

## January 2020 Board Meeting

Lakeland Runners Club

January 06, 2020 6:00 PM, Studio C Solutions

### Roll

Louis Irwin, Chuck McDanal, Betsy Slay, Sarah Kozul, Angi Griffin, ~~James Hurst~~, Michelle Hoffert, Roxanne Youngs, ~~Byrl Arnold~~, Brian Heipp, Luis Duran, John Lancaster, Dawn Hargrett, Sharon Nance

### Call to Order

### Approval of the Minutes

The December meeting minutes were distributed on December 15, 2019 and were approved as corrected.

### Officer Reports

#### *Treasurer's Report*

The Dec 2019 Treasurer's Reports provided by Treasurer Angi Griffin. MIDFLORIDA Account ending **12/31/2019**:

Statement Beginning Balance:	\$ 56,137.34
Checks Cleared:	-\$ 7,397.61
Deposits Cleared:	\$ 7,496.00
Statement Ending Balance:	\$ 56,235.73
Uncleared Checks:	-\$ 20.00
Uncleared Deposits:	\$ 0.00
Register Balance:	\$ 56,215.73

Savings Account Interest Earned:	\$ 0.42
Savings Account Balance:	\$ 10,004.68

- 4<sup>th</sup> Quarter Sales tax on merchandise sales filed.
- End of Year Financial Summary 2018 vs 2019 is available and will be uploaded to the LRC website.

### Standing Committees

#### *Membership*

As of Dec 31, there are 417 households, with a total of 712 members.

#### *Race Planning*

Notes: SEPAs have been submitted for all 2020 events, a revision to the watermelon course was submitted. Volunteer registration is live for all races. Meeting dates for the Race Planning Committee have been set for the fourth Wednesday of each month.

#### *Training & Group Runs*

Notes: Registration for the Spring Ahead 5k program is live. Almost all volunteer pace lead positions are full for the 10-week program. The KIDS RUN CLUB is moving to Common Ground park for access to restrooms and shade. Four portable lights were purchased for use during Monday Night Track and will be stored at Milton Lyons. They are available for any LRC event.

## **New Business**

Chuck McDanal moved to change the Outstanding Volunteer Rewards Program calculation from points to hours and add the Safe Sport Act Training and Mandatory Reporter requirement to the Coach Letter of Agreement and Race Director Letter of Agreement, as well as adopt new policies for Board of Director and Volunteer Team Coordinator Letters of Agreement and Sponsorship Guidelines.

Notes: All approved policies are available on the LRC website under Club Info -> Governance -> Policies.

## **Announcements**

Notes:

The board reviewed the club's Facebook Posting Guidelines and completed their annual Conflict of Interest statements.

All expense reports should be submitted to [Treasurer@lakelandrunnersclub.org](mailto:Treasurer@lakelandrunnersclub.org).

Byrl Arnold & Roxanne Youngs will complete the Race Director Certification in 2020. Sarah Kozul, Chuck McDanal and James Hurst will attend the RRCA Convention in Portland, OR in March 2020.

Member Meeting Planning

Jan – Meet & Mingle @ The Yard on Mass

Feb – Heide Waldron from Bonnet Springs @ 1916 Irish Pub

Mar – Member Program

Apr – Pace Fun Run

## **Adjourn**

The meeting was adjourned at 7:07 PM.

## February 2020 Board Meeting

Lakeland Runners Club

February 03, 2020 6:00 PM, Studio C Solutions

### Roll

Louis Irwin, Chuck McDanal, Betsy Slay, Sarah Kozul, Angi Griffin, James Hurst, Michelle Hoffert, ~~Roxanne Youngs~~, Byrl Arnold, Brian Heipp, Luis Duran, ~~John Lancaster~~, ~~Dawn Hargrett~~, ~~Sharon Nance~~

### Call to Order

### Approval of the Minutes

The January meeting minutes were distributed on January 8, 2020 and were approved as distributed.

### Officer Reports

#### *Treasurer's Report*

The Jan 2020 Treasurer's Reports provided by Treasurer Angi Griffin. MIDFLORIDA Account ending **01/31/2020**:

Statement Beginning Balance:	\$ 56,235.73
Checks Cleared:	-\$ 9,490.11
Deposits Cleared:	\$ 20,827.00
Statement Ending Balance:	\$ 67,572.62
Uncleared Checks:	-\$ 1,891.19
Uncleared Deposits:	\$ 0.00
Register Balance:	\$ 65,681.43

Savings Account Interest Earned:	\$ 0.42
Savings Account Balance:	\$ 10,005.10

CenterState Bank CD Interest Earned:	\$ 114.86
CenterState Bank CD Balance:	\$ 12,432.18

### Standing Committees

#### *Membership*

As of Jan. 31, there are 413 (↓ 4) households, with a total of 699 (↓ 13) members.

January Meeting @ The Yard on Mass – 92 RSVPS, 72 Attended. Expenses \$372.82.

#### *Race Planning*

### Mean & Green Data

Renew race for Saturday, January 16, 2021

Entries: 173

Registrations:	\$3,455.00	93% of packets picked up	25% registered in the final two weeks
Expenses:	<u>\$3,003.27</u>	88% started & finished the race	57% female, 43% male
Net:	\$ 451.73	39% were first time trail runners	Avg Participant Age: 47
		67% were LRC members	Number of Volunteers: 35

**Special Orders**

Michelle Hoffert was nominated to fill the vacant secretary position. Nominee elected.

Notes: all policies and letters of agreement for the directors and all volunteer race directors, coaches and volunteer team leaders are available on the LRC website.

**New Business**

Notes: the board will explore updating the organization logo

**Announcements**

The 2020 Strategy Session will be on Sunday, Feb 9 from 1 PM to 4 PM.

- Budget
- Club Destination Race
- Member Meeting location
- Board Service/Succession

**Member Meeting Planning**

*Feb – Heide Waldron from Bonnet Springs @ Lakeland High School, Taco Salad from LakelandBBQ*

*Mar – Member Program*

*Apr – Prediction Run at Polk State College – with leftover shirts/medals*

**Adjourn**

The meeting was adjourned at 7:10 PM.

## March 2020 Board Meeting

Lakeland Runners Club

March 02, 2020 6:00 PM, Studio C Solutions

### Roll

Louis Irwin, Chuck McDanal, Betsy Slay, Sarah Kozul, Angi Griffin, ~~James Hurst~~, Michelle Hoffert, Roxanne Youngs, Byrl Arnold, ~~Brian Hepp~~, ~~Luis Duran~~, John Lancaster, Dawn Hargrett, Sharon Nance

### Call to Order

### Approval of the Minutes

The February meeting minutes were distributed on February 24, 2020 and were approved as distributed.

### Officer Reports

#### *Treasurer's Report*

The Jan 2020 Treasurer's Reports provided by Treasurer Angi Griffin. MIDFLORIDA Account ending **02/29/2020**:

Statement Beginning Balance:	\$ 67,572.62
Checks Cleared:	\$ -2,633.84
Deposits Cleared:	\$ 6,192.99
Statement Ending Balance:	\$ 71,131.77
Uncleared Checks:	\$-1,742.84
Uncleared Deposits:	\$0.00
Register Balance:	\$ 69,388.93
Savings Account Interest Earned:	\$ 0.40
Savings Account Balance:	\$ 10,005.50

### Standing Committees

#### *Membership*

As of Feb. 29, there are 393 (↓ 20) households, with a total of 672 (↓ 20) members.

January Meeting @ The Yard on Mass – 92 RSVPS, 72 Attended. Expenses \$372.82.

February Meeting @ Lakeland High School – 55 RSVPS, 41 Attended. Expenses \$628.27

#### *Race Planning*

Notes: Due to the \$2 per piece price the Mayfaire by-the-lake featured artist wanted to use her art on our shirts or medals, the club is creating their own art for the 2020 edition of the race.

#### *Training & Group Runs*

Notes: Volunteer slots for Spring Ahead all filled there are 43 registrations one week prior to kick off.

### Special Orders

### **New Business**

Motion carried to support development of Middle School Cross Country programs at local schools by paying for the PCSB background check for Florida Southern Cross Country & Track team members to be volunteer coaches. \$25 per person, with a maximum of \$500.

Motion carried to adopt a 2020 Budget with projected revenue of \$153,444 and expenses of \$151,063.

### **Member Meeting Planning**

*Jan – Social @ The Yard on Mass*

*Feb – Heide Waldron from Bonnet Springs @ Lakeland High School, Taco Salad from LakelandBBQ*

*Mar – FITniche team with a shoe update @ Mitchell's Coffee House*

*Apr – Prediction Run/Leftover Race @ Polk State College Lakeland Campus*

May – Guest Speaker

Jun – Member Program

Jul – Member Social

Aug – Guest Speaker

Sep – no member meeting

Oct – Member Program

Nov – John Scimone Memorial Run & Fleetest Foot Awards – move to January to kick off the year?

Dec – Christmas Party @ Lone Palm Country Club on Saturday, Dec 5

### **Adjourn**

The meeting was adjourned at 6:59 PM.

## April 2020 Board Meeting

Lakeland Runners Club

April 06, 2020 6:00 PM, ZOOM Online Meeting

### Roll

Louis Irwin, Chuck McDanal, Betsy Slay, Sarah Kozul, Angi Griffin, James Hurst, Michelle Hoffert, Roxanne Youngs, Byrl Arnold, Brian Heipp, ~~Luis Duran, John Lancaster~~, Dawn Hargrett, ~~Sharon Nance~~

### Call to Order

### Approval of the Minutes

The March meeting minutes were distributed on March 12, 2020 and were approved as distributed.

### Officer Reports

#### *Treasurer's Report*

The Mar 2020 Treasurer's Reports provided by Treasurer Angi Griffin. MIDFLORIDA Account ending **03/31/2020**:

Statement Beginning Balance:	\$ 71,131.77
Checks Cleared:	\$ -3,986.55
Deposits Cleared:	\$ 9,177.81
Statement Ending Balance:	<b>\$ 76,323.03</b>
Uncleared Checks:	\$-1,759.98
Uncleared Deposits:	\$0.00
Register Balance:	\$ 74,563.05
Savings Account Interest Earned:	\$ 0.29
Savings Account Balance:	<b>\$ 10,005.79</b>

### Standing Committees

#### *Membership*

As of Mar. 31, there are 419 (↑ 26) households, with a total of 681 (↑ 9) members. 71 free memberships were entered from the Spring Ahead Program.

January Meeting @ The Yard on Mass – 92 RSVPS, 72 Attended. Expenses \$372.82.

February Meeting @ Lakeland High School – 55 RSPVS, 41 Attended. Expenses \$628.27

March Meeting. Cancelled.

April Meeting. Cancelled.

#### *Race Planning*

Notes: Mayfaire finisher medals and age group award medals for Watermelon Series, Aching Quad and Lake to Lake were ordered and are in production. Schedule to arrive by the end of April. No LRC events are being marketed, however all races registrations are still open. Mayfaire has a notice indicating that a new date will be set. Once the new date is selected, we will offer the following options for our registrants who can't run on the new date:

- A. Transfer to another of our 2020 races
- B. Registration transfer to another individual

- C. Donate registration to the Lakeland Runners Club, a 501(c)(3) nonprofit organization
- D. Request a refund.

*Training & Group Runs*

Notes: All former Spring Ahead volunteers will be offered the opportunity to purchase the neon yellow training shirt.

*Philanthropic Giving*

The following students were selected as recipients of the 2020 Lakeland Runners Club Scholarship for \$1000 each.

<b>Name</b>	<b>School</b>
<b>Sophia De La Cruz</b>	Harrison School of the Arts
<b>Arianna Farrulla</b>	Lake Gibson Senior
<b>Aria McDaniel</b>	Haines City Senior High
<b>William Mosley</b>	George Jenkins High School
<b>Karina Sanchez</b>	Lake Region High School
<b>Bryson Schneider</b>	Auburndale High School
<b>Anna Sentner</b>	George Jenkins High School
<b>Sydney Slagel</b>	Chain of Lakes Collegiate High
<b>Anthony Solis</b>	Auburndale High School
<b>Elizabeth Solomon</b>	McKeel Academy of Technology

**Special Orders**

**New Business**

**Updates**

- Board Service – no updates
- Destination Race – destination options presented
- Logo Development – no updates

**Member Meeting Planning**

- Jan – Social @ The Yard on Mass*
- Feb – Heide Waldron from Bonnet Springs @ Lakeland High School, Taco Salad from LakelandBBQ*
- Mar – cancelled*
- Apr – cancelled*

**Adjourn**

The meeting was adjourned at 7:16 PM.



## May 2020 Board Meeting

Lakeland Runners Club

May 04, 2020 6:00 PM, ZOOM Online Meeting

### Roll

Louis Irwin, Chuck McDanal, Betsy Slay, Sarah Kozul, Angi Griffin, James Hurst, Michelle Hoffert, Roxanne Youngs, Byrl Arnold, Brian Heipp, ~~Luis Duran, John Lancaster~~, Dawn Hargrett, ~~Sharon Nance~~

### Call to Order

### Approval of the Minutes

The April meeting minutes were distributed on April 7, 2020 and were approved as corrected.

### Officer Reports

#### *Treasurer's Report*

The Mar 2020 Treasurer's Reports provided by Treasurer Angi Griffin. MIDFLORIDA Account ending **03/31/2020**:

Statement Beginning Balance:	\$ 76,323.03
Checks Cleared:	\$ -2,327.57
Deposits Cleared:	\$ 831.37
Statement Ending Balance:	<b>\$ 74,826.83</b>
Uncleared Checks:	\$-1,500.00
Uncleared Deposits:	\$0.00
Register Balance:	\$ 3,326.83
Savings Account Interest Earned:	\$ 0.08
Savings Account Balance:	<b>\$ 10,005.87</b>

### Standing Committees

#### *Membership*

As of Apr. 30, there are 383 (↓ 36) households, with a total of 595 (↓ 86) members.

January Meeting @ The Yard on Mass – 92 RSVPS, 72 Attended. Expenses \$372.82.

February Meeting @ Lakeland High School – 55 RSPVS, 41 Attended. Expenses \$628.27

March Meeting. Canceled.

April Meeting. Canceled.

May Meeting. Canceled.

#### Notes:

All group runs will remain suspended until groups of 50 persons are allowed.

#### *Race Planning*

#### Notes:

Sponsors will be allowed to join the LRC Facebook group as their business page. Presenting sponsor will be permitted unlimited promotions, Elite and Endurance sponsors two promotions per month, and Sprint Sponsors

two promotions in the month prior to their event.

- **Mayfaire – reschedule for Saturday, Sept 12 at 7 AM**
  - Offer to transfer to the new date, donate to our scholarship fund, or a refund.
- **Summer Sunrise – cancel series and create a 13-week virtual summer challenge**
  - Offer to donate to our scholarship fund, or a refund.
- **Aching Quad – reschedule to Oct 9 & 10**
  - Offer to transfer to the new date, donate to our scholarship fund, or a refund.
  - 5k Start Time 6:30 PM and 6:00 PM (sunset), need new location for dinner
- **Lake to Lake 10k**
  - Remove seeded entry option. Seeded entries can choose a full refund or transfer to open division.

#### *Training & Group Runs*

- **Spring Ahead - reschedule for July 11 thru Sept 12**
  - Offer to transfer to the new date, donate to our scholarship fund, or a refund.

#### **Special Orders**

#### **New Business**

#### **Updates**

Board Service – no updates

Destination Race – no updates

Logo Development – no updates

#### **Member Meeting Planning**

*Jan – Social @ The Yard on Mass*

*Feb – Heide Waldron from Bonnet Springs @ Lakeland High School, Taco Salad from LakelandBBQ*

*Mar – canceled*

*Apr – canceled*

*May - canceled*

#### **Adjourn**

The meeting was adjourned at 7:16 PM.

## June 2020 Board Meeting

Lakeland Runners Club

June 1, 2020 6:00 PM, ZOOM Online Meeting

### Roll

Louis Irwin, Chuck McDanal, Betsy Slay, Sarah Kozul, Angi Griffin, ~~James Hurst~~, Michelle Hoffert, Roxanne Youngs, Byrl Arnold, Brian Heipp, Luis Duran, ~~John Lancaster~~, Dawn Hargrett, Sharon Nance

### Call to Order

### Approval of the Minutes

The May meeting minutes were distributed on May 30, 2020 and were approved as distributed.

### Officer Reports

#### *Treasurer's Report*

The May 2020 Treasurer's Reports provided by Treasurer Angi Griffin. MIDFLORIDA Account ending **05/31/2020**:

Statement Beginning Balance:	\$ 74,826.83
Checks Cleared:	\$ -2,841.56
Deposits Cleared:	\$ 3,510.68
Statement Ending Balance:	<b>\$ 75,495.95</b>
Uncleared Checks:	\$-11,875.00
Uncleared Deposits:	\$0.00
Register Balance:	\$ 63,620.95
Savings Account Interest Earned:	\$ 0.08
Savings Account Balance:	<b>\$ 10,005.95</b>

### Standing Committees

#### *Membership*

As of May. 31, there are 364 (↓ 19) households, with a total of 558 (↓ 37) members.

January Meeting @ The Yard on Mass – 92 RSVPS, 72 Attended. Expenses \$372.82.

February Meeting @ Lakeland High School – 55 RSPVS, 41 Attended. Expenses \$628.27

March Meeting. Canceled.

April Meeting. Canceled.

May Meeting. Canceled.

June Meeting. Canceled.

#### Notes:

All group runs will remain suspended until groups of 50 persons are allowed. Using recommendations from the CDC and RRCA, the running community has been updated on our protocol for resuming group runs.

- Stay home if you are sick or have been in contact with someone who is sick
- Maintain social distance guidelines — before, during, and after
- Consult with your physician about group participation if you are higher risk or over age 65

- Check in before you arrive at [lakelandrunnersclub.org/checkin](http://lakelandrunnersclub.org/checkin)
- Come prepared — there will be no hydration support, and there may be no restroom access
- Wave hello — no traditional physical contact (handshakes, high-fives, hugs, etc.)
- Smile solo — no group photos or selfies

### *Race Planning*

- **Mayfaire – rescheduled for Saturday, Sept 12 at 7 AM**
  - 3 Donated to Summer Challenge, 17 Requested Refund, 173 Transferred to New Date
- **Summer Sunrise – cancel series and create a 13-week virtual summer challenge**
  - 56 Donated to Challenge, 50 Requested a Refund
- **Aching Quad – reschedule to Oct 9 & 10**
  - 2 Requested a Refund, 56 Transferred to New Date
- **Lake to Lake 10k**
  - Seeded entries notified that prize purse was eliminated and were moved to Open division.

### *Training & Group Runs*

- **Spring Ahead - reschedule for July 11 thru Sept 12**
  - 72 Transferred to New Dates, 3 Donated to Summer Challenge, 8 Requested a Refund

### **Special Orders**

### **New Business**

#### **Member Meeting Planning**

*Jan – Social @ The Yard on Mass*

*Feb – Heide Waldron from Bonnet Springs @ Lakeland High School, Taco Salad from LakelandBBQ*

*Mar – canceled*

*Apr – canceled*

*May - canceled*

### **Adjourn**

The meeting was adjourned at 7:07 PM.

## July 2020 Board Meeting

Lakeland Runners Club

July 6, 2020 6:00 PM, ZOOM Online Meeting

### Roll

Louis Irwin, Chuck McDanal, Betsy Slay, Sarah Kozul, ~~Angi Griffin~~, James Hurst, Michelle Hoffert, Roxanne Youngs, Byrl Arnold, Brian Heipp, Luis Duran, ~~John Lancaster~~, Dawn Hargrett, Sharon Nance

### Call to Order

### Approval of the Minutes

The June meeting minutes were distributed on June 24, 2020 and were approved as distributed.

### Officer Reports

#### *Treasurer's Report*

The June 2020 Treasurer's Reports provided by Treasurer Angi Griffin. MIDFLORIDA Account ending **06/30/2020**:

Statement Beginning Balance:	\$ 75,495.95
Checks Cleared:	\$ -12,124.37
Deposits Cleared:	\$ 5,887.44
Statement Ending Balance:	<b>\$ 69,259.02</b>
Uncleared Checks:	\$-2,203.45
Uncleared Deposits:	\$240.00
Register Balance:	\$ 67,295.57
Savings Account Interest Earned:	\$ 0.08
Savings Account Balance:	<b>\$ 10,006.03</b>

### Standing Committees

#### *Membership*

As of July 2, there are 364 (—) households, with a total of 552 (↓ 6) members.

January Meeting @ The Yard on Mass – 92 RSVPS, 72 Attended. Expenses \$372.82.

February Meeting @ Lakeland High School – 55 RSPVS, 41 Attended. Expenses \$628.27

March Meeting. Canceled.

April Meeting. Canceled.

May Meeting. Canceled.

June Meeting. Canceled.

July Meeting. Canceled.

Notes: Consider sending members a discount coupon to apply to their 2021 membership renewal as a thank you for supporting the club during the pandemic.

### *Race Planning*

#### Notes:

- **Summer Challenge Update** 211 Participants / 140 actively tracking mileage. 171 Donors / \$7095 donated  
No new participants since June 26, no new donations since June 24
- **Mayfaire 5k**  
Review preliminary plan from race planning committee for modifications to meeting social distancing guidelines and reduce time for runners to be onsite. Volunteer assignments will need to be modified. Meeting to review plan with City of Lakeland is set for August 5.

### *Training & Group Runs*

- Middle School and Speed workout scheduled to resume July 7. Workouts will be held at Lake Bonny park as the track remains closed.
- Spring Ahead scheduled to start July 11.

### **Special Orders**

#### **New Business**

Move to remove Lynn King from the signature card at MIDFLORIDA Credit Union and apply for a new signature card with lines of credit for the following: Sarah Kozul—President, \$5,000, Chuck McDanal—Vice-President, \$1,000, Angela Griffin—Treasurer \$1,000, Betsy Slay—Training Program Chair, \$500, Louis Irwin—Equipment Manager \$500. Apply for one Lakeland Runners Club debit card to be held by Sarah Kozul, President. Motion Carried.

#### **Adjourn**

The meeting was adjourned at 6:45 PM.

## August 2020 Board Meeting

Lakeland Runners Club

August 3, 2020 6:00 PM, ZOOM Conference Call

### Roll

Louis Irwin, Chuck McDanal, Betsy Slay, Sarah Kozul, ~~Angi Griffin~~, ~~James Hurst~~, Michelle Hoffert, Roxanne Youngs, ~~Byrl Arnold~~, ~~Brian Heipp~~, Luis Duran, ~~John Lancaster~~, Dawn Hargrett, ~~Sharon Nance~~

### Call to Order

### Approval of the Minutes

The July meeting minutes were distributed on July 28, 2020 and were approved as distributed.

### *Treasurer's Report*

The July 2020 Treasurer's Reports provided by Treasurer Angi Griffin. MIDFLORIDA Account ending **07/31/2020**:

Statement Beginning Balance:	\$ 69,259.02
Service Charges & Checks Cleared:	-\$ 961.80
Deposits Cleared:	\$ 1,626.11
Statement Ending Balance:	<b>\$ 69,923.33</b>
Uncleared Checks:	0.00
Uncleared Deposits:	0.00
Register Balance:	\$ 69,923.33
Savings Account Interest Earned:	\$ 0.08
Savings Account Balance:	<b>\$ 10,006.11</b>

### Standing Committee Reports

#### *Membership*

Notes:

As of July 30 (relative to previous month) — 364 households (↓19), 552 members (↓28)  
on Jan 1, 2020 417 households with 712 members

Membership Revenue thru 7/30

2020 — \$6,420

2019 — \$7,475

2018 — \$8,935

#### *Race Planning*

It was moved to call a special board meeting on Thursday, August 7 at 6:00 PM to review comments from the SERT meeting. Motion carried.

Notes: The Mayfaire 5k Safety Action Plan, venue overview, race instructions and volunteer slots were reviewed.

Club representatives will attend the August 5<sup>th</sup> SERT meeting for review the plan with the City of Lakeland government entities.

#### *Training Programs & Group Runs*

Notes: Speed workouts and middle school continue to use Lake Bonny Park for workouts as the track remains off limits while school campuses are closed. The Spring Ahead group is meeting at Common Ground Park. Recommendations for 2021 are to send the Spring Ahead registrants coupons and ask them to register for their membership and for the Mayfaire 5k so they can review the benefits and information for both, and then they are properly linked to their account for management purposes.

#### **Special Committee Reports**

None

#### **Special Orders**

None

#### **Unfinished Business**

None

#### **New Business**

##### *Nominating Committee*

The committee nominates candidates for the board of directors and executive committee with the aim of building a board that will effectively govern the LRC. To have a more predictable process and so we can solicit from the membership at large, I recommend we form a committee for the month of August to refine the nominating procedures, eligibility requirements, and time & other commitments for directors.

#### **Announcements**

**Adjourn** – the meeting was adjourned at 7:09 PM



## Special Board Meeting

Lakeland Runners Club

August 6, 2020 6:00 PM, ZOOM Conference Call

### Roll

Louis Irwin, Chuck McDanal, Betsy Slay, Sarah Kozul, Angi Griffin, James Hurst, Michelle Hoffert, Roxanne Youngs, Byrl Arnold, Brian Heipp, Luis Duran, John Lancaster, Dawn Hargrett, Sharon Nance

The Executive Committee moves that the LRC offer a virtual Mayfaire 5k at \$20 for nonmembers, \$16 for members, and \$8 for youth 14 & under. Give previously registered participants the options 1) transfer to the virtual race and receive a refund of the difference in entry fee or 2) receive a full refund. Motion Carried.

The Executive Committee moves that the LRC continue to offer the weekly Saturday group run for the Spring Ahead 5k group and offer registrants the option for a 1) transfer to the virtual race and receive a refund of \$10 or 2) receive a full refund. Motion Carried.

Notes: Registration for the Aching Quad Challenge and Lake to Lake 10k will be suspended pending evaluation of those events being able to proceed.

Decisions for our group runs and races have carefully considered recommendations from the CDC and RRCA, as well as local and state guidelines. We have reviewed the operations plans for other small events that have slowly emerged across the country. After developing a safety plan that met city, state, and CDC guidelines we evaluated it against our club's mission. Our mission as a nonprofit organization is to promote running in our community. One of the wonderful ways the LRC does this is by producing races that celebrate competition and fellowship.

Implementing the necessary safety protocols to host the Mayfaire 5k in person would alter it in ways that would take away the fellowship and the competition that is important to us. It would not be much different than a virtual run the way we would need to restrict it, so changing the format to virtual keeps our community, participants, and volunteers safer.

We will continue to offer small group options for our local community to fulfill our mission of promoting running for its health benefits, fellowship, and education, and look for other opportunities to host small group runs, outdoor meetups or fun runs outdoors, and expand the virtual gathering offerings for members

## September 2020 Board Meeting

Lakeland Runners Club

September 14, 2020 6:00 PM, ZOOM Conference Call

### Roll

Louis Irwin, Chuck McDanal, Betsy Slay, Sarah Kozul, Angi Griffin, James Hurst, Michelle Hoffert, Roxanne Youngs, Byrl Arnold, Brian Heipp, Luis Duran, ~~John Lancaster~~, Dawn Hargrett, Sharon Nance

### Call to Order

### Approval of the Minutes

The August meeting minutes were distributed on August 17, 2020 and were approved as distributed.

### *Treasurer's Report*

The Aug 2020 Treasurer's Reports provided by Treasurer Angi Griffin. MIDFLORIDA Account ending **08/31/2020**:

Statement Beginning Balance:	\$ <b>69,923.33</b>
Checks Cleared:	\$ -5,234.29
Deposits Cleared:	\$ 2,957.39
Statement Ending Balance:	\$ <b>67,646.43</b>
Uncleared Checks:	\$34.00
Uncleared Deposits:	\$ 0
Register Balance:	\$\$ 67,660.43
Savings Account Interest Earned:	\$0.08
Savings Account Balance:	\$ <b>10,006.19</b>

### Standing Committee Reports

#### *Membership*

Notes:

As of Sep 6 (relative to previous month) — 339 households (↓25), 491 members (↓61)

As of Jan 1, 2020 — 417 households, 712 members

Notes: September - November Member Meetings will be virtual via Zoom. Our guest speaker will be Serena Marie, Registered Dietician and Sports Nutritionist.

#### *Race Planning*

##### **Mayfaire 5k**

Wrap-up: We had 302 virtual participants. Participants were given a shirt, custom bib, and two finisher medals with this message: The Mayfaire 5k is one of the oldest and largest 5Ks in Lakeland; it is a celebration of family and friends, new and experienced runners. And we order our medals four months out from a race, in February for this one, before everything went crazy. Having all these medals means we can ask you to help us do something special: We want your help with our mission of promoting running in our community. So invite a family member, a friend, a coworker, the person you see walking past your house every week to complete a 5K,

and then award them your second medal. Share your love of running and help someone else get through 2020 sane and healthy!

### **Summer Miles for Scholarship Challenge**

Wrap-up: Overall, the summer challenge was financially a huge success—\$8,010 was donated toward our 2021 scholarship fund

### **Aching Quad Challenge**

Notes: The Aching Quad Challenge will be modified from road race to an off-road challenge at Holloway Park and limit capacity to 160 runners. Races distances will be a 5k, 1 mile, 3k and 5k. Start times will be adjusted to: 6:00 PM, 7:30 AM, 8:15 AM and 5:30 PM. Due to the width of the start line, waves of 40 runners can be started.

### **Lake to Lake Challenge**

Notes: Due to course obstructions caused by construction and a modified farmers market footprint we are seeking approval from the City to move the start from Lake Ave to Rose and then have the runners use Lake, Orange, and Iowa to reach Lake Morton completely avoiding the downtown area.

### *Training Programs & Group Runs*

Notes:

- Dawn Hargrett is registered for the USATF Level 1 Coaching Certification
- Kids Run Club kicked off Sept 8 with 49 check ins
- LRC Lightning had their first XC Meet Friday, Sept 11
- Spring Ahead 5k Program wrapped up on Saturday, Sept 12

### **New Business**

The following were presented and were adopted. Complete documentation is attached.

- Amendments to the Bylaws (Adopted)
- Nominating Committee Guidelines (Adopted)
- RRCA Convention Attendance Policy (Revised)
- LRC Giving Policy (Adopted)

A Nominating Committee of Chuck McDanal, Angi Griffin, Sharon Nance and Roxanne Youngs was selected. Roxanne Youngs was elected Chair.

**Adjourn** – The meeting was adjourned at 7:40 PM

## Amendments to the Bylaws of the Lakeland Runners Club, Inc.

*Move to strike “majority vote of the members present at a meeting of the membership of the corporation at which a quorum is present” and “members” from Article XII and insert “two-thirds vote of those directors present at a meeting of the board of directors at which a quorum is present” as well as “The board may renumber, revise, codify and correct any provision in these bylaws, and in the rules, policies, procedures and regulations of the corporation, to eliminate errors, to correct spelling and grammar, to provide consistent numbering and to bring about proper order and sequence, but in so doing it may not change the meaning of any provision.”*

The Article would read

These bylaws may be altered, amended, or repealed, and new bylaws may be adopted by a two-thirds vote of those directors present at a meeting of the board of directors at which a quorum is present, provided that written notice of the proposed amendments is presented to the directors prior to the meeting.

The board may renumber, revise, codify and correct any provision in these bylaws, and in the rules, policies, procedures and regulations of the corporation, to eliminate errors, to correct spelling and grammar, to provide consistent numbering and to bring about proper order and sequence, but in so doing it may not change the meaning of any provision.

Notes: the Articles of Incorporation and the bylaws did not agree on how the bylaws were to be amended. The articles trump the bylaws and the bylaws now match the Articles of Incorporation.

**Motion carried.**

*Move to insert into Article III, Section 1. “The members of the board of directors of the corporation shall serve without salary, as well as “The board of directors shall maintain a conflict of interest policy and require each board member to complete annually a disclosure statement, which statement shall be reviewed annually by the board of directors.”*

The amended Section would read

Section 1. The members of the board of directors of the corporation shall serve without salary, and no part of the net earnings of the corporation shall inure to the benefit of any member, director, or officer of the corporation, nor to the benefit of any private individual. The board of directors shall maintain a conflict of interest policy and require each board member to complete annually a disclosure statement, which statement shall be reviewed annually by the board of directors.

**Motion carried.**

*Move to strikeout “year” from Article IV, Section 5 and insert “term” with the proviso that it should not affect directors elected prior to 2020.*

The amended Section would read

Section 5. At each annual meeting of the membership of the corporation, the members shall elect directors for the ensuing term. Each member shall be entitled to cast one vote, in person or by proxy, for as many persons as there are directors to be elected. Directors are elected by a plurality of the votes cast and shall take office immediately following their election.

**Motion Carried.**

*Insert “or at a reasonable location specified by the corporation” into Article IV, Section 9*

The amended Section would read

Section 9. The corporation shall prepare an alphabetical list of the names of all members of the corporation who are entitled to notice of a members' meeting which list shall also contain the address of each member. The members' list shall be available for inspection by any member for a period of ten days prior to the meeting at the principal office of the corporation or at a reasonable location specified by the corporation. A member or his agent or attorney is entitled on written demand to inspect the list during regular business hours and at his expense, during the period it is available for inspection. The corporation shall make the members' list available at the meeting, and any member or his agent or attorney is entitled to inspect the list at any time prior to the start of the meeting. The members' list is prima facie evidence of the identity of members entitled to examine the members' list or to vote at a meeting of members.

**Motion Carried.**

*Move to strikeout Article V, Section 4 and insert into Article V, Section 2, striking out “No person shall be a director of the corporation unless he shall be a natural person who has attained to the age of eighteen (18) years” and “his” and replace with “Directors must be natural persons who are 18 years of age or older” and “their” along with*

- (b) “A slate shall be prepared by a nominating committee, whose members are selected by the board of directors. Duties and limitations of the committee shall be set by the board per Article V, Section 14.*
- (c) The term for all elected board positions is two years, as defined as follows: the term begins on the day of the annual meeting and lasts until the comparable day two years hence, when the annual member meeting is held. For purposes of term limits, such terms are considered to be precisely two years.*
- (d) Consecutive years of service on the board cannot exceed six years. After the maximum allowable period of service has been fulfilled, there is a mandatory waiting period of at least two years before an individual is again eligible to serve on the board.*

*(e) All officers shall be elected annually. A director may be elected to the same office or a different office. A director shall only serve in the same office for a maximum of two consecutive years.”*

*with the proviso that subsection (d) should not affect directors elected prior to 2020.*

The amended Section would read

Section 2. The corporation shall have not less than four (4) directors, with the exact number of directors to be fixed from time to time by resolution of the board of directors. Each director shall hold office until his successor shall have been duly appointed and qualified or until his sooner resignation, removal from office, or death. The minimum and maximum number of directors from time to time may be increased or decreased by amendment to these by laws, but the corporation shall never have fewer than three directors.

- (a) Directors must be natural persons who are 18 years of age or older and who shall be and shall remain during their continuance in office a member of the corporation.
- (b) A slate shall be prepared by a nominating committee, whose members are selected by the board of directors. Duties and limitations of the committee shall be set by the board per Article V, Section 14.
- (c) The term for all elected board positions is two years, as defined as follows: the term begins on the day of the annual meeting and lasts until the comparable day two years hence, when the annual member meeting is held. For purposes of term limits, such terms are considered to be precisely two years.
- (d) Consecutive years of service on the board cannot exceed six years. After the maximum allowable period of service has been fulfilled, there is a mandatory waiting period of at least two years before an individual is again eligible to serve on the board.
- (e) All officers shall be elected annually. A director may be elected to the same office or a different office. A director shall only serve in the same office for a maximum of two consecutive years.

**Motion Carried.**

*Move to strikeout “immediately following” from Article V, Section 8 and insert “within seven days of”*

The amended Section would read

Section 8. The annual meeting of the board of directors shall be held within seven days of the annual meeting of the membership of the corporation in each year, and regular meetings shall be held at such times as may be fixed by resolution of the board of directors. Special meetings of the board of directors may be held on the call of the President or a majority of the directors. Written notice of each special meeting shall be given by the Secretary to each director at least three (3) days prior to the meeting. Attendance of a director at a meeting shall constitute a waiver of notice of such meeting and a waiver of any and all objections to the place of the meeting, the time of the meeting, or the manner in which it has been called or convened, except when a

director states, at the beginning of the meeting or promptly upon arrival at the meeting, any objection to the transaction of affairs because the meeting is now lawfully called or convened.

**Motion Carried.**

*Move to strikeout "If required by the board of directors, the secretary- treasurer shall give a bond for the faithful discharge of his duties in such sum and with surety or sureties as the board of directors shall determine. The detailed bookkeeping of the corporation shall be performed by the Executive director with periodic reports provided to the Secretary-Treasurer and/or Executive Committee." From Article VI, Section 6*

the amended Section would read

Section 6. The secretary shall: (a) keep the minutes of the proceedings at members' meeting and at meetings of the board of directors in one or more books provided for that purpose; (b) be custodian of the corporate records and of the seal of the corporation and see that the seal of the corporation is affixed to all documents the execution of which is duly authorized on behalf of the corporation under its seal and otherwise authenticate the records of the corporation; (c) keep a register of the mailing address of each member which shall be furnished to the secretary by each member; (d) have general charge of the membership book of the corporation; and (e) in general, perform all of the duties as from time to time may be assigned to him by the President or by the board of directors.

**Motion Carried.**

*Move to strikeout "If required by the board of directors, the treasurer shall give a bond for the faithful discharge of his duties in such sum and with surety or sureties as the board of directors shall determine." From Article VI, Section 7*

the amended Section would read

Section 7. The treasurer shall: (a) have charge and custody of and be responsible for all funds and securities of the corporation; (b) receive and give receipts for monies due and payable to the corporation from any source whatsoever, and deposit all such monies in the name of the corporation in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of Article VII of these bylaws; (c) be a member of the Executive Committee; and (d) in general, perform all of the duties as from time to time may be assigned to him by the President or by the board of directors

**Motion Carried.**

*Move to strike “an outside firm” from Article VI, Section 8 and insert “audit and finance committee, all of whom are appointed by the president, unless overruled by a majority of the board,” and insert “Duties and limitations of the committee shall be set by the board as per Article V, Section 14.”*

The amended Section would read

Section 8. The corporation's accounts and bookkeeping records shall be studied annually by an audit and finance committee, all of whom are appointed by the president, unless overruled by a majority of the board, as soon as possible after the end of the fiscal year, said study of financial activities to be completed and delivered to the treasurer no later than March 15 of each year. Duties and limitations of the committee shall be set by the board as per Article V, Section 14.

**Motion Carried.**



BYLAWS OF THE LAKELAND RUNNERS CLUB, INC.

Adopted February 28, 1997  
Amended September 14, 2020

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BYLAWS  
OF  
LAKELAND RUNNERS CLUB, INC.

ARTICLE I

The principal office of the corporation shall be located at 140 South Commerce Avenue, Sebring, Florida 33870. The board of directors of the corporation from time to time may move the principal office to any other address and may establish other locations for the attainment of the corporation's purposes. The registered office of the corporation required by the Florida Not-for-Profit Corporation Act to be maintained within the State of Florida may be changed from time to time by the board of directors.

ARTICLE II

The purposes for which the corporation is formed are as follows:

- (a) To promote and encourage long-distance running through the education of the community on the benefits of physical fitness and sport.
- (b) To hold championships, races on the road or track, time trials, social runs, lectures, demonstrations and social events; print and publish books, magazines, and newsletters; present awards; and do all such other things as may be conducive to the encouragement of running.
- (c) To engage in community activities, to publicize by appropriate means the benefits of long-distance running and jogging, and to coordinate with other agencies advocating running as a means of physical fitness.
- (d) To assist in formulating and maintaining ethical standards for members in their relations with each other and with the public.

ARTICLE III

Section 1. The members of the board of directors of the corporation shall serve without salary, and no part of the net earnings of the corporation shall inure to the benefit of any member, director, or officer of the corporation, nor to the benefit of any private individual. The board of directors shall maintain a conflict of interest policy and require each board member to complete annually a disclosure statement, which statement shall be reviewed annually by the board of directors.

Section 2. The corporation shall have no power to engage in any act or activity prohibited to corporations which are exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986 or corresponding Sections of any prior or future Internal Revenue Code.

Section 3. In the event of the dissolution of the corporation, the residual assets of the corporation will be turned over to one or more organizations which themselves are exempt as organizations

described in Section 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1986 or corresponding Sections of any prior or future Internal Revenue Code, or to the federal or to a state or local government for public purposes exclusively.

#### ARTICLE IV

Section 1. The corporation shall have members. The power to admit persons to membership in the corporation shall be vested in the board of directors.

Section 2. The continuance of membership in the corporation may be conditioned on the payment of annual dues. The amount of dues shall be fixed from time to time by a two-thirds vote of the directors present at a meeting of the board of directors at which a quorum is present. All applications for membership shall be submitted, in such form as the board of directors shall direct, and shall be accompanied by the payment of dues for the twelve-month period next following.

Section 3. Any member failing to pay dues, or any installment thereof, shall automatically be expelled from membership. Any member charged with conduct detrimental to the objects and purposes of the corporation shall receive written notice of such charges and shall receive a fifteen (15) day notice of hearing upon such charges before the board of directors. After such notice and hearing, such member may be exonerated or suspended or expelled from membership by a majority vote of the board of directors. Any person expelled from membership for any reason may make application for readmission to membership upon the same terms and conditions as any other applicant; provided, however, that such former member shall have paid any arrearage of dues and/or assessments upon application.

Section 4. The annual meeting of the membership of the corporation shall be held during the fourth calendar quarter of each year, at the call of the board of directors. Notice of the annual meeting shall be mailed to each member of the corporation by the Secretary at least thirty (30) days prior to the date of the meeting, designating the place at which the meeting shall be held, which may be within or without the State of Florida.

Section 5. At each annual meeting of the membership of the corporation, the members shall elect directors for the ensuing term. Each member shall be entitled to cast one vote, in person or by proxy, for as many persons as there are directors to be elected. Directors are elected by a plurality of the votes cast and shall take office immediately following their election.

Section 6. A member shall be permitted to vote at the annual meeting of the membership of the corporation by a proxy in writing, submitted to the Secretary before or at the beginning of the meeting. No proxy shall be valid unless it shall have been signed by the member in the presence of two subscribing witnesses and acknowledged by the member before a notary public.

Section 7. The order of business at the annual meeting of the membership of the corporation shall be as follows:

- (a) Roll call.
- (b) Reading of notice of meeting.

- (c) Reading of minutes of previous meeting.
- (d) Report of President.
- (e) Report of Treasurer.
- (f) Reports of Committees.
- (g) Election of Directors.
- (h) Miscellaneous Business.
- (i) Adjournment.

Section 8. Those members present, in person or by proxy, at any meeting at which directors are to be elected, shall constitute a quorum for the transaction of business.

Section 9. The corporation shall prepare an alphabetical list of the names of all members of the corporation who are entitled to notice of a members' meeting which list shall also contain the address of each member. The members' list shall be available for inspection by any member for a period of ten days prior to the meeting at the principal office of the corporation or at a reasonable location specified by the corporation. A member or his agent or attorney is entitled on written demand to inspect the list during regular business hours and at his expense, during the period it is available for inspection. The corporation shall make the members' list available at the meeting, and any member or his agent or attorney is entitled to inspect the list at any time prior to the start of the meeting. The members' list is prima facie evidence of the identity of members entitled to examine the members' list or to vote at a meeting of members.

#### ARTICLE V.

Section 1. The conduct of the affairs of the corporation and the attainment of its purposes shall be managed and guided by the board of directors of the corporation.

Section 2. The corporation shall have not less than four (4) directors, with the exact number of directors to be fixed from time to time by resolution of the board of directors. Each director shall hold office until his successor shall have been duly appointed and qualified or until his sooner resignation, removal from office, or death. The minimum and maximum number of directors from time to time may be increased or decreased by amendment to these by laws, but the corporation shall never have fewer than three directors.

- (a) Directors must be natural persons who are 18 years of age or older and who shall be and shall remain during their continuance in office a member of the corporation.
- (b) A slate shall be prepared by a nominating committee, whose members are selected by the board of directors. Duties and limitations of the committee shall be set by the board per Article V, Section 14.
- (c) The term for all elected board positions is two years, as defined as follows: the term begins on the day of the annual meeting and lasts until the comparable day two years hence, when the annual member meeting is held. For purposes of term limits, such terms are considered to be precisely two years.
- (d) Consecutive years of service on the board cannot exceed six years. After the maximum allowable period of service has been fulfilled, there is a mandatory waiting period of at least two years before an individual is again eligible to serve on the board.

- (e) All officers shall be elected annually. A director may be elected to the same office or a different office. A director shall only serve in the same office for a maximum of two consecutive years.

Section 3. The board of directors may hold annual, regular, or special meetings either within or without the State of Florida.

Section 4. A quorum of the board of directors consists of a majority of the whole number of directors to be fixed from time to time by resolution of the board of directors. If a quorum is present when a vote is taken, the affirmative vote of a majority of directors present is the act of the board of directors. A director of the corporation who is present at a meeting of the board of directors when corporate action is taken is deemed to have assented to the action unless he objects, at the beginning of the meeting or promptly upon his arrival, to holding the meeting or transacting specified affairs at the meeting or he votes against or abstains from the action taken.

Section 5. A majority of the directors present, whether or not a quorum exists, may adjourn any meeting of the board of directors to another time and place, and notice of any such adjourned meeting need not be given to the directors who were not present at the time of the adjournment nor to the other directors if the time and place of the adjourned meeting are announced at the time of the adjournment.

Section 6. The board of directors may permit any or all directors to participate in any annual, regular, or special meeting by, or conduct the meeting through the use of, any means of communication by which all directors participating may simultaneously hear each other during the meeting. A director participating in a meeting by this means is deemed to be present in person at the meeting.

Section 7. Action required or permitted to be taken at a board of directors' meeting or committee meeting may be taken without a meeting if the action is taken by all members of the board or of the committee. The action must be evidenced by one or more written consents describing the action taken and signed by each director or committee member.

Section 8. The annual meeting of the board of directors shall be held within seven days of the annual meeting of the membership of the corporation in each year, and regular meetings shall be held at such times as may be fixed by resolution of the board of directors. Special meetings of the board of directors may be held on the call of the President or a majority of the directors. Written notice of each special meeting shall be given by the Secretary to each director at least three (3) days prior to the meeting. Attendance of a director at a meeting shall constitute a waiver of notice of such meeting and a waiver of any and all objections to the place of the meeting, the time of the meeting, or the manner in which it has been called or convened, except when a director states, at the beginning of the meeting or promptly upon arrival at the meeting, any objection to the transaction of affairs because the meeting is now lawfully called or convened.

Section 9. A director may resign at any time by delivering written notice to the board of directors or its chairman or to the corporation. A resignation is effective when the notice is delivered unless the notice specifies a later effective date. If a resignation is made effective

at a later date, the board of directors may fill the pending vacancy before the effective date if the board of directors provides that the successor does not take office until the effective date.

Section 10. Any vacancy occurring on the board of directors may be filled by the President of the corporation. A director appointed to fill a vacancy shall be appointed for the unexpired term of his predecessor in office. A vacancy that will occur at a specific later date by reason of a resignation effective at a later date may be filled before the vacancy occurs, but the new director may not take office until the vacancy occurs.

Section 11. The board of directors, at its annual meeting, shall elect from among its membership a President, Vice President, a Secretary, and a Treasurer. The board of directors shall have the power to elect a new President should a vacancy in that office occur.

Section 12. Any director or officer may be removed by two-thirds vote of the remaining members of the board of directors, whether or not a quorum is present, whenever, in the judgment of the board of directors, the best interests of the corporation will be served thereby. No director or officer shall be so removed unless and until he shall have had due notice of the charges against him and opportunity to be heard by the board of directors.

Section 13. The Executive Committee is composed of all of the officers of the corporation and, subject to any limitations imposed by law, shall have and exercise the authority of the board of directors in the management of the affairs of the corporation between meetings of the board of directors.

Section 14. The board of directors may establish other committees from among its membership and, subject to any limitations imposed by law, shall vest in such committees such powers and duties as the board of directors shall think proper.

Section 15. Every director, officer, or employee of the corporation shall be indemnified by the corporation against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon him in connection with any proceeding to which he may be made a party, or in which he may become involved, by reason of his being or having been a director, officer, or employee of the corporation, or any settlement thereof, whether or not he is a director, officer, or employee of the corporation at the time such expenses are incurred, except in such cases wherein the director, officer, or employee is adjudged guilty of willful misfeasance or malfeasance in the performance of his duties. The foregoing right of indemnification shall be in addition to and not in derogation of any other right to which such director, officer, or employee may be entitled. For purposes of this section, the term "director, officer, or employee" shall be construed to include all executives, board members, committee members, and staff employees, whether salaried or not.

## ARTICLE VI

Section 1. The officers of the board of directors shall be the officers of the corporation and shall consist of a president, a vice president, a secretary, and a treasurer.

Section 2. Each officer has the authority and shall perform the duties set forth in these bylaws or, to the extent consistent with these bylaws, the duties prescribed by the board of directors.

Section 3. An officer may resign at any time by delivering notice to the corporation. A resignation is effective when the notice is delivered unless the notice specifies a later effective date. If a resignation is made effective at a later date and the corporation accepts the future effective date, the board of directors may fill the pending vacancy before the effective date if the board of directors provides that the successor does not take office until the effective date. The board of directors may remove any officer at any time with or without cause.

Section 4. The president shall be the principal executive officer of the corporation and, subject to the control of the board of directors, shall in general supervise and control all of the business and affairs of the corporation. He shall, when present, preside at all meetings of the members and of the board of directors and of the Executive Committee. He shall be a member ex officio of all committees. He may sign deeds, mortgages, bonds, contracts, or other instruments which the board of directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the board of directors or by these bylaws to some other officer or agent of the corporation, or shall be required by law to be otherwise signed or executed; and in general shall perform all duties incident to the office of president and such other duties as may be prescribed by the board of directors from time to time.

Section 5. In the absence of the president or in the event of his death, inability, or refusal to act, the vice president shall perform the duties of the president, and when so acting, shall have all the powers of and be subject to all the restrictions upon the president. The Vice President shall be a member of the Executive Committee. The Vice President shall perform such other duties as from time to time may be assigned to him by the President or by the board of directors.

Section 6. The secretary shall: (a) keep the minutes of the proceedings at members' meeting and at meetings of the board of directors in one or more books provided for that purpose; (b) be custodian of the corporate records and of the seal of the corporation and see that the seal of the corporation is affixed to all documents the execution of which is duly authorized on behalf of the corporation under its seal and otherwise authenticate the records of the corporation; (c) keep a register of the mailing address of each member which shall be furnished to the secretary by each member; (d) have general charge of the membership book of the corporation; and (e) in general, perform all of the duties as from time to time may be assigned to him by the President or by the board of directors.

Section 7. The treasurer shall: (a) have charge and custody of and be responsible for all funds and securities of the corporation; (b) receive and give receipts for monies due and payable to the corporation from any source whatsoever, and deposit all such monies in the name of the corporation in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of Article VII of these bylaws; (c) be a member of the Executive

Committee; and (d) in general, perform all of the duties as from time to time may be assigned to him by the President or by the board of directors.

Section 8. The corporation's accounts and bookkeeping records shall be studied annually by an audit and finance committee, all of whom are appointed by the president, unless overruled by a majority of the board, as soon as possible after the end of the fiscal year. Said study of financial activities shall be completed and delivered to the Treasurer no later than March 15 of each year. Duties and limitations of the committee shall be set by the board per Article V, Section 14.

## ARTICLE VII

Section 1. The board of directors may authorize any officer, officers, agent, or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation. Such authority may be general or confined to specific instances.

Section 2. No loans shall be contracted on behalf of the corporation and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the board of directors. Such authority may be general or may be confined to specific instances.

Section 3. All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the corporation shall be signed by such officer, officers, agent, or agents of the corporation and in such manner as shall from time to time be determined by resolution of the board of directors. Any such resolution shall be spread upon the minutes by the proceedings of the meeting.

Section 4. All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the board of directors may select.

## ARTICLE VIII

Section 1. The corporation shall keep as records minutes of all meetings of its members and board of directors, a record of all actions taken by the members or board of directors without a meeting, and a record of all actions taken by a committee of the board of directors in place of the board of directors on behalf of the corporation.

Section 2. The corporation shall maintain accurate accounting records.

Section 3. The corporation or its agent shall maintain a record of its members in a form that permits preparation of a list of the names and addresses of all members in alphabetical order.

Section 4. The corporation shall maintain its records in written form or in another form capable of conversion into a written form within a reasonable time.

Section 5. The corporation shall keep a copy of the following records:



- (a) Its articles or restated articles of incorporation and all amendments to them currently in effect.
- (b) Its bylaws or restated bylaws and all amendments to them currently in effect.
- (c) The minutes of all members' meetings and records of all action taken by members without a meeting for the past three years.
- (d) Written communications to all members generally within the past three years, including the financial statements furnished for the past three years pursuant to Section 617.1605, Florida Statutes.
- (e) A list of names and business street, or home if there is no business street, addresses of its current directors and officers.
- (f) Its most recent annual report delivered to the Secretary of State of the State of Florida.

Section 6. Each member, in person or by agent or by attorney, shall have right to examine the books, records, and minutes required to be kept by the corporation, and to make extracts therefrom, in the manner and to the extent such right shall be given by law.

#### ARTICLE IX

The fiscal year of the corporation shall begin on January 1 of each year and end on December 31 of each year.

#### ARTICLE X

The board of directors shall provide a corporate seal which shall be circular in form and shall have inscribed thereon the name of the corporation, the state of incorporation, the year of incorporation, and the words, "Corporation Not for Profit."

#### ARTICLE XI

The corporation shall be a chapter of the Road Runners Club of America. All resolutions adopted by the Road Runners Club of America shall be considered for adoption by the corporation. A portion of the annual dues shall be paid to the Road Runners Club of America in such amount as membership in that organization shall require.

#### ARTICLE XII

These bylaws may be altered, amended, or repealed, and new bylaws may be adopted by a two-thirds vote of those directors present at a meeting of the board of directors at which a quorum is present, provided that written notice of the proposed amendments is presented to the directors prior to the meeting.

The board may renumber, revise, codify and correct any provision in these bylaws, and in the rules, policies, procedures and regulations of the corporation, to eliminate errors, to correct spelling and grammar, to provide consistent numbering and to bring about proper order and sequence, but in so doing it may not change the meaning of any provision.



## **Board Nominating Committee**

The committee nominates candidates for the board of directors and executive committee with the aim of building a board that will effectively govern the Lakeland Runners Club (LRC).

The committee prepares nominations for the board of directors by acquiring written consent to be nominated from corporation members who meet the list of eligibility requirements and are not limited by terms of service.

The nominating committee shall consist of a minimum of three members, who shall all be members of the corporation. The committee is appointed by the board of directors in the first calendar quarter. The committee chair must be a director and is selected by the board of directors. Other than the chair, persons on the committee are not required to be board members, however they should be familiar with the corporation bylaws, the mission and the roles and responsibilities of the directors. Persons serving on the committee can be nominated for office.

### **Assignment of the Nominating Committee**

Four months prior to the annual member meeting the committee will receive a list of open board positions.

The committee shall immediately post openings and solicit nominations from the corporation members. Nominations should be submitted in writing to the committee via an online form or other means as determined by the committee. The committee shall then verify the eligibility of each nominee. The deadline for submitting nominations shall be two months prior to the annual member meeting.

One month prior to the annual member meeting, the committee shall present the slate of recommended directors to the board. The board may take no action to change the recommendations of the committee.

At the annual member meeting, the committee will present the list of individuals whose written consent has been obtained to the membership for approval.

## Board Nominating Procedure

The Lakeland Runners Club (LRC) is a non-profit 501(c)(3) organization whose purpose is to:

- Promote and encourage long-distance running through the education of the community on the benefits of physical fitness and sport.
- Hold championships, races on the road or track, time trials, social runs, lectures, demonstrations and social events; print and publish books, magazines and newsletters; present awards; and do all other things as they may be conducive to the encouragement of running.
- Engage in community activities, to publicize through appropriate means the benefits of long-distance running and jogging, and to coordinate with other agencies advocating running as a means of physical fitness.
- Assist in formulating and maintaining ethical standards for members in their relations with each other and the public.

The nominating committee of the Lakeland Runners Club will advise membership that there are \_\_\_\_ director positions and four officer positions up for election for the year \_\_\_\_.

Elections for the directors will be held at the annual meeting of the membership to be held in the fourth calendar quarter per the LRC bylaws Article IV, Section 4, Section 5. Officers are elected at the annual meeting of the board of directors to be held within seven days following the annual meeting of the membership per the LRC bylaws Article V, Section 8.

President (1)  
Vice President (1)  
Secretary (1)  
Treasurer (1)

Race Planning Chair (1)  
Training Programs and Group Runs Chair (1)  
Member Events Chair (1)  
Director at Large (4—7)

**Eligibility Requirements:** To be eligible for nomination as an officer or director of the LRC, a nominee must be a member of the LRC and be at least 18 years of age. A prospective nominee shall:

1. support the purpose and mission of the corporation
2. demonstrate a commitment to running or expertise in one or more areas of need
3. be able to focus in a team environment on governance and oversight of a nonprofit organization
4. be able to participate in discussions with respect and tolerance for differing opinions and ideas
5. be willing to share responsibility and delegate tasks
6. understand the role and responsibilities of LRC board members

**Time and Other Commitments:** The LRC is a volunteer working board, meaning that the board of directors are involved in setting policy as well as the day-to-day running of the corporation. Directors not only provide high-level leadership but also are the “hands and legs” of the organization. Per the LRC bylaws, the president, subject to the control of the board of directors, shall in general supervise and control the business and affairs of the corporation. The executive committee is composed of the officers of the corporation and shall have and exercise the authority of the board of directors in the management of the affairs of the corporation between meetings of the board of directors.

LRC directors and officers must be able and willing to review the bylaws and all policies and procedures of the corporation. Directors must be available to participate at all regular board meetings. If a director cannot attend a meeting in-person, calling into a meeting can be arranged. Special board meetings may be required from time to time. Directors are expected to review periodic emails and reports from the executive committee and are expected to review materials in advance of meetings to be prepared to engage in discussion. Directors should expect to attend the general member meetings, and lead or assist at one or more club activities listed below.

Directors serving on the executive committee, as a race director or coach may be eligible to attend RRCA conferences and/or specific training for their area of responsibility and be reimbursed by the LRC.

### **Board Meeting Schedule:**

Board of director meetings are scheduled for the first Monday of the month at 6:00 PM unless it falls on a holiday and then will be held on the second Monday.

Jan — end of year review

Feb — strategic planning session

Apr — 1<sup>st</sup> quarter meeting

Jul — 2<sup>nd</sup> quarter meeting

Oct — 3<sup>rd</sup> quarter meeting

4<sup>th</sup> quarter - annual meeting of the board of directors

### **Races**

Jan — Mean & Green 5-Mile Trail Race

May — Mayfaire 5k

Jun, Jul, Aug — Summer Sunrise 5k Series

Oct — Aching Quad Challenge

Nov — Lake to Lake 10K

### **Group Runs and Training Programs**

Weekly — Speed Workout

Weekly — Hill Run

Aug-May — Kids Run Club

Jul-Oct — Middle School Development

Mar-May — 5k Training Program

Aug-Nov — 10k Training Program

### **Member Events**

General and annual member meetings or other special events reserved for members

## **Terms of Office**

The term for all elected board positions is two years, as defined as follows: the term begins on the day of the annual meeting and lasts until the comparable day two years hence, when the annual member meeting is held. For purposes of term limits, such terms are considered to be precisely two years.

Consecutive years of service on the board cannot exceed six years. After the maximum allowable period of service has been fulfilled, there is a mandatory waiting period of at least two years before an individual is again eligible to serve on the board.

All officers shall be elected annually. A director may be elected to the same office or a different office. A director shall only serve in the same office for a maximum of two consecutive years.

**Nominations:** The nominating committee will review all nominations and may review other candidates as allowed in the bylaws. A report from the nominating committee to the members will be prepared and posted with the notice of the annual meeting of the membership in accordance with the LRC bylaws Article IV, Section 4. The deadline for nominations two months prior to the annual meeting of the membership.

**Election:** The slate of directors shall be voted on by eligible delegates at the annual meeting of the membership as per the LRC bylaws Article IV, Section 5.

**Nomination Form and Statement:** Nominations should be submitted by the nomination deadline using the online form. It is recommended that **the candidate complete this form**. Results will be directly emailed to the nominating committee chair.

Corporation governance documents are located on the LRC website - <https://lakelandrunnersclub.org/information/governance/>

**CALL FOR NOMINATIONS ONLINE FORM**

Email:

Name:

Are you a LRC member in good standing?

Will you be 18 years of age on \_\_\_\_\_ (date of annual meeting of the membership)?

Will your schedule allow you to review correspondence and reports and attend (in person or via conference call/video) the regular board meetings?

Which of the club's annual events or group programs are you willing to lead or assist? [selection box of programs and events]

Are you able and willing to promote the club and seek sponsorships?

Select the position(s) you would be willing to serve in for \_\_\_\_ (year) [selection box of open positions]

Please share your experience with club events and activities.

Please share any skills or experience you have that can help our club, including any professional skills and abilities in technology, communication, marketing, fundraising, graphic design, or organizational/leadership appropriate for the board of a nonprofit organization.



## Lakeland Runners Club RRCA Convention Attendance Policy

Lakeland Runners Club shall provide reimbursement for up to three directors annually. Expenses covered by the corporation shall include: RRCA registration, RRCA meal package and hotel. Rental car, airfare, airport parking, and airport shuttle would be included if applicable. Attendees would also be expected to make their best efforts to reduce expenses when appropriate. The LRC may elect to pay the registration cost for up to 50% of additional directors who wish to attend and elect to pay all other expenses.

Directors shall provide written reports and recommendations from the convention sessions they attend. These reports shall be presented the first board meeting following the convention.

### Selection Criteria:

- No minimum duration of board service required.
- The President automatically attends if he/she chooses.
- The additional two slots are determined in this order:
  - Race Planning Committee Chair
  - Group Run and Training Programs Chair
  - Vice President
  - Secretary
  - Treasurer
  - Remaining directors based on duration of board service
- If the director has previously attended the convention in any role and the club has paid 100% of the expenses, the slot goes to the next position on the list. Directors paying their own travel expenses are eligible to attend again at the club's expense based on the slot determination.
- If more than two directors are eligible, directors are ranked by Outstanding Volunteer points from the prior year.

### List Management:

- The following should be recorded for each director:
  - First January of service
  - Year of convention attendance
  - Expenses covered by individual/corporation
- Volunteer points should be recorded annually for all directors.



## Lakeland Runners Club Giving Policy

The Lakeland Runners Club, Inc. (LRC) is a nonprofit 501(c)(3) organization whose purpose is to:

- Promote and encourage long-distance running through the education of the community on the benefits of physical fitness and sport.
- Hold championships, races on the road or track, time trials, social runs, lectures, demonstrations and social events; print and publish books, magazines and newsletters; present awards; and do all other things as they may be conducive to the encouragement of running.
- Engage in community activities, to publicize through appropriate means the benefits of long-distance running and jogging, and to coordinate with other agencies advocating running as a means of physical fitness.
- Assist in formulating and maintaining ethical standards for members in their relations with each other and the public.

Our giving focuses on programs and initiatives that advances the organization's mission. Amounts are set by the board and reviewed annually.

### **ESTABLISHED GIVING INITIATIVES**

#### **Polk Museum of Art**

Donation of \$1.50 per participant from the Mayfaire 5k Road Race & Walk to the Polk Museum of Art for their Annual Exhibitions Fund. The Polk Museum of Art promotes running the Mayfaire 5k in conjunction with the Mayfaire by-the-Lake art festival's Saturday Night celebration.

#### **YMCA of Central Florida**

Donation of \$1,500 from the Lake to Lake 10k to the YMCA of Central Florida toward their Annual Giving Campaign. The LRC was founded as a custody account of the YMCA and their mission is to provide programs that build healthy spirit, mind, and body for all.

#### **Polk Education Foundation**

Donation of up to 50% of the net proceeds from the Summer Sunrise Watermelon 5k Series to the Polk Education Foundation to award scholarships to Polk County graduates. The application is open to all students who submit an essay on "How has the sport of running changed, impacted or influenced your life?" and have their Cross Country or Track coach verify one full season of participation. Race, Gender, GPA, Financial Need, Community Service or College Readiness (ACT/SAT) are not considered for award selection.



### **Membership into the Lakeland Runners Club**

Donation of individual or family membership to runners and walkers who have never belonged to the LRC and are participating in the LRC 5k Training Program.

### **Paid for or In-kind services LRC can provide**

Timing system and associated finish line equipment provided that:

- Qualified club member(s) operates the system
- LRC is paid or given fair-market value for service
- A contract listing the equipment to be used and the responsible party upon damage or loss is drawn up and signed by a LRC representative and the letting organization.

No club equipment or assets may be used or borrowed for a non-LRC event by a club member or another organization.

### **GIVING INITIATIVES THAT WOULD BE CONSIDERED:**

- Promotions for other local agencies whose primary mission is to promote physical fitness or sport (i.e. Black Girls Run, Holloway Park).
- Donations up to \$500 to organizations who provide 20 plus volunteers (age 18 and older) for one of these events: Mayfaire 5k, Watermelon 5k, or Lake to Lake 10k. Being a nonprofit is not a requirement, however the primary mission of the organization should be to promote physical fitness or sport.
- Donations to cover background checks with Polk County Public Schools for volunteers to assist with coaching and/or the establishment of cross country in Polk County middle schools.
- Collections of worn running shoes for recycling or distribution to help other nonprofit initiatives in Polk County.
- Donations to organizations that improve the infrastructure (paths, restrooms, water fountains) for runners and walkers.
- Donations of race entries to Polk County service organizations (i.e. Kiwanis, Rotary, Junior League). Limit of two entries per organization.
- Mentoring, in accordance with Race Director Code of Ethics and the LRC Conflict of Interest Policy, to other organizations to help them produce quality events.

## **PROCESS FOR NEW REQUESTS**

All donation requests must have (majority) approval from the board and

- Be aligned with the club's purpose or one of the areas detailed below
- Announced to membership (via newsletter or other current communication platform)

Lakeland Runners Club will not discriminate nor consider any funding proposal for discriminatory purposes (related to the age, gender, sexual preferences, religion, disability, etc. of the requesting party/ies).

Directors with a conflict of interest will abstain from voting on any proposals in accordance with the Conflict of Interest policy and in accordance with the law (club bylaws, state, federal or otherwise).

Lakeland Runners Club must decline to fund requests if they violate law, if they would cause a violation of the club's 501(c)3 status, or if not in accordance with the club's purpose.

The LRC does not donate for religious or political purposes.

## **HOW TO REQUEST A DONATION FROM THE LAKELAND RUNNERS CLUB, INC.**

Requests should be submitted [online](#) and will be reviewed the board of directors on a quarterly basis. The following information is required:

- Primary Contact
- Primary Contact Email
- Mailing Address
- Name of Organization
- Organization Website
- Are you a 501(c)3 organization?
- Request Type
- Share how our donation will assist your organization

## October 2020 Board Meeting

Lakeland Runners Club

October 5, 2020 6:00 PM, Hybrid In-Person & ZOOM Conference Call

### Roll

Louis Irwin, Chuck McDanal, Betsy Slay, Sarah Kozul, Angi Griffin, James Hurst, Michelle Hoffert, Roxanne Youngs, Byrl Arnold, Brian Heipp, Luis Duran, John Lancaster, Dawn Hargrett, Sharon Nance

### Call to Order

**Guests** – Shannon Abitbol, Kim Baker, Chris Baker, Leonie Parker

### Approval of the Minutes

The September meeting minutes were distributed on September 16, 2020 and were approved as distributed.

### *Treasurer's Report*

The Sep 2020 Treasurer's Reports provided by Treasurer Angi Griffin. MIDFLORIDA Account ending **09/30/2020**:

Statement Beginning Balance:	\$ 67,646.43
Checks Cleared:	\$7,682.38
Deposits Cleared:	\$ -7,505.82
Statement Ending Balance:	<b>\$67,822.29</b>
Savings Account Interest Earned:	\$0.08
Savings Account Balance:	<b>\$ 10,006.27</b>

### Standing Committee Reports

#### *Membership*

Notes:

As of Sep 30 (relative to previous month) — 343 households (↑4), 481 members (↓10)

As of Jan 1, 2020 — 417 households, 712 members

Notes: September - November Member Meetings will be virtual via Zoom. Our guest speaker will be Serena Marie, Registered Dietician and Sports Nutritionist.

#### *Race Planning*

##### **Aching Quad Challenge**

Notes: The challenge met the 160-runner capacity limit on 9/27, and our Volunteer slots are full.

##### **Lake to Lake Challenge**

Notes: Registration will be capped at 200 registrants, with 26 slots reserved for sponsors. Members and sponsors will have the first option to register. Securing volunteers to monitor the street closures is a concern as we need a minimum of 30 course monitors. Runners will start in waves. All packets will be distributed race morning, and there will be no aid stations, and no award ceremony. The city has approved the start line change

to Rose St, and are coordinating with LPD and COL Traffic Ops for extra duty officers and road closed barricade placement.

### *Training Programs & Group Runs*

Notes: Kids Run Club, Middle School, Speed Workout and Hill Runs all running smoothly.

### *Nominating Committee*

11 of 14 directors have indicated they are willing to serve again in 2021. Applications for new board members will be accepted until Oct 10. The committee will meet again on Oct. 17 to prepare the slate for the annual meeting.

### **New Business**

Move to commit \$10,000 to Polk Education Foundation to award ten (10) \$1,000 scholarships in 2021. Recipient selection will be from the pool based on their essay: *"How has the sport of running changed, impacted, or influenced your life?"* GPA, Gender, Financial Need, Community Service and College Readiness (ACT/SAT) are not considered. A Cross Country or Track coach must verify one full season of participation. Motion Carried.

Notes: PEF has added a \$50 administration fee and \$2 per check fee. Summer Miles Challenge breakdown; donations - \$5286, race entry fee donations - \$2481, FLRunners XC donation - \$750. Total \$8517.

Move to set membership dues for 2021 the same as 2020: \$30 for Individual, \$45 for 2-person Family, \$60 for 3+ person Family, \$15 for Students (5 to 18 years of age); continue to offer a membership shirt and 20% discount on race entry fees. Motion Carried.

Move to set race entry fees for 2021 the same as 2020: \$35 Mean & Green, \$40 Mayfaire, \$50 Summer Series, \$55 Aching Quad Challenge, \$45 for Lake to Lake. Offer \$10 early registration discount set to expire two weeks before race day. Offer members 20% off registration fees set to expire when packet pickup opens (whole dollar cash transactions). Motion Carried.

Move to hold the annual member meeting at the Lone Palm Golf Course for Dec. 5, 2020 at 5:30 PM and set ticket price at \$20 for chicken or vegan meal option, and \$30 for filet mignon meal option. Motion failed.

Notes: The board would prefer an in-person, outdoor setting and recommended a morning group run. The executive committee will explore options that do not conflict with local running events.

Move to amend Article IV, section 4 of the bylaws by adding "The annual meeting may be held, and members may be permitted to participate in the annual meeting, through the use of any means of communication by which all members participating may simultaneously hear each other during the meeting." Motion Carried.

**Adjourn** – the meeting was adjourned at 7:01 PM

# November 2020 Board Meeting

Lakeland Runners Club

November 2, 2020 6:00 PM, Hybrid In-Person & ZOOM Conference Call

## Roll

Louis Irwin, Chuck McDanal, Betsy Slay, Sarah Kozul, ~~Angi Griffin, James Hurst~~, Michelle Hoffert, Roxanne Youngs, Byrl Arnold, ~~Brian Heipp, Luis Duran~~, John Lancaster, Dawn Hargrett, Sharon Nance

## Call to Order

**Guests:** Shannon Abitbol, Chris Baker, Kim Baker, Leonie Parker

## Approval of the Minutes

The October meeting minutes were distributed on October 15, 2020 and were approved as distributed.

## Treasurer's Report

The LRC received a \$15,000 COVID-19 Relief Grant available to nonprofits from the federal CARES act coordinated by the United Way of Central Florida and Polk County Board of Commissioners.

The Oct 2020 Treasurer's Reports provided by Treasurer Angi Griffin. MIDFLORIDA Account ending **10/31/2020:**

Statement Beginning Balance:	\$67,822.99
Checks Cleared:	-\$3,751.34
Deposits Cleared:	\$22,439.27
Statement Ending Balance:	<b>\$86,510.92</b>
Savings Account Interest Earned:	\$0.08
Savings Account Balance:	<b>\$10,006.35</b>

## Summary of Refunds Issued in 2020

Mayfaire	\$4042.00
Spring Ahead 5k	\$1707.00
Watermelon Series	\$2001.00
Aching Quad Challenge	\$108.00
Lake to Lake	\$329.00
TOTAL	<u>\$8,187.00</u>

## Standing Committee Reports

### Membership

Notes:

As of Oct 31 (relative to previous month) — 343 households (0), 473 members (↓7)

As of Jan 1, 2020 — 417 households, 712 members

Notes: Serena's final nutrition talk has been moved to January to accommodate the annual meeting in November.

### *Race Planning*

Notes: The club has now secured two 10x20 storage units side-by-side. This increase our storage capacity by 25% and improves logistics for our volunteers.

### **Aching Quad Challenge**

Notes: The Aching Quad Challenge went off well at Holloway Park, we only need a small group of volunteers on Friday to distribute packets and then an even smaller crew for the three races on Saturday since there was no course setup/teardown or street blocking required.

Entries: 160

85% of packets picked up

57% female, 43% male

72% started & finished the challenge

Avg Participant Age: 46

30% were first-time challenge runners

Number of Volunteers: 6

55% were LRC members

For 2021, recommend holding the race again in October, which gives the club, and our volunteers, a month break between the Watermelon races and Aching Quad. Start times need review to accommodate runners coming from work.

### **Lake to Lake 10k**

Notes: The race was at 40% capacity when it was reopened to members. 96 of 200 entries are members. We were able to test the waitlist system in RunSignUp which allowed for a fair distribution of slots as they opened back up from our sponsors, and allowed us to measure interest in the race for capacity evaluations in 2021.

### **Mean & Green 5-Mile Trail Race at Holloway Park**

Notes: Plan to open registration Thanksgiving week, and execute the race the same as last year: same logo, different color but same style unisex long sleeve shirt, no finisher medals and awards only to Male/Female Overall, Masters & Grandmasters, and no water stops.

### *Training Programs & Group Runs*

Notes: Middle School cross country wrapped up their season on 10/31. Like Betsy did with the Spring Ahead 5k Program, Michelle and James took a season that started off with a lot of uncertainty and provided a great team environment and introduction to cross country. 54 students registered for the summer development with 20 registering for the cross-country team; 11 as first-time cross-country participants.

Registration was added for the Speed Workouts to allow us to measure interest and success. The fall six-week session had 32 registrations. LRC Coaches are meeting on Nov 14 to collaborate on the next coaching session.

### *Nominating Committee*

Slate for 2021: Shannon Abitbol, Byrl Arnold, Chris Baker, Kim Baker, Angi Griffin, Brian Heipp, Michelle Hoffert, James Hurst, Sarah Kozul, John Lancaster, Chuck McDanal, Sharon Nance, Leonie Parker, Betsy Slay, Roxanne Youngs

## *New Business*

None

## **Announcements:**

### **Annual Meeting**

Lone Palm was very accommodating and let us cancel our date for 2020, and has Dec 4, 2021 reserved for us. Instead of a holiday party, a combination run, breakfast and in person vote for the 2021 board will be held at the Peggy Brown Pavilion at Lake Mirror on Saturday, November 21, 2020. The venue will be rented from 6:00 – 9:00 AM and registrants will be spread across multiple service times to allow for social distancing. Fresco's will cater a breakfast buffet for \$23 dollars per person. Tickets will be set at \$10 for members, and \$23 for non-members/guests.

### **Bylaws**

Bylaw changes need to be reported on Schedule O of our tax return.

### **Solicitation of Contributions**

Nonprofits who solicit donations or sponsorships (aka contributions) need to register with the state, and then renew annually. There is a filing fee based on the amount collected. Organization who are registered will have this information on all written and digital materials relating to contributions.

A copy of the official registration and financial information may be obtained from the Division of Consumer Services by calling toll-free, 1-800-435-7352 (800-HELP-FLA) within the state or visiting [Check-a-Charity](#). Registration does not imply endorsement, approval, or recommendation by the state. The registration number for Lakeland Runners Club is CH63676.

### **Next Board Meeting**

Monday, Nov. 23 to welcome the 2021 board, elect officers, and review the materials in the LRC Board of Directors handbook.

**Adjourn** – the meeting was adjourned at 6:35 PM

# November 2020 Annual Board Meeting

Lakeland Runners Club

November 23, 2020 6:00 PM, ZOOM Conference Call

## Roll

Chuck McDanal, Betsy Slay, Sarah Kozul, Angi Griffin, James Hurst, Michelle Hoffert, ~~Roxanne Youngs~~, Byrl Arnold, Brian Heipp, ~~John Lancaster~~, Sharon Nance, Shannon Abitbol, Chris Baker, Kim Baker, Leonie Parker

## Call to Order

## Approval of the Minutes

The November meeting minutes were distributed on November 12, 2020 and are approved as corrected.

## *Consent Agenda*

none

## *Treasurer's Report*

none (special meeting)

## Standing Committee Reports

### *Membership*

none (special meeting)

## *Race Planning*

### **Lake to Lake 10k**

Notes: Overall positive feedback. We did receive notice from the city that barricades were left in the street (location unknown) causing confusion for motorists. With additional feedback from volunteer course monitors, revisions have been made to the barricade and LPD placement for 2021, and one officer has been added to the plan.

Entries: 200

48% were LRC members

87% of packets picked up

55% female, 45% male

84% started & finished the race

Avg Participant Age: 45

10% were first-time 10k runners

Number of Volunteers: 49

### **Mean & Green 5-Mile Trail Race at Holloway Park**

Notes: Registration opening Nov 25.

## **Race Timing**

Notes: The timing proposal from FITniche Events for 2021 races was accepted.



### *Training Programs & Group Runs*

none

### *Nominating Committee*

At the 2020 annual member meeting Shannon Abitbol, Chris Baker, Kim Baker, and Leonie Parker were elected to a two-year term and Byrl Arnold, Angi Griffin, Brian Heipp, Michelle Hoffert, James Hurst, Sarah Kozul, John Lancaster, Chuck McDanal, Sharon Nance, Betsy Slay, and Roxanne Youngs were elected to a one-year term.

### *New Business*

#### **Election of Executive Committee**

The nominating committee submits the following slate of candidates for election to the executive committee: for president, Sarah Kozul; for vice-president Michelle Hoffert; for secretary, Angi Griffin and for treasurer Brian Heipp. Slate elected.

Move to remove Chuck McDanal and add Brian Heipp to the signature card at MIDFLORIDA Credit Union and apply for a new signature card with lines of credit for the following: Sarah Kozul—President, \$5,000, Michelle Hoffert—Vice-President, \$1,000, Betsy Slay—Training Program Chair, \$500, Angela Griffin—Race Planning Chair, \$500. Apply for one Lakeland Runners Club debit card to be held by Sarah Kozul, President. Motion Carried.

#### *Announcements:*

K&K Insurance has added an exclusion for communicable diseases (which includes COVID-19) to the general liability policy as well as the D&O policy. LRC waivers have had additional COVID language added. We highlight the risk on the race home page and on the event selection info box.

Board Roles & Responsibilities and Conflict of Interest will be sent for e-signatures.

Next board meeting is January 6, 2021 at 6 PM.

**Adjourn** – the meeting was adjourned at 6:43 PM