



## FINGER LAKES RUNNERS CLUB

### BOARD OF DIRECTORS MEETING

October 11, 2017 5:30 pm

170 Roberts Hall, Cornell University

In attendance:

Board members: Sue Aigen, Mike Allinger, Lesa Carter, Denice Cassaro, Joel Cisne, Adam Engst, Nancy Kleinrock, Alan Lockett, Pete Kresock, Gary McCheyne, Mickie Sanders-Jauquet, Steve Shaum, Gerrit Van Loon

Club members and guests:

(5:30) Welcome of Board

(5:32) Review of Meeting Materials; Revisions to the Agenda

- 

(5:35) Approval of the September Meeting Minutes

- Gary moves to approve the Sep 2017 board meeting minutes; seconded. Unanimously approved (with 3 abstentions).

#### Unfinished Business (5:40)

Race Calendar and Race Directors for all races—All

- Proposed calendar, including in-meeting modifications from agenda included:

RACE	RACE DIRECTOR	DATE
Winter Chill 5K series	Bob Talda/Sarah Drumheller	Jan 7,14,21,28
Skunk Cabbage Classic	Alex Kleinerman	Apr 8
Thom B.	Joel Cisne/Gary McCheyne	
Tortoise & Hare	Mickie S-J/Emily Funk	Jun 2
Twilight	Gary McCheyne/Mickie S.-J.	Jun 13
FL50s	Alex Kleinerman	Jun 30
Women's Distance	Sue Aigen/Denice Cassaro	Jul 12
Fillmore 5K	Lorrie Tilly/Chris Irving	Jul 21
Forest Frolic	Peter Dady/Mike Stone	Jul 14
Forge the Gorgeous	Jess Kerns	Aug 2
Monster Marathon/HM	Daniel Longaker	
Ithaca 5 & 10	Gary McCheyne	Sep 16
Danby Down & Dirty	Pete Kresock	
Turkey Trot	Bruce Roebal	Nov 22
Winter Track	Adam Engst	Jan14/Feb18/Mar4
Hartshorne Mile	Adam Engst/Charlie Fay	Jan 20
Summer Track	Adam Engst	Jun12/Jul10/Aug14
Super Frosty Loomis	Boris Dzikovski/Eric Sambolec	Feb 3 (or 10)

#### New Business (5:50)

#### Brainstorming for 50<sup>th</sup> Anniversary of the Club—Mickie Sanders-Jauquet

- Mickie will look into doing a 50<sup>th</sup> celebration at New Park (now owned by Vicki Taylor-Brous on NY 89), perhaps in May, as well as looking into other potential venues.

#### Donation to Kids Run the Nation Grant Fund—Mickie Sanders-Jauquet

- Kids Run the Nation is a curriculum-based program for both boys and girls (akin to Girls on the Run); this fund is to provide \$1000 grants for elementary-to-middle school youth running nonprofits/programs.
  - Any donation the club might make goes into a general fund to be distributed nationally. The goal is a donation of \$100.
  - Sue moves to donate \$100 toward this national grant fund. Seconded. All in favor except for one abstention.

#### Battery-operated clock—Gary McCheyne

- Gary would like to purchase a second battery-operated clock, to make a total of three clocks: two battery-operated and one generator-based.
  - A ten-hour, six-digit, six-inch-tall-number clock with tripod would cost \$2800 (a five-digit clock would be \$2600).
  - Sunday, Jan 14, there will be a clock conflict: Winter Chill and track meet
- Sue suggests that if we get this new six-digit clock, then the generator-based clock be the only one the club lends out.
- Gary moves to allocate up to \$3000 for the purchase of a new battery-operated clock. Seconded.
  - Approved unanimously, with one abstention.

### **Current Events Reports & Business (6:20)**

#### Finance—Mike Allinger

- Financial statements have been distributed.
- Race registrations (~\$2K)—and net revenue (~\$10K)—is down appreciably over 2016 (and relative to the estimate for the 2017 budget).
  - Race shirt sales are down ~\$4K in 2017 vs 2016, although some of this will be recouped in 2018.
    - Steve suggests the RDs communicate with one another about best vendor options for purchasing race/club shirts.
- The finance committee met and generated the following set of recommendations regarding capital purchases and capitalization thresholds:

## CAPITAL PURCHASES & CAPITALIZATION THRESHOLD POLICY

This policy was approved by the FLRC Board of Directors  
on \_\_\_\_\_ (date).

### **Definition and Threshold:**

Capital purchases comprise furniture, fixtures, equipment, software, leasehold improvements, etc. that meet two criteria:

- 1) a useful life of more than one year, and
- 2) cost more than a certain amount.

The FLRC Finance Committee has established \$1,000.00 as the threshold amount for capitalization.

### **Competitive bid:**

For purchases in excess of \$1,000.00, competitive bids/quotes (preferably three, minimum two) should be sought.

### **Approval:**

FLRC's Capital Budget is updated each year and should include proposed capital purchases that are anticipated to take place during the year. Those purchases itemized within the approved capital budget are considered approved.

FLRC's Capital Budget includes a discretionary fund of \$500.00 that can be accessed by the equipment manager without prior approval, provided resources are available, and with the stipulation that the Board be informed of any use of the fund at the next regular meeting.

Capital purchases not within the approved capital budget, or beyond the scope of the discretionary fund, must be specifically approved by the FLRC Board as recommended by the Finance Committee. To seek such approval the equipment manager must provide the price and rationale for the purchase and assurance of availability of financial resources to support the purchase.

### **Recordkeeping:**

FLRC shall maintain a list of fixed assets showing the date of the acquisition, its cost, and a schedule for depreciation of the asset. FLRC shall keep on file documentation for each purchase.

Annual depreciation expense will be included in FLRC's annual operating budget.

For each purchase, the treasurer shall evaluate whether the acquisition will have an impact on insurance coverage, determine if present coverage valuations are adequate, and obtain additional coverage if necessary.

- Final approval, with corrections as discussed and reflected here, will be voted on Nov 2017.

Nomination Committee—Pete Kresock & Geritt Van Loon

- The full slate of recommendations are in place, except for VP of Trails, which is still being sought:
  - President: Denice Cassaro
  - Exec VP: Mickie Saunders-Jauquet

- VP Trails: —
- VP Roads: Alan Lockett
- VP Track: Adam Engst
- Treasurer: Mike Allinger
- Secretary: Nancy Kleinrock
- Members at Large:
  - Sue Aigen
  - Lesa Carter
  - Tonya Engst
  - Pete Kresock
  - Daniel Longaker
  - Steve Shaum
  - Gerrit Van Loon
  - Scott Wehrwein

### **Vice-President's Reports & Business (6:45)**

It is suggested to hold a race director dinner for RDs to share best practices.

#### Trails—Joel Cisne

- Forge the Gorges
  - Jessica will continue as RD for Forge for 2018; with the date remaining on the first Thu of Aug.
- Monster Marathon
  - Joel will work with Dan on the Monster Marathon/Half
- Danby Down and Dirty
  - 165 prereg; 145 runners.

#### Road—Alan Lockett

- Alan tried to get Lorrie to change the date of the Fillmore 5K, but she wants to keep it on Jul 21.

#### Track—Adam Engst

- Adam will be taking over the direction of the Hartshorne Masters Mile.
  - 2017, it had an overall budget of \$14.8K, shared by Tom and his sister; they don't wish to continue to finance it.
    - To readjust the budget, cut out hotel and comps for visiting elites, and raise the entry fee; together would reduce the costs to \$9.5K.
    - It would still entail prize money for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> places, male and female.
    - The size of the event cannot become much larger (because of timing before the Cornell meet that follows).
    - To make up the budget, Adam would seek additional outside sponsors (e.g., JP Morgan, Cayuga Medical Center, Corning Inc., as well as individuals as potential sponsors).
      - Adam considers might need to seek ~\$3K from the club (as opposed to the \$1.7K the club has been contributing in past years); another option is to raise the entry fee for all the track meets.
      - Sue suggests Hartshorne be looked at as programming (which we haven't been doing a lot of the past couple of years).
  - Gary moves that the board guarantees the requested \$3000 (an additional \$1300 from 2017) to support the Hartshorne Masters Mile, with the understanding that Adam will seek new outside sponsorship. Seconded.
    - Unanimously approved, with three abstentions.

RRCA coaching certification level 1 will take place March 10/11, 2018.

- Cost to participants will be \$325 per person.

### **Committee Reports & Business (7:15)**

*Membership*—Shelly Marino

- Individuals, 258 (including 30 life members); family, 216; total of 474 members.

*Programming—Gary McCheyne*

•

*Marketing—Adam Engst*

•

*Web Presence—Maria Costanzo*

•

*Equipment—Gary McCheyne*

•

*Volunteer—Mickie Sanders-Jauquet*

•

*Scholarship—Gerrit Van Loon*

•

*Board Governance—?*

•

**Good of the Order (7:15)**

Mike moves to adjourn 7:15 pm; seconded. Passes.

**Next Board Meeting: November 8, 2017**