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# UTICA ROADRUNNERS BUSINESS MEETING

Monday, January 9th, 2023 6:00 pm, Boilermaker Headquarters

Board Attendance: Sharon Scala, Andrew Rubino, Travis Olivera, Rebecca LaPorte, Mason Hedeen, Jen Bachelder, Jenna Stefka, Melissa Barlett, Erik Winberg (6:22pm)

Absent: Phil Trzinkski

Also attending: Tom Bick, Wendy Bowers, Matthew Krush, Greg Jerome

Meeting called to order at: 6:03pm

Motion to accept minutes from last meeting: saved for Old Business

**INITIAL BUSINESS:**

* Tom Bick spoke about measures to consider for a safer course for future Safety Runs as he was injured in November
	+ Tom notes that he is not blaming the club for this injury and has been able to walk while healing
	+ He noted that the route taken for the Safety Run this year was quite dark, and there are not many lights along the parts of the roads that went outside of the Masonic Home campus. There were very few volunteers along the course as well.
	+ There were other folks on the run who were confused about the route as well.
	+ Other possible locations near there could include using the Parkway by MVCC/Proctor Park or part of the MVCC campus or return to the Parkway Rec center, or perhaps near the old Fitness Mill.
	+ Sharon is not likely interested in Masonic as the location again

* All 2023 Board members should have renewed their membership and signed the Conflict of Interest - get these to Melissa
* Code of Conduct Discussion/Revisions/Approval
	+ **Melissa motions to adopt and post the updated version of the Code of Conduct, Jenna 2nd. Unanimous pass, 1 abstention.**
	+ Melissa will post this.

## COMMITTEE REPORTS

### Activities & Events – Jenn Stefka

* + **Races**
		- **New Year’s Run** at Accelerate - Jen Bachelder
			* 60 pre-registered and 11 day of registrations!
			* We had 3 new memberships in person and 1 renewal day of
			* We had 4 people register day of for $10 each
			* We accepted a $20 donation from a gentleman who took a couple shirts from the “giveaway pile”
			* Equipment has been returned to trailer except for the power pack which will be given directly to Phil
			* Water was purchased for $14.97 and Jen will submit the receipts
			* Net proceeds: (not including the memberships) $45.03
		- **The UR Four ~~Race~~  Pack Challenge -** Andrew Rubino
			* Cost: was $100 last year -we would like to keep this
			* USA Racing has developed the artwork, looks good
			* Swag is in the works - what do we want?
				+ Can coozie (tall cans?!) and water bottle
				+ Duffle bag
				+ Hoodies or ¾ zips
				+ Could make a store for add=ons
			* We are trying to go live with registration by bundling the races into a series
				+ Separate race pages need to be updated by the race directors and made live, but we shouldn’t give out the links
				+ Andrew is working on this
		- **Run 2 End World Hunger -** Over 150 people participated.
			* Over $3,000 raised. Rocco will set up a check presentation hopefully soon.
			* Rocco needs the check from the Club (a real one and the big one!)
			* We will need a new director moving forward in 2023.
				+ Rebecca and Mason are willing to take this on!
			* Remember to invite the mayor!
		- **Save Our Switchbacks** - Sharon Scala
			* April 8, 2023, TNT Timing has been secured.
			* Joe Woodworth has been contacted for artwork
			* Sharon will open it for one day for $20.23 - then it goes up to $30
		- **Summer Sizzle** - Jim Mott
			* Proctor Park - Sunday, June 18, 2023
		- **Falling Leaves -** Andrew Rubino
			* September 24, 2023
			* Mike will be doing race day direction
		- **Skeleton Run -** Rob Kapfer
			* October 15, 2023
	+ Virtual Events
		- **Santa Sizzle** - Weekend event was held virtually - Dec. 16-18th
			* Pickup was held at Sneaker Store
			* Very successful!
			* Thank you Jim and Santa Sizzle, Harry Campbell!
		- **FIVE after FIVE** - Jen Bachelder
			* No updates
			* Jen would like help to continue this event
				+ Specifically, coming up with challenges over the course of the event and possibly some other logistics
			* We would love to continue the live event portion of this
			* Wendy Bowers might be interested in helping, and Jen and Andrew and Wendy can discuss
			* Melissa is willing to jump in to keep the scavenger hunt aspect involved and alive with the tech she already built
* Activities - Limited
	+ Scholarships - Greg Jerome
		- Greg has agreed to help lead this! Andrew will work with him, along with Travis, Erik, Jen, and Mason as readers.
		- Committee will need to meet by March
		- Call for candidates start in April, ends near the end of May
		- Committee can consider the criteria to provide scholarships based on more than just the grades and performance, including need and “grit”
	+ Boilermaker Training Program - Open
		- Dorothy has stepped away from the leadership role for personal reasons, but will still be involved
		- Tim and Joan have stepped away as well
			* The coaching materials they created are available
		- Accelerate has confirmed that the Club is welcomed back
			* Need to secure start date and times (last year we went from February 26th to March 26th 7:30-8:30)
			* Erik would like to start the 2nd week of March
				+ That’s Mad Mile, but both could be done on the first day
		- Having some co-chairs of this event would be great
			* Wendy Bowers and Erik Winberg could do this
			* Erik will take the lead
	+ Boilermaker Expo table and volunteers
		- We need to know when to communicate with the committee so that we have a table at the Expo on Friday and Saturday and also that the tent/keg/tables are all ready for the post-race party
		- Erik notes that likely these sign-ups will be happening in March
	+ Youth XC Training Program - Nate Getman
		- We think Nate will run this again, Andrew will check in
	+ Grand Prix - Gary LaShure
		- Gary and Tim will coordinate the Grand Prix with Club Cup events in 2023.
		- Jen should reach out to Gary and Tim to start this process, Andrew will help.
	+ CNY Running Club Cup - Tim Kane
		- Travel mugs are in! They will be awarded at the Banquet
	+ Development Runs - Ashley Mancini
		- DRuns will start May 10, 2023
		- Timing?
			* Ashley will need consistent volunteers to make this happen
			* If we do timing and give tags, we will want to make it clear that you must run at the correct times and with the tags to be part of the timing and to get the tshirts
		- Perhaps some way to sell a 10 run pack?
			* Something to look into
* Activities - Ongoing
	+ Volunteers - Jenn Stefka
		- No updates
		- Race directors should let Jenn know about what volunteers are need at LEAST ONE MONTH before their event if they want her to coordinate
		- We think only 3-4 people might be going for it, Melissa will watch for them and note to Jenna
	+ Social - Sharon Scala
		- January Happy Hour was minimally attended.
		- “Happy Hour” for February, 4th - Saturday morning at Calabria Coffee (52 Genesee St, New Hartford) at 9am
			* People could run before and then meet for coffee
			* Run from the Sneaker Store, and then meet for coffee
			* People could meet starting at 7:30 or later if they are going shorter
			* Jen B. will post on Facebook, Sharon can get info to Michelle for Splitimes if it comes out
	+ Banquet and Awards - Jenna Stefka/Melissa Barlett
		- Possible locations: Club Monarch or Irish Cultural Center
		- We should lock in a date so people can get it on their calendars ASAP
			* Jenna is looking at March, but will check her calendar to pick a date
		- Mileage forms due January 31st, 2023
		- Award nominations date - closer to Banquet, probably early February
	+ Thursday Night Runs - Wendy Bowers
		- Runs from the Mill Family Fitness Center in New York Mills
			* Runs start at 5:45pm from the lobby
		- $100/year for the track and locker rooms deal for the Utica Roadrunners
			* They don’t mind if people gather in the lobby for outdoor runs
			* Wendy can let them know to put this deal in the Splitimes
* UR Supported Events
	+ **Tunnel to Towers Utica 5k** - Phil Trzcinski/Alex Gonzalez
		- No updates.
	+ **Trenton Fish and Game Club Trail Run-Rob Kapfer**
		- Rob Kapfer hopes to continue in 2023.
		- No updates.
	+ **Grateful for Graham 5k**
		- April 29th, 2023
		- No updates.
* Committees
	+ Diversity Committee - Melissa Barlett/Michelle Truett
		- **Run Against Racism**
			* Yes, we will run the live race again on June 17th
			* Committee will be meeting soon
			* Has some ideas for Black History month
	+ Blood Drive - Andrew Rubino
		- Drive was held December 30th at The American Legion Utica 229
			* 51 potential lives were saved!
			* 18 donors presented
			* 17 units collected (including units collected from 3 Power Red donors!)
			* We had 3 first time donors!

### Administration & Finance – Sharon Scala

* + Financial - Travis Olivera
		- Travis is being brought up to date on the financials
		- An official audit would likely cost quite a bit of money
		- Bank of Utica
			* Needs an invoice to pay for the upcoming 2023 sponsorship year
			* They may not have paid in 2021 due to a lack of an invoice, but we aren’t going back to worry about that now. We have money from them in January 2022.
		- Last month
			* More expenses than income due to paying for a number of items from previous racing events
		- Savings account needs some transactions
			* Might look into putting some of this into CDs for varying time amounts
		- Finance should have a committee to help keep an eye on these types of things
			* Can go over the statements each month, should include at least one non-signer
			* Andrew, Sharon, and Melissa can work with Travis on this
	+ Merchandise - Sharon Scala
		- New hats are $20. Still some left.
	+ Equipment and Rental - Phil Trzcinski
		- Trailer now being stored at A & P for the winter.
	+ Membership - Rebecca LaPorte
		- No report
	+ Webpage/Race Calendar - Melissa Barlett/Sharon
		- If anyone wants something updated on the website - please email Melissa at docbarlett@gmail.com
	+ Facebook & PR - Jen Bachelder/Andrew Rubino
	+ Clubs & Organizations Liaisons - Melissa Barlett/Erik Winberg (USATF and RRCA)
		- Erik is USATF certified (or something) and will be associated with our account
		- **Travis moves to reimburse Erik for the personal membership fee, Mason 2nd, passed unanimously**
	+ Sponsorship - Sharon Scala
		- Utica First $5000 Sponsorship Update - noted above, we will send them an invoice
		- SPI - working on a deal at Accelerate
		- Someone could ask Bank of Utica, they gave $500 last year, some of which went to Run Against Racism
		- “In kind” donations are also useful

**OLD BUSINESS:**

* Ongoing member complaint
	+ Ashley responded to motions made at the December meeting and relayed to her afterwards, and noted that the previously approved Code of Conduct that was posted on the website was not being followed.
	+ Discussion was had that we should follow those procedures and annul the previous motions.
* **Motion to accept minutes from last meeting**
	+ **Motion by Travis to amend the minutes from the December to remove the following motions and to instead convene an ad hoc committee to explore the complaint following the procedures in the posted Code of Conduct with the updates approved in todays meeting, Erik, 2nd**
		- **“Phil moves that for the actions of acquiring and running with multiple bibs at Falling Leaves 2022 in age groups that were not her own in a way that caused problems with giving out age group awards during the event and may have led to awards not going to the correct people at the event, Ashley Mancini will not be allowed to participate in the UR run events with timing and awards in 2023 (SOS, Summer Sizzle, Falling Leaves, Skeleton Run), seconded by Rebecca. In favor, opposed, abstained - 8:1:1**
		- **Sharon moves that for continuing to communicate with people on the issues related to the Falling Leaves code of conduct accusation after being informed and told that she should not communicate about this, Ashley Mancini will be officially warned that any confirmed future violation of Code of Conduct within a period of 1 year will result in at minimum immediate loss of club membership with no chance to return for at least 2 years (return must be approved by current board), seconded by Alex. In favor, opposed, abstained - 6:2:2”**
	+ **Motion to amend passes unanimously**
	+ **Motion to accept the amended minutes from the December meeting, Melissa, Jen 2nd.**
		- **Passes unanimously**
* **Motion to remove Jennifer Bachelder, James Mott from the Bank of Utica Checking Account and add Jennifer Stefka, Travis Olivera as signatories for our account. Also, to stop the Credit Card in the name of James Mott and open a credit card in the name of Andrew Rubino. Moved by Travis, second by Melissa, passed unanimously.**

**NEW BUSINESS:**

* **Melissa moves to appoint Greg Jerome and Matt Krush to the open positions on the board which will both end 12/2023, Jen B 2nd.**
	+ **Passes Unanimously**
* **Handbook update**
	+ **Melissa moves to update the Handbook with new contact information, names, and details, Jen. B 2nd.**
	+ **Passes Unanimously**
* Budget meeting
	+ Sharon will work on a date and get that information to us
	+ All Board members and race/program directors are invited
* Race Directors’ Meeting
	+ Andrew will be asking Sybil if she wants to head this up
	+ It was fairly costly at the Brewery, but Andrew can ask about options and to cover some of the costs
		- We could look to host it at Boilermaker Headquarters for a cheaper option
	+ Many local race directors are invited to connect people and have a complete race calendar
* Future meetings
	+ Melissa will put out a poll to Board members to generally check on the meeting dates for the year
	+ We will not include people via Zoom for future board meetings

Motion to adjourn, Travis, 2nd Mason, 8:39pm

**Next Meeting: February, 13th 2023 at Boilermaker Headquarters - 6 pm**

**Future meeting dates:**

* March 13th
* April 10th - day after Easter
* May 8th
* June 12th
* July 10th - day after Boilermaker
* August 14th
* September 11th
* October 9th - Columbus Day
* November 13th
* December 11th