



FINGER LAKES RUNNERS CLUB
BOARD OF DIRECTORS MEETING

May 13th, 2020 at 5:30 PM
Virtual meeting held via Zoom

Attendance

- **Present:** Sue Aigen, Mike Allinger, Heather Cobb, Peter Dady, Adam Engst, Tonya Engst, Charlie Fay, Jullien Flynn, Nancy Kleinrock, Pete Kresock, Gary McCheyne, Mickie Sanders-Jauquet, Steve Shaum, Charlie Trautmann, Gerrit Van Loon, Bill Watson
- **Absent:** Emily Funk
- **Club members and guests:** Alex Kleinerman, Katie Stettler, Lorrie Tily

Introduction (5:30–5:55)

- Welcome of the board
- Review of meeting materials
- Revisions to the agenda
- Approval of the April meeting minutes
 - Charlie moves to approve the minutes as submitted; seconded. Approved, with 2 abstentions.
- Acknowledgment of notable volunteer efforts
 - Pete K. did an awesome job putting on the FLRC COVID-19 Fund Run.
 - Mike has been “doing battle” with QuickBooks.

Reports (5:55–7:37)

Finance (Mike Allinger)

- [Report](#) on the club’s financial position as of May 2020 (Mike)
 - [Non-race and Shared Race 2020 Budget](#)
 - [Banquet and Meetings 2020 Budget](#)
 - Revenues are/will be tanking, due to the cancellation of races, but so too are expenses.
 - The May financials reflect zeroing out race revenues/expenses for any race that has yet to take place, aside from the FL50s, to be discussed below.
 - Regarding contributions from the club to other nonprofits, some organizations (e.g., Ithaca Youth Bureau, Girls on the Run) will not be conducting their programs this year; aside from those, the club will wait until late in the calendar year to determine the levels for our contributions.
 - Nancy will look into the Finger Lakes Trail Conference’s expectations for membership by organizations and report to the finance committee’s subforum.
- Discussion about getting an FLRC corporate credit card (Adam, Charlie, Mike, Sue)
 - See proposal appended to these minutes.
 - Adam notes that, although there will be no actual reimbursement involved when using a club card, the Receipt Collector will still need to be submitted for oversight and recordkeeping purposes.

- Katie recommends uploading receipts directly through the credit card company, which would be imported into QuickBooks to avoid the need to manually match receipts to transactions.
- Katie thinks a credit card could be useful for interfacing with UltraSignup or RunSignup for refunds.
- Katie notes that \$500 might be too small for some purchases.
- Katie feels as though requiring sales tax exemption in a way that limits the purchase ability of RDs to buy things they need, including on race day, could be unacceptably restraining.
- Steve is concerned about incurring the liability/risk for the partial convenience of having the card.
 - Katie notes that there is the strong potential of using a club card for a personal purchase, even if inadvertently, and particular care and oversight would be necessary.
 - Katie also notes that it is likely that once or twice a year a fraudulent charge will occur because of outside bad actors.
- How do other nonprofits deal with these types of issues?
 - Charlie has had good success with this type of card with a nonprofit he is involved with.
 - Jullien notes that the Tri Club does not have a charge card, and she just reimburses herself when necessary.
- Charlie moves to accept the proposal as submitted.
 - Seconded; approved with two abstentions.

Trails (Gary McCheyne and Alex Kleinerman)

- [NY State Forward Phase 1 reopening](#)
 - (No discussion)
- Finger Lakes 50s (FL50s) status
 - Ultimately, the decision of whether to conduct the FL50s relies on the government's decisions.
 - Alex is in favor of transitioning the race to a virtual race, with registrants having the option of requesting a full refund, or running the virtual race wherever they care to run the distance and getting a commemorative T-shirt (and not getting money back), or simply donating the registration fee.
 - Tonya moves that we cancel the official FL50s, provide a full refund to all current registrants who wish to receive one, and then reopen a new UltraSignup event for a moderately priced virtual FL50s.
 - Seconded; approved unanimously.
 - Alex will provide a more detailed proposal within a week or so.
 - *Post-meeting update: Alex decided to simply cancel the race without offering a virtual option; registrants have until June 1, 2020, to request a refund, if desired.*
- Board motion to officially cancel Thom B.
 - Gary moves that the 2020 edition of Thom B. be (retrospectively) cancelled.
 - Seconded; approved unanimously.

Road (Mickie Sanders-Jauquet and Sue Aigen)

- The Stewart Park pavilion will not be rentable this year, leading to a need to cancel the Women's Distance Festival; the \$200 pavilion rental fee has been refunded.
 - Sue proposes that we cancel the 2020 Women's Distance Festival (minimally due to lack of pavilion access).
 - Seconded; approved unanimously.
 - Sue will reach out individually to people who had had their 2019 entry deferred to 2020 due to last year's cancellation due to weather.
- Fillmore 5K status

- Currently, Lorrie has obtained necessary permits, but it is yet uncertain whether the Southern Tier region will be open to the extent necessary to put on the Fillmore 5K.
- Lorrie notes that online registration has not yet opened for the race.
- She recommends waiting for a while to decide whether to cancel or hold the race, pending official reopening guidelines; there remains the question of whether a sufficient number of volunteers will be willing to participate.
- A decision is made to defer the decision to hold/cancel Fillmore 5K until the June 2020 meeting.
- Mickie notes that \$100 has been put down as a deposit to reserve the Buttermilk Park upper pavilion for the annual picnic; it remains to be determined whether the picnic will be able to go forward.

Virtual Fund Run (Pete Kresock)

- COVID-19 Virtual Fund Run to support the Finger Lakes Running Company
 - 527 participants; \$15,335 raised, much of which was through donations beyond the \$20 entry fee/donation.
 - Pete plans to arrange a press release and get a giant check to give to Ian (in addition to an actual, transactional check), with the hope of using Gnomon for this purpose to support a local business.

Track (Adam Engst)

- With the June and July track meets canceled, August also seems unlikely but is still in flux.
 - Adam wishes to take a wait-and-see approach regarding whether to hold the August track meet (similarly for later-summer and fall races).

Events (Charlie Trautmann)

- Survey about virtual events
 - The events team has created a survey that will be sent to members to gauge interest in holding nonrace events.

Governance (Adam Engst)

- Charlie F., Charlie T., Bill, and Adam met to discuss the process of updating the Policies & Procedures Manual and reviewing the bylaws
 - They intend to work on the bylaws in Google Docs and to work on getting policies and procedures into a standardized form.
- An additional task for the Governance Committee is to discuss the role of committees within the club
 - Conversations will take place through the Governance Committee subforum.
- It will be important to confer with legal counsel at regular stages in the process to ensure all is being done in accordance with current nonprofit law.

Communication (Adam Engst)

- The team has communicated race cancellations;
- and has sent Footnotes for [April](#) to the forum.
- The May Footnotes is in the works.

Philanthropy (Mickie Sanders-Jauquet and Jullien Flynn)

- Report on the scholarships for the year (Jullien)
 - Fewer applications have been received, but the quality is quite high. The committee will meet next week to select the winners.
- Need to figure out next steps, if any, regarding philanthropic activities.
 - Donations will be held until Q4.

Web/Tech Team (Adam Engst)

- Discourse report to show community engagement
 - Currently the forum has 615 users, with 285 posts in the past 30 days, and 10,400 pageviews.
- Change from last month's discussion with regard to inviting versus importing RunSignup members
 - Importing RunSignup members won't work because of the large number of duplicate entries complicated by family memberships.
 - Instead, Adam will invite people to join, and it's up to them to take action.

Membership (Adam Engst)

- [Members](#): 629 members, up from 611 at this time last year
- Memberships: 388 memberships, same as last year
- [Breakdown](#): 286 individual, 343 family members

Equipment (Gary McCheyne)

- No report.

Volunteer (Sue Aigen and Adam Engst)

- No report.

Group Runs (Heather Cobb and Adam Engst)

- No report.

New Business

- None.

Sue moves to adjourn; seconded, and unanimously approved 7:37.

Planned 2020 Board Meeting Dates

- Jun 10, 2020
- Jul 8, 2020
- Aug 12, 2020
- Sept 9, 2020
- Oct 14, 2020
- Nov 11, 2020
- Dec 9, 2020

Proposal for Acquisition and Use of FLRC Corporate Credit Card Account (with multiple cards):

After deliberation at its May meeting, the Finance Committee proposes that FLRC get a corporate credit card. The benefits of this to the club would include:

- Ability to use our tax-exempt status for more purchases, since NY State does not allow purchases that will be reimbursed to an individual to use the club's tax-exempt status.
- Ability to charge online accounts directly to the club, rather than have to run them through individuals' credit cards on an ongoing basis.

- Reduced accounting effort (and thus reduced expense to the club in paying for bookkeeping services) in writing and distributing reimbursement checks, particularly in a time when we can't meet in person to sign checks. This would also reduce the effort for individuals in processing reimbursement checks.
- Easier and faster transactions in certain cases (like funding RunSignUp's refund reserve) when writing a check will take significant time.

Criteria the Finance Committee considered necessary include:

- No annual fee. There is no additional financial liability to the club from having the card.
- Support for "employee" cards, which have individual names and numbers on them, can be limited to payments under a certain size, and have their own reporting and management options. The goal here is to avoid having a single card that is transferred between people or a number that's shared.
- Online management of the account in general and the employee cards in particular. That ensures the treasurer, the bookkeeper, and at least one other officer have constant visibility into and control over the account usage.

Particular policies the Finance Committee recommends include:

- The account will have a relatively low credit limit in the \$5000-\$10000 range. The goal is to make sure it's large enough for normal large purchases but no larger.
- The primary card will be held by and used by Mike in his role as treasurer.
- "Employee" cards will be provided to only the following people:
 - Adam as President, VP of Track, head of the Timing Team, and head of the Tech Team for paying for numerous online accounts, buying supplies online, and paying for supplies for seven races
 - Gary as VP of Trails, Equipment Manager, and director of multiple races for buying gear, paying for repairs, and paying for race supplies.
 - Mickie as VP of Roads, clothing coordinator, and director of multiple races for buying clothing and paying for race supplies.
- As volunteer turnover happens, cards will be deactivated and reissued by the treasurer to ensure that past volunteers cannot continue to use their cards.
- "Employee" cards will be limited to transactions of no more than \$500.
- There will be no number sharing. If a race director needs to purchase something with the club credit card, their VP or another officer can do it. Similarly, if a purchase is larger than the limit for an employee card, the treasurer will need make the purchase. The goal here is to provide oversight.
- All purchases made using the credit card will be reported through the Receipt Collector, using a new option to indicate that the expense has already been paid on the credit card.
- The fact of the club having a credit card does not change any existing FLRC financial policies surrounding purchases or misuse of club funds.

The Finance Committee believes that the Chase Ink Business Cash Credit Card meets all the necessary criteria and proposes that the treasurer move forward with the application.