

January 2021 Board Meeting Minutes

Lakeland Runners Club

January 4, 2021 | 6:00 PM | Hybrid In-Person at StudioC Solutions and ZOOM Conference Call

ROLL and CALL TO ORDER

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

OFFICER & COMMITTEE REPORTS

President's Report

- RRCA Mission & Value Updated
- 2021 Committees

Member	Exec	Standing Committee	Coach for	Race Director for
Sarah	President	Ex Officio on all Committees		
Michelle	Vice President	Nominating Chair Governance		
Angi	Secretary	Race Planning Chair		Mean & Green
Brian	Treasurer	Training & Group Runs	Pack Coach Speedwork Coach	
Chuck		Governance Chair Nominating Training & Group Runs		
Betsy		Training & Group Runs Chair	5k Coach 10k Coach	
John		Nominating Governance		
Shannon		Member Engagement Chair Training & Group Runs Race Planning	Kids Coach	Aching Quad Lake-to-Lake
James		Race Planning	MS Coach	Watermelon
Byrl		Race Planning Finance & Audit		Mayfaire
Roxanne		Race Planning Nominating		Mayfaire
Sharon		Race Planning Nominating		Lake-to-Lake
Chris		Training & Group Runs Finance & Audit	Speedwork Coach MS Coach	
Kim		Member Engagement Race Planning		Watermelon
Leonie		Member Engagement Finance & Audit		

Secretary's Report

The November annual board of director meeting minutes were distributed on November 24, 2020 and are approved as distributed.

Treasurer's Report

- Signature card at MIDFLORIDA updated
- 2020 \$1500 donation to Lakeland YMCA made
- 2020 Sales Tax filed for 4th Quarter
- 2020 Fontaine Foundation contribution received
- 2021 RRCA Membership, Insurance and D&O insurance paid

Member Engagement Report

- The Annual Meeting was held on November 21, 2020, at the Peggy Brown Pavilion – 72 members RSVP'd.
- As of Dec. 31, 2020 (relative to previous month) — 334 households (↓9), 462 members (↓9)
- As of Jan. 1, 2020 — 417 households, 712 members
- Serena's Marie RD will hold her 3rd nutrition program and discussion via ZOOM on Jan. 21.

Race Planning Report

- LRC Events updated on the RRCA website per the terms of our liability insurance
- Mean & Green: Awards ordered - 12/18/2020, Awards received - 12/31/2020, Shirts ordered - 12/22/2020
- Mayfaire registration will open with the Spring Ahead 5k Training

Training & Group Runs Report

- Kids Club suspended in mid-November due to COVID cases increasing.
- Middle School running informally on Tuesdays, GW Dameron has tentatively agreed to coach.
- Hill Run registration added for waiver and insurance purposes. Valid for 2021.
- Speed workout winter session concludes on Feb 6 with a 5k time trial.

Governance

- Annual Safe Sport Act Training needs to be completed by Feb. 1 – applies to board, board, coaches, race directors, volunteer coordinators

REVIEW

- Annual Financial Report
 - Net revenue for 2020 was \$18,069: Positive cashflow due to two non-repeatable sources; a grant from the Federal Cares program of \$15,000.00 and \$8,316.00 from contributions to the Summer Miles Challenge.
 - Current Liquid Assets: \$98,386.49; Minimum required to keep organization active is approximately \$13,000.00. Previous years cost of Watermelon series was \$48,811.00 and \$26,329.00 for Mayfaire. Things to consider when board determines minimum reserve goals.

- Monthly Meetings: Monthly club socials have cost over \$1,000.00, is this the best use of membership funds?
- Shirt and medal logos for Mayfaire and Watermelon were reviewed. Board requested revisions to Mayfaire designs.

ACTION ITEMS

1. Move to adopt Email Policy. Motion carried.
2. Move to adopt 2022 Race Dates as listed below. Motion carried.

01/15/2022	Mean & Green
05/07/2022	Mayfaire 5K
06/11/2022	Watermelon 5K
07/09/2022	Watermelon 5K
08/13/2022	Watermelon 5K
10/07 – 10/08/2022	Aching Quad Challenge
11/05/2022	Lake-to-Lake 10K
3. Move to set Spring Ahead Registration Fee at \$40: \$30 for Mayfaire 5k + \$10 for training shirt + \$0 LRC Membership for new members, and to include MidFlorida, as the Presenting Sponsor, employees at \$0.00 cost. Motion carried.

DISCUSSION

Personal Bios and Storytelling

NEXT MEETING:

Dates for 2021 Meetings - Mondays at 6 PM – Apr. 5, Jun. 28, Oct. 4, Dec. 6
 Strategy Session – Sunday, Feb. 21

Meeting was adjourned at 7:16 PM.

Attachments:

- *Email Policy*



Lakeland Runners Club Email Policy

Email is essential to our organization. As volunteers, we may use our personal accounts to correspond on behalf of the organization. The organization also maintains email accounts for the management of our programs. These guidelines apply to all communication sent on behalf of the Lakeland Runners Club whether you are using a personal account or a club account.

Club Accounts:

lrc@lakelandrunnersclub.org
races@lakelandrunnersclub.org
training@lakelandrunnersclub.org
treasurer@lakelandrunnersclub.org
lakelandrunners@gmail.com

No other accounts may be created or maintained on behalf of the organization without permission. These accounts are shared across club operations to ensure the highest level of service to our membership and operational continuity as volunteers transition in and out of roles.

When communicating on behalf of the organization, you represent the organization, and the tone and content should reflect the image of the club. Any email that is sent, received, created, or stored may be viewed and is even admissible in a legal case. If you receive any inappropriate email with prohibited content, notify the executive committee.

General Use of Email

- Must be retained for three years per our bylaws.
- Should not contain any insulting, hateful, or controversial messages or content.
- Should only be sent to people who have consented to receive our updates (i.e. previous registrants) or who have specifically contacted the organization with a question.
- Personal use is prohibited.
- The club executive committee may use or monitor communications at any time.

Marketing and Program Updates

- Should be sent using RunSignUp.
- Should be consistently branded for all programs.
- Should be reviewed by a fellow board member prior to sending.
- Ensures we meet CAN-SPAM Act communication regulations.

Third Party Websites

- LRC email accounts may be used to subscribe to online resources (blogs, newsletters) that are professionally beneficial to the organization (i.e. RRCA, Road Race Management, Run Sign Up) or to purchase program specific materials (The LRC is a tax exempt entity and we should apply for tax exempt status with all vendors). All passwords must be submitted to the Executive Committee so they can be stored in a password storage tool for oversight and to facilitate role transitions between volunteers.

Etiquette

- *Responding* - respond to emails, both internally and externally, within a reasonable timeframe. If you cannot reply within 48 hours, please request assistance.
- *Reply all* – Limit replies to those who need to know the information being conveyed to respect others' time and inbox capacity.
- *Forwarding* – In general, don't forward emails without permission, or at least to review the content that will be forwarded to avoid sending sensitive information.
- *Signature* - Multiple volunteers may use the same account to send email on behalf of the organization. To maintain the same professional image for all volunteers, please use the following signature format.
 - **Your Name (bold)**
 - Lakeland Runners Club | Role (President, Member Engagement, Training, Races)
 - Lakeland Runners Club (linked to website)

Security

Email provides a perfect opportunity for security breaches. Phishing and, more specifically, spear phishing emails have increased and are common cyberattacks on small businesses. Phishing refers to emails that appear to come from a legitimate source but are scams designed to steal private, sensitive information.

- Do not open email attachments from unknown sources, and only open attachments from known sources after confirming the sender.
- Do not click on links in email if you cannot verify the identity of the sender and/or you did not request the information.
- Do not respond to requests for personal or sensitive information via email, even if the request appears to be from a trusted source.
- Verify the authenticity of requests from companies or individuals by contacting them directly.
- Encrypt any proprietary or sensitive information sent via email.

April 2021 Board Meeting

Lakeland Runners Club

April 5, 2021 | 6:00 PM | StudioC Solutions

ROLL and CALL TO ORDER

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

OFFICER & COMMITTEE REPORTS

President's Report

- Sponsor Update – Confirmed: MIDFLORIDA, Howell & Thornhill, FITniche Philanthropic Foundation, Julie Jackson All State, Hulbert Homes, Foot & Ankle.
- RRCA Convention registered: Sarah Kozul, Michelle Hoffert, Brian Heipp, Angi Griffin, and Kim Baker
- Conversion to Microsoft 365 in progress

Secretary's Report

The January board of director meeting minutes were distributed on January 26, 2021 and are approved as distributed.

Treasurer's Report

- CenterState Bank signature card updated

Member Engagement Report

- Jan Meeting – ZOOM with Serena Maire RD
- Feb Meeting – ZOOM with Fitniche
- March – none
- April – Saturday morning social gathering at Peterson Park. Cool Temps. 32 of 58 RSVPS attended.
- As of Mar. 31, 2021 — 267 households, 378 members
- Member Survey had 37% participation. The happy people are happy. People want to be social and connected. Members find their way to the club through personal connections, social media, and races.

Race Planning Report

Mean & Green Data Summary

Page Views: 3,790

Entries: 164

Ran 2020 & 2021: 32%

89% started & finished the race

13% were first-time trail runners

43% were LRC members

40% registered in the final two weeks

Race Day Registrants: 5

46% female, 54% male

Avg Participant Age: 45

Volunteers: 35

First Time Volunteers: 11

Training & Group Runs Report

- Kids Club resumed March 30 for a six-week session.

- Middle School running informally on Tuesdays.
- Hill Run registration at 37.
- Spring speed workout registration at 36.
- Spring Ahead 5k registration at 43 participants. 33 female (76%), 10 male (24%). In 2020, there were 5 males of 45 participants. Age range 11 to 63. Average is 41. There are 28 new participants, and 15 returning. 19 are new to the LRC.

Governance

- Annual Safe Sport Act Training – board members complete. Spring Ahead and Kids coaches complete.

Finance & Audit

- Scholarship Selection Committee: Jill Corbett, Troy Hambrick, Kenneth Greenwell, Carmela Lancaster, Maureen Hatfield, Lisa Weathers, Lindsey Smith, Christina Edmiston, Susie Moerschbacher, and Vicki Wuertz

REVIEW

- The 2020 IRS Form 990 was presented by CPA Ben Fairchild
- Logos for Aching Quad Challenge and Lake to Lake 10k were presented

ACTION ITEMS

- Move to adopt 2021 Budget with a forecasted deficit of \$5,600. Motion carried.
- Move to adopt Scholarship Policy (attached). Motion carried.
- Move to revise the Sponsorship Policy (attached). Motion carried.

NEXT MEETING:

Dates for 2021 Meetings - Mondays at 6 PM – Jun. 28, Oct. 4, Dec. 6

Meeting was adjourned at 7:15 PM.

Attachments:

- *Scholarship Policy*
- *Sponsorship Policy*



Lakeland Runners Club Scholarship Policy

The objective of this policy and procedure document is to provide detail on how the Lakeland Runners Club (LRC) manages the selection and awarding of scholarships.

Schedule I of the revised Form 990 requires certain information regarding the record-keeping practices with respect to grants and other assistance it makes to U.S. organizations and individuals. Grants and other assistance include awards, prizes, contributions, noncash assistance, cash allocations, stipends, scholarships, fellowships, research grants, and similar payments and distributions made by the organization during the tax year. Amounts of \$5,000 or more to an organization or individual need to be recorded in Schedule I. The organization must state if it maintains records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance. The procedures for monitoring the use of grant funds must be relayed in narrative form in Part IV.

Duties of the LRC Board

1. At the conclusion of the Summer Sunrise Watermelon Series, the board will vote and record in the minutes the amount of the proceeds of the race, plus any additional funds, that shall be reserved for scholarship awards the following year.
2. A board member will chair the scholarship selection committee. The chair will:
 - a. solicit for the volunteer selection panel in the March member newsletter.
 - b. receive the scholarship applications from the Polk Education Foundation (PEF), review, and prepare the scholarship panel packet per the guidelines for selection and recordkeeping.
 - c. collect and tabulate the committee results and present them to the board for approval.
 - d. notify the PEF of the award recipients and alternates.
3. The LRC Treasurer will pay PEF invoice upon receipt from PEF.
4. The LRC Scholarship webpage will be updated to include the annual recipients.

Scholarship Selection Committee

The committee shall be led by a member of the board of directors and composed of members of the LRC. The committee will consist of no less than three and no more than ten members. Members may not serve on the committee if they are a relative of an applicant for consideration by the committee. "Relative" is defined as a parent, sibling, stepparent, grandparent, step-grandparent, aunt, uncle, nephew, niece, or first cousin.

The committee shall read and assess the applicant essays and report back to the board with their ranked list of candidates by the requested date.

Scholarship Selection Criteria

Instructions to Student (Additional Questions on PEF form):

Did you run cross country or track for at least one full season in high school (Y or N)? If No, you cannot apply.

You've filled out a lot of fields in the Polk Education Foundation scholarship application, but the Lakeland Runners Club does NOT see any of your other information or essays; the LRC scholarship selection committee only gets to read this essay. Please share how your participation in the sport of

running and the events you chose to run have changed, impacted, or influenced your life. Do not include any identifiable information (your name, your school, your coach, etc.).

Instructions to Selection Committee:

The essays have been reviewed by the committee chair and identifiable information has been redacted. Select candidates based on the content of their essay, not writing ability. LRC scholarship awards are not based on Gender, GPA, Financial Need, Community Service, or College Readiness (ACT/SAT). If this information is provided separately, it is for informational purposes only.

Participation in cross country or track will be verified through <https://fl.milesplit.com/athletes> with the LRC account.

Tie Break

In the event that the committee's selections contain ties for the number of awards available, the committee chair will break the tie.

PEF Application Process (from <https://polkschoolsfl.com/pef/scholarships/>)

Available scholarships are promoted online every January through the Polk County School District and Polk Education Foundation (PEF). The minimum requirements to apply per the PEF:

1. Be a Polk County public or charter high school senior
2. Be on track to graduate and have passed FSA Reading, AND, the Algebra I EOC, or, the Geometry EOC.
3. Have completed the FAFSA (Free Application for Federal Student Aid) and have received the finalized SAR (Student Aid Report).
4. Even though the application is submitted electronically, applicants must additionally print out their completed application, have it signed by student (and parent / guardian if the student is not 18), attach their SAR (Student Aid Report, if applicable) and submit the packet to their school's scholarship contact by a date they set. Applications without the proper signatures cannot be accepted!

PEF Award Payment Policy (from <https://polkschoolsfl.com/pef/scholarships/>)

1. Scholarships administered by the PEF are funded by donors and will be paid out only after receipt of donor monies.
2. PEF scholarship monies are then sent to the institution of the student's choice per the college information sheet each recipient completes and returns to the PEF. Monies are to be spent for education expenses only and cannot be dispersed directly to the student. The institution must return any unused funds to the PEF after the student graduates, no longer attends the school or transfers to another institution.
3. All PEF scholarship funds are to be applied to direct college costs such as tuition, fees, and room and board, unless otherwise stated. If this scholarship, along with other financial aid exceeds direct costs, then PEF funds may be used for textbooks.
4. If funds are not needed at the time of initial enrollment, the PEF will hold funds for up to five years. After that time, unused funds return to the respective PEF scholarship accounts. If the scholarship account is no longer active, the funds are deposited in the PEF general scholarship fund.
5. The student must notify the PEF in writing if they change institutions. They are
6. responsible for asking the institution they leave to return the funds to the PEF and then notify the PEF in writing of where the funds should be sent.

7. If the student withdraws from a class during a term, the scholarship funds should be handled under the institution's normal refund policy.
8. Student must attend an institution accredited by a national regional accreditation association of colleges and schools.
9. There are no specific academic progress requirements. As long as the student is allowed to remain in school under the institution's standard academic progress rules, and the student abides by this scholarship policy, the student is eligible to receive the scholarship funds.

Recordkeeping Requirements

The LRC Finance & Audit committee shall keep records by year, in accordance with the LRC Privacy Policy, that shall include:

1. The LRC members who served on the scholarship committee.
2. All information that the LRC receives to evaluate the qualification of potential scholarship recipients.
3. The name, address, and other necessary information for each scholarship recipient.
4. Any information on relationships that would cause the scholarship recipient to be a disqualified person with respect to the LRC as defined by Internal Revenue Code section 4946 (definition of a disqualified person).
5. The amount and purpose of each scholarship.
6. A copy of the letter notifying the recipient of the scholarship award.

Scholarship Program Schedule

January

- Application is promoted online every January through the Polk County School District and PEF
- LRC shares PEF information via social media and the member newsletter

February

- Applications due for all awards to PEF

March

- Scholarship Selection Committee established (via RunSignUp volunteer registration), committee members should be recorded in the next board meeting minutes

April

- Award recommendations are presented to the Board from the committee and sent to PEF

May

- Award recipients are notified by the LRC
- LRC website is updated with scholarship recipients
- PEF presents scholarship certificates at senior award ceremonies
- PEF invoices LRC for scholarships awarded

June

- Scholarship recipients receive their award packets from PEF
- Recipients to send Thank you letters to LRC to receive award

July

- PEF mails checks are mailed payable to the college of the student's choice

September

- LRC Board votes on financial commitment and number of scholarships for the following year
- LRC Board completes the PEF Commitment Form

December

- Board selects scholarship committee chair
- Finance & Audit committee compiles necessary information for annual Form 990 Schedule I



Lakeland Runners Club Sponsorship Policy

This document provides a guideline for understanding the IRS determination of a sponsor payment as a qualified sponsorship and how to avoid sponsor payments for advertising that are taxable as unrelated business income.

Per IRS Section 513(c), a payment made by a corporate sponsor may be considered a tax-free gift if the corporate sponsor has no expectation that they will receive substantial benefit for their payment. The following factors may result in the IRS determining that a corporate payment is NOT a charitable donation but rather taxable advertising income:

- exclusivity that limits the sale, distribution, availability, or use of competing products, services, or facilities in connection with an exempt organization's activity,
- providing prices, indication of savings or value, endorsements, or inducements to buy a sponsor's product or services,
- providing a link from the nonprofit website to the sponsor website where the sponsor's product or service can be purchased,
- providing more than token services (fair market value of more than 2% of the sponsor payment) or other privileges to the sponsor
- providing sponsors with advertising or acknowledgements in regularly scheduled and published digital or print materials
- any payment received for specific advertising opportunities

The following are generally accepted as OK for qualified sponsor payments.

- including in print or digital media the sponsor's name, logo, general phone number, location and a link to a webpage that does not sell products or services,
- value neutral displays of a sponsor's products or services, or the distribution of free samples of the sponsor's products at our events. The LRC should not endorse the product/service.

Qualified sponsorships to the LRC may be cash, an equivalent donation of product or service needed by the race, or a combination of cash and products or services. Products or services must be items that would have been purchased out of the race budget, not items a company would like to promote.

The written acknowledgment required to substantiate a charitable contribution of \$250 or more must contain the following information: Name of the organization, amount of cash contribution, description (but not value) of non-cash contribution, statement that no goods or services were provided by the organization, if that is the case; description and good faith estimate of the value of goods or services, if any, that organization provided in return for the contribution.

Presenting Sponsor • \$12,000 annually • One Available Annually

This is the highest level of annual sponsorship available. The presenting sponsor is listed first or featured prominently above all other sponsors in printed form. All race names should be followed by the name of the presenting sponsor.

Elite Sponsor • \$2,000 annually • Four Available Annually

This is the second-highest level of annual sponsorship available. Elite sponsors are prominently placed directly below or behind the presenting sponsor, and their logos are printed at a larger size than the Endurance Sponsor.

Endurance Sponsor - \$1,000 annually • 15 Available Annually

This is the third-highest level of annual sponsorship available. Endurance sponsors are placed directly below or behind the elite sponsors.

Sprint Sponsor - \$300 - \$500 per event • Five Available per Event

This is the fourth-highest level of annual sponsorship available. Donor names are placed directly below or behind the endurance sponsors.

Donor

These are companies that provide items that would be purchased out of the race budget, but their donation does not meet the financial requirement to be a sponsor. Their names are placed below the sprint sponsors.

	Presenting	Elite	Endurance	Sprint	Donor	Foundations
Sponsor Recognition						
<i>Logo and link online:</i>						
• race registration webpage	X	X	X	X		
• race results webpage	X	X	X	X		
• LRC home webpage	X	X	X	X		
• LRC sponsor webpage	X	X	X	X		
<i>Social Media:</i>						
• thank you before and after the race	X	X	X	X	X	X
<i>Communication:</i>						
• logo included in a minimum of three participant emails per event	X	X	X	X	X	X
<i>Race Day:</i>						
• logo on race shirt	X	X	X	X	X	X
• logo on race start and/or finish signage	X	X	X	X		
• recognition by race announcer	X	X	X	X		
• sponsor provided giveaway or display	X	X	X	X		
• logo on race bib	X					
• complimentary race entries	unlimited	10	10	2		

June 2021 Quarterly Board Meeting

Lakeland Runners Club

June 28, 2021 | 6:00 PM | Hybrid ZOOM + in person at StudioC Solutions

ROLL and CALL TO ORDER

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

OFFICER & COMMITTEE REPORTS

President's Report

- RRCA Convention: Sarah Kozul, Michelle Hoffert, Brian Heipp, Angi Griffin, and Kim Baker
- Applied for a \$10,000 grant for our youth programs from Saucony's Run for Good Foundation
- Website hosting has been migrated from GoDaddy to Maximize Digital Media (local).
- Migration to Divvy for Budget and Expense Management complete
- Contracted with Polk Senior Games to lease equipment for the 2022 Track events for \$300. Louis Irwin and Bob Harter have volunteered to execute the contract.

Secretary's Report

The April board of director meeting minutes were distributed on June 3, 2021 and are approved as distributed.

Treasurer's Report

- 2021 YTD Statement of Financial Position Summary
- 2021 YTD Statement of Activity by Month

Member Engagement Report

- Jun Meeting – Saturday morning breakfast at Peggy Brown
- As of Jun. 15, 2021 — 293 households, 407 members. First upward trend of memberships in the past 13 months.
- Next Member event Saturday, August 28 from 7 – 9 AM at field at Common Ground

Race Planning Report

June Watermelon 5k Data

Page Views 4/15 to 6/12: 16,871

Entries: 879 Series, 104 June

90% (864) started & finished the race

10% ran their first 5k

58% were first-time Watermelon runners

13% were LRC members

22% registered in the final two weeks

Race Day Registrants: 67

59% female, 41% male

Volunteers: 66

- Open Aching Quad and Lake to Lake registration by mid-July

Training & Group Runs Report

- Middle School kicked off Summer Development on June 15 with 53 registered

- Hill Run YTD registrations at 55
- Speed Workout registration at 72 unique participants YTD over 3 sessions
- Open Step Up to 10k training registration by mid-July (with Lake to Lake)

Nominating

Governance

Finance & Audit

REVIEW

Budget vs Actuals through June 20. Due to higher-than-expected registration at Mayfaire and the Watermelon Series, along with 3 new sponsors, there may be a surplus in net revenue at year end. Highly dependent on the success of the Aching Quad Challenge and Lake to Lake 10k.

ACTION ITEMS

1. Move to revise the Scholarship Policy to have two rounds of applicant screening per recommendation of the PEF executive director. Motion carried.
2. Move to have the new signers on the MIDFLORIDA deposit account be Sarah Kozul, Michelle Hoffert, Brian Heipp, and Angela Griffin. Authorize Sarah Kozul to have a MIDFLORIDA business debit card. Cancel all existing MIDFLORIDA business Visa credit cards except for Sarah Kozul. Add a MIDFLORIDA business Visa credit card for Michelle Hoffert. Keep the MIDFLORIDA business credit monthly limit at \$9,000. Motion carried.
3. Move to reserve \$11,500 from the 2021 Summer Sunrise Watermelon Series proceeds and individual donations for 2022 Scholarships, plus \$1,500 that was returned from a 2015 scholarship that went unclaimed and award 13 \$1,000 scholarships in 2022. Motion carried.
4. Move to adopt the Whistleblower Protection Policy. Motion carried.
5. Move to adopt the Document Retention Policy. Motion carried.

Meeting was adjourned at 7:58 PM

Attachments:

- *Scholarship Policy*
- *Whistleblower Policy*
- *Document Retention Policy*



Lakeland Runners Club Scholarship Policy

The objective of this policy and procedure document is to provide detail on how the Lakeland Runners Club (LRC) manages the selection and awarding of scholarships.

Schedule I of the revised Form 990 requires certain information regarding the record-keeping practices with respect to grants and other assistance it makes to U.S. organizations and individuals. Grants and other assistance include awards, prizes, contributions, noncash assistance, cash allocations, stipends, scholarships, fellowships, research grants, and similar payments and distributions made by the organization during the tax year. Amounts of \$5,000 or more to an organization or individual need to be recorded in Schedule I. The organization must state if it maintains records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance. The procedures for monitoring the use of grant funds must be relayed in narrative form in Part IV.

DUTIES OF THE LRC BOARD

1. At the conclusion of the Summer Sunrise Watermelon Series, the board will vote and record in the minutes the amount of the proceeds of the race, plus any additional funds, that shall be reserved for scholarship awards the following year.
2. A board member will chair the scholarship selection committee. The chair will:
 - a. solicit for the volunteer selection panel in the March member newsletter.
 - b. receive the scholarship applications from the Polk Education Foundation (PEF), review, and prepare the scholarship committee packet per the guidelines for selection and recordkeeping.
 - c. collect and tabulate the committee results and present them to the board for approval.
 - d. notify the PEF of the award recipients and alternates.
3. The LRC Treasurer will pay PEF invoice upon receipt from PEF.
4. The LRC Scholarship webpage will be updated to include the annual recipients.

SCHOLARSHIP SELECTION COMMITTEE

The committee shall be led by a member of the board of directors and composed of members of the LRC. The committee will consist of no less than eight and no more than 12 members. Members may not serve on the committee if they are a relative of an applicant for consideration by the committee. "Relative" is defined as a parent, sibling, stepparent, grandparent, step-grandparent, aunt, uncle, nephew, niece, or first cousin.

The committee shall read and assess the applicant essays and report back to the board with their ranked list of candidates by the requested date.

SCHOLARSHIP SELECTION CRITERIA

Instructions to Student (Additional Questions on PEF form):

Did you run cross country or track for at least one full season in high school (Y or N)? If No, you cannot apply.

Recipients of this award are selected solely based on this essay. Please clearly articulate how the sport of running has changed, impacted, or influenced your life. Do not include any identifiable information (your name, your school, your coach, etc.).

Instructions to Selection Committee:

Essays are reviewed by the committee chair and identifiable information redacted.

Candidate selections are based on the content of their essay, not writing ability. LRC scholarship awards are not based on Gender, GPA, Financial Need, Community Service, or College Readiness (ACT/SAT). If this information is provided separately, it is for informational purposes only.

There will be two rounds of selections. The committee will be split into four subgroups and each group will evaluate 25% of the applications and each member will make their recommendations for the top 5 candidates from their group. Candidates must receive votes from at least 50% of the subgroup to move to the final round. In the final round, the entire committee will evaluate the top essays from the subgroups to compile the final selection list.

Participation in cross country or track can be verified through <https://fl.milesplit.com/athletes> with the LRC account.

Tie Break

In the event that the committee's selections contain ties for the number of awards available, the committee chair will break the tie.

PEF APPLICATION PROCESS (from <https://polkschoolsfl.com/pef/scholarships/>)

Available scholarships are promoted online every January through the Polk County School District and Polk Education Foundation (PEF). The minimum requirements to apply per the PEF:

1. Be a Polk County public or charter high school senior
2. Be on track to graduate and have passed FSA Reading, AND, the Algebra I EOC, or, the Geometry EOC.
3. Have completed the FAFSA (Free Application for Federal Student Aid) and have received the finalized SAR (Student Aid Report).
4. Even though the application is submitted electronically, applicants must additionally print out their completed application, have it signed by student (and parent / guardian if the student is not 18), attach their SAR (Student Aid Report, if applicable) and submit the packet to their school's scholarship contact by a date they set. Applications without the proper signatures cannot be accepted!

PEF AWARD PAYMENT POLICY (from <https://polkschoolsfl.com/pef/scholarships/>)

1. Scholarships administered by the PEF are funded by donors and will be paid out only after receipt of donor monies.
2. PEF scholarship monies are then sent to the institution of the student's choice per the college information sheet each recipient completes and returns to the PEF. Monies are to be spent for education expenses only and cannot be dispersed directly to the student. The institution must return any unused funds to the PEF after the student graduates, no longer attends the school or transfers to another institution.
3. All PEF scholarship funds are to be applied to direct college costs such as tuition, fees, and room and board, unless otherwise stated. If this scholarship, along with other financial aid exceeds direct costs, then PEF funds may be used for textbooks.

4. If funds are not needed at the time of initial enrollment, the PEF will hold funds for up to five years. After that time, unused funds return to the respective PEF scholarship accounts. If the scholarship account is no longer active, the funds are deposited in the PEF general scholarship fund.
5. The student must notify the PEF in writing if they change institutions. They are
6. responsible for asking the institution they leave to return the funds to the PEF and then notify the PEF in writing of where the funds should be sent.
7. If the student withdraws from a class during a term, the scholarship funds should be handled under the institution's normal refund policy.
8. Student must attend an institution accredited by a national regional accreditation association of colleges and schools.
9. There are no specific academic progress requirements. As long as the student is allowed to remain in school under the institution's standard academic progress rules, and the student abides by this scholarship policy, the student is eligible to receive the scholarship funds.

RECORDKEEPING REQUIREMENTS

The LRC Finance & Audit committee shall keep records by year, in accordance with the LRC Privacy Policy, that shall include:

1. The LRC members who served on the scholarship committee.
2. All information that the LRC receives to evaluate the qualification of potential scholarship recipients.
3. The name, address, and other necessary information for each scholarship recipient.
4. Any information on relationships that would cause the scholarship recipient to be a disqualified person with respect to the LRC as defined by Internal Revenue Code section 4946 (definition of a disqualified person).
5. The amount and purpose of each scholarship.
6. A copy of the letter notifying the recipient of the scholarship award.

SCHOLARSHIP PROGRAM SCHEDULE

January

- Application is promoted online every January through the Polk County School District and PEF
- LRC shares PEF information via social media and the member newsletter

February

- Applications due for all awards to PEF

March

- Scholarship Selection Committee established (via RunSignUp volunteer registration), committee members should be recorded in the next board meeting minutes
- Request early delivery of application packet from PEF for evaluation

April

- Award recommendations are presented to the Board from the committee and sent to PEF

May

- Award recipients are notified by the LRC
- LRC website is updated with scholarship recipients
- PEF presents scholarship certificates at senior award ceremonies
- PEF invoices LRC for scholarships awarded

June

- Scholarship recipients receive their award packets from PEF
- Recipients to send Thank you letters to LRC to receive award

July

- PEF mails checks are mailed payable to the college of the student's choice

September

- LRC Board votes on financial commitment and number of scholarships for the following year
- LRC Board completes the PEF Commitment Form

December

- Board selects scholarship committee chair
- Finance & Audit committee compiles necessary information for annual Form 990 Schedule I



Lakeland Runners Club Whistleblower Protection Policy

Lakeland Runners Club, Inc. (LRC) requires its volunteers at every level: directors, officers, coaches, race directors and event volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the LRC we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

REPORTING RESPONSIBILITY

This policy is intended to encourage and enable volunteers and others to raise serious concerns internally so that LRC can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, and volunteers to report concerns about violations of LRC's policies or suspected violations of law or regulations that govern LRC's operations.

NO RETALIATION

It is contrary to the values of LRC for anyone to retaliate against any board member, officer, or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of LRC.

REPORTING PROCEDURE

LRC has an open-door policy and suggests that volunteers share their questions, concerns, suggestions, or complaints with their committee chair. If you are not comfortable speaking with your committee chair or you are not satisfied with your chair's response, you are encouraged to speak with another board member or officer of the club. Committee chairs are required to report complaints or concerns about suspected ethical and legal violations in writing to the LRC vice-president, who has the responsibility to investigate all reported complaints. Volunteers with concerns or complaints may also submit their concerns in writing directly to the committee chair, vice-president, or the president of the board of directors.

COMPLIANCE OFFICER

The LRC's board vice-president is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The vice-president will advise the Board of Directors of all complaints and their resolution and will report at least annually to the Treasurer and Chair of the Finance and Audit Committee on compliance activity relating to accounting or alleged financial improprieties.

ACCOUNTING AND AUDITING MATTERS

The board vice-president shall immediately notify the Finance and Audit Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

ACTING IN GOOD FAITH

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation.

CONFIDENTIALITY

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

HANDLING OF REPORTED VIOLATIONS

The vice-president will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.



Lakeland Runners Club Document Retention Policy

A document retention policy identifies confidential information and categorizes it by how and where documents are stored (electronically or paper) and the required retention period based on federal, state, and other regulatory requirements

BOOKS AND RECORDS PER THE LRC BYLAWS

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.

DOCUMENT TYPE	RETENTION PERIOD
Articles of Incorporation and Amendments	Permanent
Bylaws and Amendments	Permanent
Minutes	Permanent
Annual Reports (Business Filing)	Permanent
IRS Exemption Determination Letter	Permanent
Employer Identification (EIN) Designation	Permanent
Certificate of Consumer Exemption	Permanent
Solicitation of Contributions Filing	Permanent

DOCUMENT TYPE	RETENTION PERIOD
Sales Tax Certificate of Registration	Permanent
Insurance Policies	Permanent
Annual Reports	Permanent
Form 990	Permanent
Annual Financial Statements	Permanent
Audit Reports (if applicable)	Permanent
Contribution Records	Permanent
Fixed Assets Purchases	Permanent
Policies and Procedures Manual	Current version with revision history
Member List	Current
Grant Records	7 years after end of grant
Bank Statements, Reconciliations	7 years
Canceled Checks & Deposit Slips	7 years
Expense Reports	7 years
Credit Card Receipts	3 years
Contractor W-9	3 years after last contract
General Ledger	Permanent
Legal correspondence	Permanent
Participant Waivers	3 years after the activity ends. Releases signed by a parent or guardian on behalf of a minor must be retained for at least three years after the activity ends or until the minor turns 20, whichever is longer.
Correspondence to members	At least 3 years
E-mails considered important to the organization or of lasting significance should be stored in a central repository	Permanent, subject to review
Correspondence and internal memoranda relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document to which they relate. Email can be printed or stored electronically.	
Hard copy correspondence and internal memoranda relating to routine matters with no lasting significance	2 years
Documents (e.g., in pdf, text or other electronic format) comprising or relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document which they comprise or to which they relate, but may be retained in electronic or hard copy form.	