

Prairie State Road Runners

Board of Directors Meeting

Plainfield Riverfront Foundation Center, Fort Beggs Bike Trail

Wednesday, November 1, 6:45pm

1. **Call to Order** - Meeting called to order at 18:56.
2. **Roll Call** – Board members Nydia Beard, Raquel Frias, Amy McGoldrick, Stephen Topf, John Steinmetz, John Davis were present. Board members Mark Walters, Eva Rahn, and Javier Martinez were not present. One member was also in attendance.
3. **Open Forum.** Member Erica Kesler was given the floor during the Open Forum. Erica proposed the introduction of a new challenge in 2024. The purpose of the challenge will be to motivate club members, encourage more active participation in PSRR, and to do other fun activities.
 - Bingo squares could include “volunteer at a PSRR race,” “run a 5K,” “contribute to the PSRR newsletter,” etc.
 - It was suggested that Bingo challenge completion would be recognized in the PSRR newsletter. Challenge participants will also be invited to a pizza party.
 - The board suggested that participants be given a set time frame for completing the BINGO game and that this timeframe be limited and less than a year.
 - The board also suggested that members self-report completion by filling in a google form.
 - John S made a motion to move forward with Raquel seconding. The board voted unanimously to move forward on developing this idea.
 - **Action Item:** Erica will brainstorm with other club members on the content and rules of the challenge and re-submit a complete proposal.
4. **Approval of Minutes.** Approval of the Minutes John D made a motion to accept and second by Stephen. The board voted unanimously to approve.
5. **Treasurer’s Report.** New Treasurer Stephen is now a signatory to the PSRR bank account. Past treasurer Diana Gonzalez Sorich has been removed from the account. Vice-President for Operations Mark Walters will remain on the account and serve as back-up to the treasurer.
 - BMO issued new debt cards. The club now has online banking access.
 - The club purchased a certificate of deposit (CD) in the amount of \$10,000.
 - Stephen reported that the main account now has around \$11,000.
 - Stephen is considered a credit card for the account (in addition to the debit cards).
 - Raquel gave Stephen the Sam’s Club credit and a few other miscellaneous receipts.
 - It was noted that Diana’s name/address are still active on the Club’s State of Illinois 501c3 directly and on the RRCA account.
 - **Action Items:** Stephen to provide exact balance of bank account. Stephan to update name/address on official club listings.

6. Committee Reports

- **Circuit Race Committee** (Raquel). The circuit committee was formed in September 2023 and the club received written guidance from Interim President Amy on September 14. Due to scheduling conflicts and other extenuating circumstances, the club has not yet met. The club currently consists of Judith Warren, Raquel Frias, Erica Kesler, and John Warren. Since the committee has had a delayed start, Amy offered to conduct the annual circuit survey on behalf of the club and has drafted the survey. The club plans to provide recommendations to the board for consideration in advance of the December meeting.
 - **Action Item:** Raquel/Erica to confirm to Amy that the committee would like PSRR to move forward with conducting the circuit survey. Amy to poll members on ideas for new races and then send out survey.
- **Newsletter Committee** (John). John reported that 7 members contributed to the previous newsletter. A couple of members reported that their names were misspelled in the newsletter. John S will include a correction box in the next newsletter. Mark Walters is the copyeditor for the newsletter.
 - **Action Item:** John will publish correction box.
- **Race Support** (Mark). Amy provided updates in Mark's absence. Registration numbers are low for the Turkey Trot on RunSignUp and fewer than 100 members have signed up. It was suggested to do an email blast to advertise and Stephen offered to do a radio advertisement.
 - **Action Items:** Amy to send out email to club members (done – 11/2). Stephen to contact local radio station.
- **Membership** (Javier). Javier was not present. A suggestion was made to form a new membership committee. The committee would be in charge of welcoming new members and advertising membership opportunities at future events.
 - **Action Item:** Javier to consider forming membership committee.

7. Storage Locker (Raquel). Raquel provided two updates:

- We incurred a \$20 late fee during the transition to the new debit card.
- IDOT is taking over the space and PSRR must move all belongings out by 12/4.
- **Action Item:** Mark has already identified a new storage space. Mark will confirm that he will be able to move all items by 12/4 (or delegate to other board member).

8. Revision of Bylaws (John S)

- At the last meeting, the club agreed to revise the club by-laws. John created a draft document in collaboration with Amy. The draft document was circulated to the board on October 18. Mark offered suggestions by email.

- During the board meeting, John S circulated a summary of the major changes and decision points. No major concerns were voiced at the meeting and John S was asked to move forward with finalizing the draft.
- The board will vote on the new by-laws at the December meeting. If the board approves the new by-laws, they will be circulated for comment to the general membership and then put for a membership vote.
- The revised by-laws have been organized according to the RRCA template and standard RRCA template language has been added.
- Other recommendations include:
 - Reorganization of board officer positions and addition of more detailed description of the responsibilities of board members (and officers). Board officer positions have been streamlined from 6 to 4 positions (President, VP, Treasurer, Secretary) in accordance with standard board structures.
 - Revision of board election procedures. Members will vote for board members and then the board will elect officers. Board members will serve on staggered 2-year terms to build continuity.
- **Action Items:** John to incorporate board suggestions into final draft and send to Amy (done – November 1). Amy circulated final draft to board for final review (done – November 2). Board to vote on revised by-laws at December meeting.

9. **Upcoming Events** (Eva and Raquel). Eva and Stephen are organizing the annual holiday party and Raquel is organizing the annual banquet. Annual Holiday Party- 12/14/2023 at the Channahon Bowling in Channahon at 5pm. The Annual Banquet is 1/27/2024 with deposit made as the Jacob Mansion in Joliet.

- **Action Item:** When she is back from her trip, Eva will reach out with any support that is needed for the holiday party.

10. **Circuit Prizes** (Nydia). Based on feedback from members in a Facebook poll, the board has chosen a windbreaker as this year's circuit prize. Amy made a motion and John D second. The board members were all in favor. Nydia will order the windbreakers and other circuit prizes. The board reviewed the circuit rules to determine the number and type of award for the new Race Excellence category.

- **Action Item:** Nydia will present final color choices/design of jacket and prizes for a board vote in December.

11. **Club Statistician.** Mark Bowman will be stepping down as club statistician after 5 years of excellent work in this important role. The board will solicit interest in a new statistician. It was suggested that a description of the duties, recommended time commitment, and required skills (Excel) be posted.

- **Action Item:** Mark to follow-up with Mark and draft job announcement.

12. **Winter Merchandise Store-** It was reported that no one has volunteered to roll this out to members.

13. **Discounted Membership-** The board approved a discounted “early bird” membership.

- **Action Item:** Amy to send out email to club membership about discount (done).

14. **Hall of Fame** – Amy asked for a copy of the criteria and selection process so that she can make an announcement about this year’s voting process and asked who is on the selection committee.

- **Action Items:** Amy to reach out to Dave Cyplik (done – November 2) and then to post call for nominations (mid-November).

Close of Meeting: The meeting was called to end at 20:32 with motion made by Stephen and second by John D with motion passed by others.