - a) Race directors are expected to cover the costs of their event with revenues.
 - b) Acceptable expenses for reimbursement: shirts, awards, equipment rental, refreshments/food, timing fees, permit and facility charges, advertising, gas and incidental expenses
 - c) Cash box is not to be used to reimburse expenses. In case of emergency on race day, send a note with receipt(s) to treasurer
- 2) Acceptable reimbursement procedures for any club expense in the following order of club preference:
 - a) Have vendors invoice the club directly for large expenses such as shirts and awards.
 - b) Pay expense out of pocket and submit receipts for reimbursement. Gas will be reimbursed at the federal standard mileage rate per mile at the race director's discretion.

- c) A race director may request & receive a cash advance of up to 80% of the prior 2 years average expense of the race. Amounts spent beyond the cash advance will be reimbursed after the event.
 - d) Checks can be made payable to vendor with amount blank
- 3) Receipts must be provided for all club expenditures in every case
 - 4) Non-race related discretionary expenses need approval from the Board during a scheduled meeting. The President may approve non-race related discretionary expenses less than \$75 up to \$300 per year.
 - 5) The equipment manager has a \$250 spending limit with provided receipts. Any purchase above \$250 requires Board approval during a scheduled meeting.
 - 6) The finance committee must be petitioned for exceptions to these policies and procedures. They will then submit the proposal to the Board with their recommendation. The Board will then make the final decision during a schedule meeting.
 - 7) All expenditures must comply with the guidelines for corporations exempt from federal income tax set forth under section 501(c)(3) of the Internal Revenue Service Code as interpreted by the Road Runners Club of America.

Adopted November 8th, 2006
Revised July 11th, 2007

Next Board Meeting August 8th, 2007
FLRC 40th Anniversary Celebration August 8-10, 2008

Submitted by FLRC secretary, Mark E. Thompson July 13, 2007