



UTICA ROADRUNNERS BUSINESS MEETING

Monday, May 11, 2026 6:15 pm, Boilermaker Headquarters

Board Attendance: Andrew Rubino, Melissa Barlett, Frank Vellone, Andy Hartnett, PJ Marraffa, Tommy Carlson, Rebecca LaPorte, James Kuny, Donna Morreall, Erik Winberg, Phil Trzcinski
Meeting called to order at: 6:18pm

Motion to accept minutes from last meeting: 1st R. LaPorte, 2nd J. Kuny

INITIAL BUSINESS

- Board member resignation, David Wynn effective immediately after receiving resignation letter

COMMITTEE REPORTS

- **Activities & Events – Erik Winberg**

- **Races**

- **Four Race Challenge - Andrew Rubino**

- Decision on backpacks - 17 were interested, the minimum order was 50. Consideration to change the Four Race branding into a more simple UR design due to membership feedback on interest for a simpler design. We will need to refund, redesign, and reach back out. Andrew will talk to Joe to ensure a smooth refund process.

- **Save Our Switchbacks - Melissa Barlett**

- April 18, 2026
 - Had about 170 participants and a huge group of kids participating in the kids run
 - Very successful event
 - Road closure went well
 - Need to follow up with the Utica Zoo about how things went. Next year need to figure out the day of contact as the coordination for the event was not the same person as the day of contact causing minor confusion
 - Liked the RunSignUp option to have volunteers sign up but you need to check it multiple times to ensure you don't miss anyone new
 - Results are posted on TNT Timing
 - Need to check on the results being linked on the RunSignUp page

- **Summer Sizzle** - Travis Olivera
 - June 21, 2026
 - Permit applied for/insurance obtained
 - Travis proposed a Plogging Run as a separate event on a day prior to the event
 - Additional details from Travis to come
 - If anyone is available to assist behind the scenes please reach out to Travis
 - Rebecca will reach out to Travis about volunteer needs
- **Falling Leaves** - Andrew Rubino
 - September 27, 2026
 - Rubino working on permit
 - Rubino sign contract and submit deposit for hotel, scheduled for the end of this week
 - Herkimer-Oneida Counties Transportation Council will table at packet pickup. Working on finalizing that. The transportation council is interested in getting information from the community about road safety and roads of concern
 - Getting ready for things to start picking up at the end of June
- **Skeleton Run** - Rob Kapfer
 - October 18, 2026
 - Registration is open
- **Run 2 End Hunger** – Rebecca LaPorte Mason Hedeon
 - No update
- **New Year's Run** – Melissa Barlett
 - Work with Grow and Stride OR Bus to Booneville for 2027
- Virtual Events
 - **FIVE after FIVE** – Melissa Barlett & Andy Hartnett
 - Offered a membership discount to those who signed up for 5 after 5 who are not members. The fee they paid to participate can be applied towards membership if they decide to join.
 - The event is going!
 - Strava page is busy and going strong
 - People are also emailing Melissa their progress updates
 - Will be pulling together a five after five collage for SpliTimes
 - 44 people are signed up and participating
 - 16 people bought shirts, order was placed by Melissa today
 - Tuesday is Taco Tuesday, 5:30pm run, food and gathering to follow at Cantina Catrin
 - Wednesday - Wildflower Wednesday at the D run
 - Friday is Happy Hour at Lukins
 - Saturday is Boilermaker Training Program
- Activities - Limited
 - Scholarships - Travis Olivera
 - James emailed Travis after the last meeting to remind him about the upcoming deadlines

- Travis planned to reach out to Sue Brumm to see if she is interested in reading applications again this year
- Received a check from Paul O. and sent him a thank you card to thank him for his continued contributions to supporting the education of young runners in our community
- We have received an application by mail, Frank will scan it and send to the committee via email
- Travis will need to utilize the rain day for award presentation since he is not free the third Wednesday of June. The presentation is scheduled for Wednesday June 24th at the Development Run
- Boilermaker Training Program - Erik Winberg/Peter Angelini/Amanda Hartnett
 - Frankie Run - last Saturday in June (June 27th)
 - Things are going well, this past Saturday was a little chilly but still had good turn out
 - Will ask for volunteers for June 27th and July 4th - Rebecca will send out an email to collect volunteers and will send the associated list to Pete and Melissa
 - Pete usually does a lot for water station help but should be kept in the loop
- Boilermaker Expo table and volunteers
 - Insurance and Application submitted
- Grand Prix - Gary LaShure
 - Discuss UR singlet for members who participate, see new business
- CNY Running Club Cup - Paige and Mary Ann
 - Advertise and recruit members to participate
 - Cliff's Gift Card: \$300 in gift cards — Rubino will contact Cliffs and Coordinate Award presentation and collection of gift cards
 - 9 participated in TowPath
 - Top performer was Sue and Kara was selected as the random pick for the gift cards
- Development Runs - Ashley Mancini
 - The first D Run was last week! The run was a little cold and rainy. 41 participants
 - All the Five After Five food was consumed and enjoyed after the run
 - Saranac interested in potentially providing some drinks for a d run this summer, maybe combine with a hot dog day? More details to come
 - Melissa will print out the mock up of the shirt to display at the d run to promote participation. Need to participate in 8 d runs to earn a shirt
 - Can "earn" weeks through volunteering
 - The public spreadsheet is ready to go, Rebecca will post the results from week 1
- Youth XC Training Program - Nate Getman & Abbie Sutliff
 - Moved to Deerfield Town Park for 2026
 - Parks and Rec Dept can now provide the insurance, supplies and equipment storage
 - Asking for continued financial support to provide swag to participants and volunteers

- Activities - Ongoing
 - Social - Melissa Barlett & Rebecca LaPorte
 - Lisa Badolato looking at organizing Copper City Happy Hour (June?)
 - April 24 - One Genny
 - Great attendance and participation
 - May 15th - Lukins
 - Will connect with Lisa about planning Copper City Happy Hour date for June
 - Banquet and Awards - Jenna Stefka/Melissa Barlett/Ashley Mancini
 - Begin looking at places that can host 80-100 comfortably
 - Interested in talking to Grow about their place, Melissa will connect with them. PJ believes the capacity is 120 seated, 200 mix of seated and standing. It is open for bookings Melissa will connect. It is Bring Your Own Food. If booked will need ideas for catering
 - Racing team/Captains - Andrew Hartnett
 - Make social post asking what members are running
 - Reach out to members for training runs
 - Some carpooling occurred with last race which worked out well
 - Erie Canal is next week
 - Cooperstown in the beginning of June
- UR Supported Events
 - **Grateful for Graham 5k** - Amanda Robertello
 - May 2, 2026
 - Event went well, weather was pretty decent
 - Participant numbers were up
 - Working on finalizing numbers, have checks and invoice for James
 - The winners of the charity bibs both accepted and are looking forward to running in NYC Marathon
 - There will be an entire Grateful for Graham team running in the NYC marathon
 - **Trenton Fish and Game Club Trail Run** - Rob Kapfer
 - August 2, 2026
 - **Tunnel to Towers Utica 5k** - Phil Trzcinski/Alex Gonzalez
 - August 16, 2026
 - 60-70% higher registration compared to the same time last year, preparing for about 2300 participants
 - Logistics are going well
- Committees
 - Diversity Committee - Melissa Barlett/Michelle Truett
 - On Hold no updates
 - Blood Drive - Andrew Rubino
 - No report
- **Administration & Finance – Melissa Barlett**
 - Financial - James Kuny
 - Boilermaker mile marker payment

- Taxes are ready, James will look at the document, sign, and return to the tax preparer. We own tax preparer \$300 for processing
 - Received invoice for Grateful for Graham port o Johns
 - Received check from Riggie Run from the combined effort with Skeleton Run (as expected)
 - Received invoice for trailer insurance, check will be written
- Merchandise - Frank Vellone
 - Coordinating storage with Rubino
 - Still trying to get ahold of the Sneaker Store
 - Hoping to advertise during the d run or potentially take orders there, but concerns about people picking them up if ordered and not paid for
 - Andrew suggests potentially putting together a Google Form to help collect orders but this might be a lot of organization and effort
 - Might want to potentially do an online store, if Sneaker Store can set it up we can advertise and send members there
 - Potentially reach out to MV designs to set up a store? Frank will follow up
 - Discussion regarding swag printing
 - May 13 on their calendar for a merch day right after 5 after 5. Will discuss with Josh prior to that about some tank tops for summer.
 - Set up online store with USA Racing
 - singlets (\$30)
 - cow bells (\$3)
 - blankets (\$25)
 - hoodie (\$20)
 - Frank will bring bins to the trailer and Andrew will bring swag to the trailer for Melissa to sort over the next few weeks into sizes
- tshirts (\$5)
- hats (\$10)
- Equipment and Rental - Phil Trzcinski
 - Flag feather stands that can be used in the grass or for sidewalk need replacement. Phil will follow up for more information on potential replacement base
 - Phil reviewed that things in the trailer should be tied down prior to scheduled transports
 - Ensure the clock is secured prior to transport to prevent further damage
 - Phil needs to get a quote for replacing the drivers side fender that was damaged last season
 - Phil also looking into replacement zip bags for the step and repeat banners
- Membership - Rebecca LaPorte
 - 454 members currently
 - 419 in May 2025
 - Higher utilization of 2 year memberships this year (as expected as more people find out about this option)
- Webpage/Race Calendar - Melissa Barlett & Andy Hartnett
 - Andy reports this is up to date, taken care of at the beginning of the year
- Facebook & PR - Andy Hartnett
 - Still need point person to collect content and send to Michelle for Newsletter
- Newsletter

- deadline is 20th of each month
- Ad Purchases
- Promos of Award Nominations
- Nominate members for profiles - email George or Rubino
- Send members who are interested in content management or organization to assist with newsletter
- Donna volunteered to assist to help collect content, she will be added to the tracking spreadsheet so she can help add content as she comes across it
- Clubs & Organizations Liaisons - Melissa Barlett/Erik Winberg (USATF and RRCA)
 - Club insurance obtained
 - RRCA update will be provided at the next meeting as elections are coming up so our contacts there may change
- Sponsorship - Vacant
 - NYCM sponsor - Andy
 - Doing the 10K for Falling Leaves only this year
 - James will create an invoice for \$1,000 per their request
 - Requested a discount code for Falling Leaves instead of two free entries - whatever the equivalent monetary value. They also do not want to swag bundle if that can be moved toward a discount for their participants. Will do \$10 off discount codes. Andrew will make 10 ten dollar discount codes and provide to Andy
 - Andy will provide Andrew with the logo to add to the RunSignUp page as the sponsor
 - Andy will request content from NYCM for their social media post
 - Will have a banner on a water station
 - Andy will finalize the expectations to ensure everything is appropriately met as expected
 - On-Brand company update - Rebecca
 - Use this to support each race or individual events
 - Determine with brands might pair well with events
 - Pitch to the brand why they should sponsor your event
 - Possibly get free things
 - Potential for interesting additional swag
 - Need to create individual pitches and follow up
 - If anyone is interested Rebecca can give a more detailed overview
 - Advertise for Sponsorship opportunities in Splitimes
- Non-Profit
 - Melissa Updated Non-Profit documentation
 - \$500 per year
 - Ineligible for 2 years
 - Posted to webpage
 - No applications at this time

OLD BUSINESS:

- Tilden Hill Farm Trails - Verona
 - 12 miles of trails open for running, biking, camping
 - Discussion of possible camping, trail run, and brunch event
- Sherrill Run Club
- Coz's Backyard Ultra
 - <https://ultrasignup.com/register.aspx?did=136170>
 - Rob Kapfer is directing and would like to promote
- Virtual Attendance
 - Hybrid option
 - Allow a board member to attend board meetings virtually up to 2 meetings a year with prior approval from the President. If a board member needs to attend more than 2 in a year that request must be approved ahead of time.
- Urban Run Utica -Thursday May 7th 6pm - Babes
 - Some club participation, cleanup efforts were made, Saranac beverages were enjoyed afterwards

NEW BUSINESS:

- **T2T Team Shirt Proposal** - review proposal to provide limited time shirts for UR members who run T2T
 - Reviewed the member submitted proposal for UR Tank Tops for T2T
 - Board liked the idea and agreed on the process they have come up with to organize and keep track of things
 - Motion to allow them proceed with the shirt ordering up to \$1,000. 1st - P. Trzcinski 2nd J. Kuny. All in favor
 - Recommendation to add year, 25th anniversary of 9/11, or 250 year America
- Proposal - if you run 6 grand prix you can earn a free singlet. Something to consider next year.
- Andrew discovered that the PO Box was cancelled. The Post Office requested a signed letter on letterhead that Andrew Rubino is the President so he can reopen the PO Box. The original purchaser of the box was Jim S. in 1995 and has not been updated since. Also need updated access form on who is able to access the box. Andrew will re-apply for the PO Box. They have graciously agreed that we can still keep the same number.

ANNOUNCEMENTS:

- Anything for the good of the order?
 - Shoutouts for rides given, SOS, Boilermaker Training Program, and Grateful for Graham

Meeting adjourned at 7:58pm motion J. Kuny 2nd. T. Carlson

Next Meeting: June 8, 2026 at 6:15 at Boilermaker Headquarters

Future meeting dates for 2026:

*July 13, August 10, September 14, **October 12, November 9, December 14

*Boilermaker Monday

**Columbus Day