

Annual Membership Meeting and Board of Directors Meeting  
August 24, 2019

	BOARD MEMBERS		
X	Don Branaman	X	Steve Felde
X	Amye Chaparro	X	Caroline Gardiner
X	Doreen Davis	X	Heather Hopkins
X	Dave Dixon	X	Diane Manzini
X	Lauren Erdelyi	X	Greg Wenneborg
X	Sheryl Felde		
	PAST PRESIDENTS (NONVOTING)		
	Randy Accetta		Steve Outridge
	Tim Bentley		
	OFFICE MANAGER (NONVOTING)		
X	Lucas Tyler		

The meeting was called to order at 8:12 a.m. by President Amye Chaparro.

## I. Strategic Planning and Board Governance

### A. Welcome and Introductions

1. Introduced one guest: Denise Gizinski
2. Vice President Lauren Erdelyi reviewed diplomacy guidelines for SAR board meetings.
3. Each board member introduced themselves and explained their role.

### B. Year in Review

1. Financially we're extremely stable and sitting well for the future. We have a good cushion that has been built up over the years.
2. We should market more about what it means to be a SAR member and talk to people about joining the board. Let them know they don't have to be a specialist.
3. We've done an excellent job of directly communicating with our members.
4. FitKidz had a really good year with greater participation at all races and the expansion of the training program. The Children's Fitness Fund had a lot of applications.
5. Good momentum going into next year. The new timing system will be a big boost.

### C. Board member position reviews

1. Reviewed and made changes to the officer and coordinator position descriptions.
2. Created new coordinator position: Race Liaison. Caroline volunteered to serve in this role.

3. We will add a job description for Office Manager.
4. We will add a Member-at-Large description to include the following: Support not only leadership but also coordinators. Attend and participate regularly in board-driven events. Choose one leadership or coordinator role to actively support.
5. Website redesign discussion
  - a. There are funds in the budget to do a website redesign this year. We need to hire someone new to design it and figure out who will oversee. Steve Outridge should be involved; he currently has the greatest access.
  - b. Website should reflect mission and vision.
  - c. We will need to work with Rebecca Weisman to transfer the domain name. She pays for our domain name and then charges us. If there is a copy of the original contract for the web design we're currently using, Steve Outridge might have it.
  - d. One problem with the current website is that it doesn't always allow Greg to post all the times from races and it doesn't allow live results.
6. Onboarding and recruitment discussion
  - a. Need new board member packet to be given to potential members after they submit their applications.
  - b. We should also have a standard new member orientation, where we meet with a new or prospective board member to make sure we're vetting new members but also to explain what is expected.
  - c. We discussed recruiting from high school and colleges - good volunteer activity for their resume. Lauren has reached out to UA clubs that have anything to do with running. We should also consider EMT students; there is a new emergency medicine degree on campus, and people in the program will need to get experience.
  - d. We could have more interns - public health, sports management, marketing, IT. Eller requires internships for marketing and accounting.

10:10 to 10:30 a.m. - Break

D. Greg Wenneborg presented the new timing system.

1. It uses the same system and software but has a different type of antenna, and the new mats protect the antennas better. This should solve the issues we had with some bibs not getting read. With the mats we have now, we can do as wide a starting line as we want.
2. The cost of different kinds of race tags was discussed. The tags with the new system are 49 cents each regardless of number purchased. We will continue to charge race directors 79 cents per tag for now. They are getting a better system for the same price, and it will help pay off the new system. We will plan to phase out shoe tags because they are more labor intensive.
3. Race directors should tell Greg how many mats they want and where on the course.

## II. Board Leadership

1. Discussion of who wants to stay in their roles.
2. Discussion of needing someone to audit the finances. We could hire a firm to be an auditor.
3. Discussion of term limits for officer positions. For boards of this size, there is typically a 3-year term with 2 years for a leadership position. Right now, we have two 3-year consecutive terms for board members.
4. Membership vote on board members: Diane nominated Doreen, Dave, Sheryl, Steve, Caroline, Amye, Lauren, Greg, Diane, Don, and Heather. Sheryl seconded. The motion passed unanimously.
5. There were three mail-ins nominations, including one for Denise Gizinski. (The other two were for current board members.) Sheryl moved to appoint Denise to the board. Dave seconded the motion. The motion passed unanimously.

President Amye Chaparro adjourned the Annual Membership Meeting at 11:34 a.m.

President Amye Chaparro called the Board Business Meeting to order at 11:36 a.m.

## **I. Vote in Officer Positions**

Heather moved to accept the following slate:

Amye Chaparro for President  
Lauren Erdelyi for Vice President  
Heather Hopkins for Recording Secretary  
Dave Dixon for Treasurer  
Doreen Davis for Materials Officer  
Steve Felde for Membership Secretary

Sheryl seconded the motion. All positions were approved with only one abstention for each (the person being voted on).

Lauren motioned we recess for lunch at 11:40 a.m. Sheryl seconded and the motion was approved unanimously.

Amye called meeting to order after lunch at 12:40 pm

## **II. Board Reports**

A. Office Manager Report - Lucas reported that we have 715 memberships and 1023 members. The Spirit of Rob Bell nominations are now open. Lucas purchased a computer for \$400. The printer doesn't work because it's so old it doesn't have a driver. Steve motioned we approve \$200 to buy a new printer. Caroline seconded. The motion passed unanimously.

B. Materials Officer Report - Doreen has not purchased a cart to help with transporting materials at race day but will do that and check on shed before the Saguaro Labor Day Race.

C. Treasurer's Report- Dave

1. A report of checks issued since last meeting was distributed.
2. Budget: Instead of budgeting income and expenses, he budgeted net proceeds. We're in good shape financially and can spend more this year on supplies.
3. The Office Manager's rate of pay and job duties were discussed.
4. Dave is still working on the 2018 tax return with plans to submit by September 11. We got an extension until November 15.
5. Dave moved that we make President Amye Chaparro, Vice President Christina Lauren Erdelyi, and Treasurer David Dixon designated account signers on the BBVA bank account and take Diane Manzini off as a designated signer. Sheryl seconded the motion, and it passed unanimously

D. Social Committee Report - Amye

1. The next Happy Hour Hobble is going to be at Crooked Tooth on August 30. In September it will be at Dragoon Brewing Company.
2. We discussed having representatives at Meet Me at Maynards and Meet Me Wednesdays (St. Phillips's Plaza) occasionally to represent SAR and connect with the walkers and runners who do these events.

E. FitKidz

1. The program brought in about \$10,000 over the past year and spent about \$7000. There is currently about \$5000 in the account. Extra money was donated from the following races: Cinco de Mayo, Dave's Run, and Sabino Canyon Sunset Run.

2. The first official FitKidz race was Sabino Canyon. This year will be 6<sup>th</sup> annual. The program has brought in \$52,000 total since we started and has covered all expenses. Diane is getting special medals for Sabino Canyon race on September 28.
3. The number of participants is up for every race, and some have doubled. The biggest race to date was at Meet Me Downtown. There have been 772 finishers so far for 2019. 135 kids registered for the FK training club.
4. There will be a FitKidz race at the Old Pueblo Invitational on September 14, the Sabino Canyon FK race is on September 28, and the last FK race of the year is at Get Moving Tucson on October 27.
5. The passports have been a big success. Diane tries to add something new every year, and this year was the passport program. We will probably do it again next year. The last two pages were for them to track their activities at home. We might try to incentivize that. The passport booklets cost about \$1 each. We could have a place where kids can put their picture like a real passport. We could get a Polaroid camera and take their picture at the races.
6. It would be good to put on an event in South Tucson to reach kids for whom transportation is an issue.

Break from 1:43 to 2:02 p.m.

### III. Specific Items of Business

#### A. Children's Fitness Fund (Lauren)

1. We had 17 applications this year. Most are to fund school programs, encourage increased fitness and tracking that fitness. We are reaching out to lesser-served communities. We asked for a budget but did not get one from everyone. It's what we'll be asked for when we apply for grant funding.
2. We would like groups to come to a meeting and share what they used the funds for or at least have them submit a report with pictures.
3. We discussed having an annual report that contains philanthropy that we give out to membership.
4. Lauren graded all applications on the same day to make sure she was looking at them with the same lens, but it would be better in the future to have another person grade as well. She left off anyone who scored below 50. Lauren wants to give feedback to everyone so that they know what they were missing in the application.
5. Heather moved to fund the first 8 applications listed on the chart (scores of 80 and above). Steve seconded, and the motion passed unanimously.

#### B. Race Contracts and Updates

1. No current contracts to go over.
2. BE Tucson - Heather does not have time to direct the race this year. We will cancel the race. Planning that was done will be saved for future event. Thanks to Denise, Diane, Lauren, Lucas, and Amye for their help. We will discuss having it at a different time of year.
3. Run Tucson - Caroline would like to have a Word copy of the original contract. Heather to send pdf to Dave to convert.
4. In lieu of the Winterhaven Run that we used to do, we discussed making the December Hobble something special for the holidays.

C. Discussion of Roadrunners Club of America 2019 conference attended in March 2019 by Heather and Sheryl. Heather gave a presentation on branding. Discussed RRCA Runner Friendly City Award. We will reach out to Randy and Tim to offer help with planning media coverage.

D. Rob Bell Award is now open. Lauren will work on getting information out about the nomination process.

E. Annual Party will be on January 26 at the Playground.

#### F. Future meeting location -

1. The conference room at Tucson Orthopedic Institute (TOI) would be \$80 per month.
2. We no longer have the room reserved at Health South.
3. Amye will look at rooms on UA campus.
4. Doreen will email someone about TOI but she is out of town for 8 days.
5. Lauren can book rooms at UA Health Sciences Center for free and will look into that possibility.

#### G. Mission and Vision Workshop

1. Lauren suggested we adapt our mission slightly to reflect any shift in focus, maybe making the children's program more at the forefront.
2. We discussed shortening the vision statement, adding more of the community aspect, youth programming, and promoting health and wellness.
3. Vision should be forward looking - what do we want to progress into? We will think about and discuss how to change the vision statement to reflect how SAR has evolved.

#### H. Around the room

1. Caroline - Excited for the next year. Lots of competition and new races from other entities that changes how we interact with the community. Good for us to think about all the reasons people should join SAR so we can communicate that message.
2. Steve - Volunteer incentive program - We've had 169 different volunteers. If we call each event an hour, we've had 353 total volunteer hours. It looks like we will give out 25 free entries by the end of the year. Right now, 12 people have done 4+ events and 13 people have done 6+.
3. Doreen - Will have more information on the shed at our next meeting.
4. Dave - We should have food at our meetings. More money has been budgeted for meetings.
5. Denise - We should do a Fun Run with cake.
6. Heather - Kudos to Amye for Remarkable Runner board member introductions on social media. Suggested we do a similar campaign highlighting a "volunteer of the month."
7. Diane - Board member contracts and bylaws - everyone should read them and look at term limits, we need to vote on it.
8. Amye - Time for monthly board meetings has been changed to 6 p.m.

Steve motioned to adjourn the meeting. Sheryl seconded. Motion approved unanimously.

The meeting was adjourned at 3:22 p.m.

Respectfully submitted by Heather S. Hopkins, Recording Secretary of Southern Arizona Roadrunners