

January 2019 Board Meeting Minutes

Lakeland Runners Club

January 7, 2019 6 PM, Central Florida Speech and Hearing Center

Roll Call-Quorum Present

Louis Irwin, Chuck McDanal, Betsy Slay, Sarah Kozul, Angi Griffin, Lynn King, Rebecca Kimble, Jacob Deese, Michelle Hoffert, Roxanne Youngs, Byrl Arnold

Absent: James Hurts and Milton Lyons

A regular meeting of the LRC Board was called to order at 6:00 PM by 2018 Vice President Sarah Kozul

Minutes

A draft of the minutes for the November Board meeting was submitted via Facebook group on Dec 3, 2018. The minutes were approved as corrected.

Officer Reports

The December 2018 Treasurer's Report was provided by 2018 Treasurer Angi Griffin.
SunTrust Checking Period Ending 012/31/2018

Statement Beginning Balance: \$ 56,345.38
Checks cleared: \$ 18,324.99
Deposits: \$ 23,013.20
Statement Ending Balance: \$ 61,033.59

Standing Committee Reports - none

Special Committee Reports - none

Special Orders

Election of Executive Committee

- **President:** Chuck McDanal nominated Sarah Kozul. Nominee elected.
- **Vice President:** Lynn King nominated Chuck McDanal. Nominee elected.
- **Treasurer:** Lynn King nominated Angi Griffin. Nominee elected.
- **Secretary:** Angi Griffin nominated Lynn King. Nominee elected.

2019 Board of Directors President Sarah Kozul gave opening remarks.

2019 Board of Director Handbooks were distributed. Acknowledgement of receipt will be kept by the secretary.

Selection of Standing Committee Members. The President is a member ex-officio of all committees.

- **Finance & Audit**, Chair Chuck McDanal
 - Members: Angi Griffin, Jacob Deese, Byrl Arnold
- **Membership**, Chair Lynn King
 - Members: Roxanne Youngs, Rebecca Kimble
- **Race Planning**, Chair Angi Griffin
 - Members: Lynn King, Byrl Arnold, Betsy Slay, Milton Lyons, James Hurst, Louis Irwin
- **Training Programs & Group Runs**, Chair Betsy Slay
 - Michelle Hoffert, Byrl Arnold, Milton Lyons
- **Volunteer Engagement**, Chair Lynn King
 - Members: Michelle Hoffert, Roxanne Youngs
- **Philanthropic Giving**, Chair (open)
 - Members: Louis Irwin, Roxanne Youngs
- **Communication & Social Media**, Chair Rebecca Kimble
 - Michelle Hoffert, Lynn King

- **Equipment Management**, Chair Louis Irwin
 - Members: (open)
- **Systems Support**, Chair Michelle Hoffert
 - Chuck McDanal
- **Governance**, Chair Chuck McDanal
 - Members: Betsy Slay, Angi Griffin, Michelle Hoffert
- Selection of Special Committees
 - **Nominating Committee**, Chair (open)
 - Membership: Roxanne Youngs, Betsy Slay

A Year to Year Financial Summary Review was presented by Treasurer Angi Griffin

Unfinished Business

Chuck McDanal moved to refer resolution of necessity to purchase 36” cones with reflective tape versus modifying a portion of the current 30” cones to have reflective tape to the Equipment Management Committee with their recommendation to be presented at the February Board meeting. Motion carried.

Betsy Slay moved to refer the plan to add a 10k training program that would culminate at the Lake to Lake 10K and be structured in a program similar to the Beginning Runners Program, to the Training Programs & Group Runs Committee with their recommendation to be presented at the February Board meeting. Motion carried.

Chuck McDanal moved to refer the annual timing company contract review and selection to the Race Planning Committee with their recommendation to be presented at the February Board meeting. Motion carried.

New Business

Chuck McDanal moved to kick off 2019 with an evening of fellowship at the January member meeting. We would include a get to know your 2019 Board of Directors and a brief overview of committees seeking club member resources. Motion carried.

Chuck McDanal moved to refer the selection of guest speakers & member participation meetings and a review of the meeting location to the Membership Committee with their recommendation to be presented at the February Board meeting. Motion carried.

Chuck McDanal moved to immediately order 30 ladies’ shirts and 30 men’s shirts at a cost of \$9.25 each to backfill inventory. Motion carried.

Chuck McDanal moved to refer the review and proposal of an alternate date for the Lake to Lake 10k to the Race Planning Committee to be presented to the board for approval via the LRC Board Facebook group immediately following the meeting with Lakeland Parks & Rec. on Thursday, January 10, 2019. Motion carried.

Chuck McDanal moved to refer the revision of the 2018 Sponsor letter to the Race Planning Committee, pending the confirmation of the 2018 date for Lake to Lake 10k and Double Down 5k. The committee will present the letter for approval via the LRC Board Facebook group as soon as possible after confirmation of the 2019 dates. Motion carried.

Chuck McDanal moved to donate \$15,000 to the Polk Education Foundation to establish ten \$1,500 scholarships to be awarded to five girls and five boys. Applicants should have a 2.0 cumulative GPA, participated in cross country or track for one season, and submit an essay on “How Has the Sport of Running Changed, Impacted, or Influenced Your Life”. Motion carried.

Rebecca Kimble moved to donate to the Lakeland Landsharks one 50% off race entry to each of the five 2019 LRC events. Motion carried.

Chuck McDanal moved that the club raffle one race entry per month at the monthly member meeting. To be eligible to win, members would have to RSVP via SignUp Genius and be present. The race entry would be randomly selected from the remaining 2019 races. Motion carried.

Chuck McDanal moved to refer drafting a letter of agreement between the LRC and race directors and volunteer coaches to the Governance Committee with their recommendation to be presented at the February Board meeting. Motion carried.

Chuck McDanal moved to delay the registration of individuals for the RRCA Race Director certification until the approval of the letter of agreement. Motion carried after debate.

Chuck McDanal moved to refer review of the RRCA Convention Attendance Policy to the Governance Committee with their recommendation to be presented at the February Board meeting. Motion carried.

Chuck McDanal moved for Sarah Kozul to create a poll on the Board of Directors Facebook page to choose a Sunday in January to have a strategic planning session as a committee of the whole. Motion carried.

Announcements

- The President announced that the January minutes will need early minute approval via Facebook group in order to continue business operations. i.e. change banking, corporation information.
 - The President announced that each director will receive the username and password to view club documents on the LRC Dropbox.
 - Email the President at her personal email until the club email transition is complete.
 - Local Races Membership Update: Local Races should generate a custom member confirmation email with a voucher code and shirt coupon. The setup was overlooked during the 2019 membership registration setup. 57 members are pending to receive this information. The President and a Membership and Rebecca Kimble (2018 membership coordinator) will work on the voucher information.
 - Each committee should determine the best method for that group for secure communication and documentation of committee meetings and discussions.
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- General Member Meeting – Jan. 17 at Bosko's
 - Next Board Meeting – Feb. 4 at Central Florida Speech and Hearing at 6:00 PM

Adjournment

Lynn King moved to adjourn at 7:55 P.M. Motion carried.

January 2019 Special Board Meeting
Lakeland Runners Club
January 16-17, 2019 LRC Board of Director's Message Board

Roll

Louis Irwin, Chuck McDanal, Betsy Slay, Sarah Kozul, Angi Griffin, Lynn King, James Hurst, Milton Lyons, Rebecca Kimble, Jacob Deese, Michelle Hoffert, Roxanne Youngs, Byrl Arnold

Call to Order

A special meeting of the board was called to order by President Sarah Kozul on January 16, 2019.

Approval of the Minutes

The January meeting minutes were distributed on January 9, 2019 and were approved via roll call on January 10, 2019 as distributed.

Special Orders

Sarah Kozul moved that the Lakeland Runners Club, Inc changeover to MIDFLORIDA Credit Union for checking, savings, and credit accounts. Motion carried

Sarah Kozul moved to apply for credit cards with MIDFLORIDA Credit Union for the following: Sarah Kozul, President -\$5,000, Chuck McDanal, Vice-President - \$1,000, Lynn King, Secretary - \$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 9:30 PM on January 17, 2019.

February 2019 Board Meeting Minutes

Lakeland Runners Club

February 4, 2019 6:00 PM, Central Florida Speech and Hearing Center

Roll Call

Louis Irwin, Chuck McDanal, Betsy Slay, Sarah Kozul, Angi Griffin, Lynn King, James Hurst, Rebecca Kimble, Jacob Deese, Michelle Hoffert, Roxanne Youngs, Byrl Arnold

Absent: Milton Lyons

A regular meeting of the LRC Board was called to order at 6:00 PM by President Sarah Kozul

Approval of the Minutes

The January meeting minutes were distributed on January 9, 2019 and were approved via roll call on January 10, 2019 as distributed. Meeting minutes from the special meeting held January 16, 2019 were approved via roll call on January 20, 2019 as distributed.

Officer Reports

Secretary's Report

Handouts were distributed and acknowledgment of receipt retained by the Secretary.

1. January 2019 Regular Meeting Minutes
2. January 2019 Special Meeting Minutes
3. Revised 2019 & 2020 Calendars
4. Lakeland Runners Club Privacy Policy
5. RRCA Race Director Code of Ethics
6. RRCA Coaches Code of Ethics

Treasurer's Report

The January 2019 Treasurers Report provided by Treasurer Angi Griffin

SunTrust Checking Period Ending 01/31/2019

Statement Beginning Balance:	\$ 61,033.59
Checks cleared:	\$ 57,468.36*
Deposits:	\$ 0
Statement Ending Balance:	\$ 3,565.23
Uncleared Transactions:	-\$ 0
Register Balance:	\$ 3,565.23

*Transfer to MIDFLORIDA banking.

- \$45,000.00 moved to Mid Florida Checking
- \$10,000.00 moved to Mid Florida Savings

MIDFLORIDA Period Ending 01/31/2019

Statement Beginning Balance: \$ 0.0
Checks cleared: \$ 375.94
Deposits: \$ 45,145.00
Statement Ending Balance: \$ 44,769.06
Uncleared Transactions: -\$ 0.0
Register Balance: \$ 44,769.06
Savings Account Interest Earned: \$ 0.14
Savings Account Balance: \$ 10,000.14

Standing Committee Recommendations

Membership

The Membership Committee moved to hold the February General Membership Meeting at Bosko's on Thursday, February 21, 2019 and to hold a March General Member Meeting - 6:30 PM on March 21 at Peggy Brown Pavilion | Program – Out with the Old/In with the New Meeting & Fun Run – 2019 Race Registration Launch Party. Motion carried as amended.

Race Planning

The Race Planning Committee moved to set the 2019 races dates as follows: Mayfaire 5K-05/11/2019; Watermelon 5K Series-06/08/2019, 07/13/2019, 08/10/2019; Aching Quad Challenge-09/13/2019 and 09/14/2019; Double Down 5K-10/12/2019; and Lake to Lake 10K-11/02/2019 and to set the 2020 races dates as follows: Mayfaire 5K-05/09/2020; Watermelon 5K Series-06/13/2020 07/11/2020, 08/08/2020; Aching Quad Challenge-09/11/2020 and 09/12/2020; Double Down 5K-10/10/2020; and Lake to Lake 10K-11/07/2020. Motion Carried.

The Race Planning Committee moved to leave 2019 registration pricing at the same level as 2018-Mayfaire - \$30 (Youth \$15), Watermelon 5K Series - \$40 (individual Race \$15), Aching Quad Challenge - \$45 (Individual Race \$15), Double down 5K - \$25 and Lake to Lake 10K - \$30. Increase late registration for all races to \$10, except for the individual Watermelon races which would increase by \$5 for late registration. No late registration increase for individual Aching Quad races. Set the cut off for early registration for 2 full weeks before race day for all races. The early registration cut off will apply to the use of member vouchers, as well as transfers. Motion Carried as amended.

The Race Planning Committee moved to approve the 2019 sponsor letter packet for both prior and new sponsors. Motion Carried.

The Race Planning Committee moved to postpone the timing company recommendation to the March board meeting. Motion Carried.

Training Programs & Group Runs

The Training Program Committee moved to set the Spring Ahead registration price to \$40. Motion Carried.

Equipment Management

Chuck McDanal moved to empower The Equipment Management Committee to spend up to \$300.00 to make the cones meet the city's safety requirements. Motion Carried.

Governance

The Governance Committee moved to adopt of Letter of Agreement for volunteer coaches and race directors, as well as certified coaches and certified race directors. Motion Carried.

The Governance Committee moved adopt Letter of Agreement for LRC Credit Card holders. Motion Carried.

The Governance Committee moved to adopt a policy for RRCA Attendance. Motion Carried.

Special Committee Reports

None

Special Orders

None

Unfinished Business

None

New Business

Sarah Kozul moved to adopt a LRC Facebook group posting guidelines policy. Motion Carried.

Sarah Kozul moved to allow event contractors to have reasonable marketing at the event as it relates to the business they are executing on behalf of the LRC with the marketing limits to be included in the contractor's annual contract with the LRC. Motion Carried.

Sarah Kozul moved to refer to a special committee consisting of Angi, Rhonda and Sarah to choose a date & location for the 2019 Christmas party to be presented at March board meeting. Motion Carried.

Announcements

- February General Member Meeting – 6:30 PM on February 21 at Bosko's at the Cleveland Heights Golf Course | Program – 40 Years of Mayfaire 5k
- March Board Meeting - 6:00 PM on March 4 at Central Florida Speech & Hearing Center
- March General Member Meeting - 6:30 PM on March 21 at Peggy Brown Pavilion | Program – Out with the Old/In with the New Member Meeting & Fun Run.
- Upon approval of the minutes, adopted policies will be uploaded to the LRC website under Club Info> Governance.

Adjournment

Roxanne Youngs moved to adjourn at 7:40 PM. Motion Carried.

March 2019 Board Minutes

Lakeland Runners Club

March 4, 2019 6:00 PM, Central Florida Speech and Hearing Center

Roll

Louis Irwin, Chuck McDanal, Betsy Slay, Sarah Kozul, Angi Griffin, Lynn King, James Hurst, Rebecca Kimble, Michelle Hoffert, Roxanne Youngs, Byrl Arnold

A regular meeting of the Board of Directors was called to order at 6 pm.

Approval of the Minutes

The February meeting minutes were distributed on February 7, 2019 and were approved via roll call on February 10, 2019 as distributed.

Officer Reports

Secretary's Report

Handouts were distributed.

1. February 2019 Regular Meeting Minutes
2. March Correspondence Log

Treasurer's Report

SunTrust Period Ending 02/28/2019 - Money Order issued for \$3,565.23 to LRC to close out the account. There was no other activity in the account for the month of February. The checking account was closed by Sarah Kozul and Angi Griffin, and the money deposited into the Mid-Florida checking account on March 1, 2019.

The Feb. 2019 Treasurer's Reports provided by Treasurer Angi Griffin. MIDFLORIDA Account ending 02/38/2019

Statement Beginning Balance:	\$ 44,769.06
Checks cleared:	\$ 5,496.86
Deposits:	\$ 4,010.00
Statement Ending Balance:	\$ 43,285.20
Uncleared Transactions:	-\$ 429.96
Register Balance:	\$ 47,420.47
Savings Account Interest Earned:	\$ 0.38
Savings Account Balance:	\$ 10,000.52

Race Planning

The Race Planning Committee moved to accept a contract with FITniche Events for all 2019 races, with a projected cost of \$18,585 for timing 9 events and an estimated 5900 participants. Motion carried.

Training Programs & Group Runs

The Training Program Committee moved to add a 10-week 10K Training Program for the Lake to Lake 10K and to set registration at \$40.00 which includes race entry but not club membership. Motion carried.

Volunteer Engagement

The Volunteer Engagement Committee moved to adopt the revised Outstanding Volunteer point system policy. Motion carried.

Special Committees

No Business

Special Orders

No Business

Unfinished Business

None

New Business

Sarah Kozul moved to hold a club run named the John Scimone Memorial Run at the November Member Meeting. Motion Carried.

Sarah Kozul moved to create the Fleetest Foot award to recognize the top 5 fastest men and women members in overall and age-graded categories (20 awards) over the ten 2019 LRC races. Set Award Budget to \$200. Motion carried.

Lynn King moved to add \$1,850.00 into the Lake to Lake budget for prize money. Motion carried.

Chuck McDanal moved to adopt the 2019 budget. Motion carried.

Announcements

- April Board Meeting - 6:00 PM on April 1 at Central Florida Speech & Hearing Center
- April General Member Meeting – 6:30 PM on April 18 at Cleveland Heights Club | Program – Volunteer Appreciation

Adjourn

Sarah Kozul adjourned the meeting at 7:23 PM

April 2019 Board Meeting

Lakeland Runners Club

April 1, 2019 6:00 PM, Central Florida Speech and Hearing Center

Roll

Louis Irwin, Chuck McDanal, Betsy Slay, Sarah Kozul, Angi Griffin, Lynn King, James Hurst, Michelle Hoffert, Roxanne Youngs, Byrl Arnold

Call to Order

Approval of the Minutes

The March meeting minutes were distributed on March 10, 2019 and were approved via roll call on March 14, 2019 as distributed.

Officer Reports

Secretary's Report

Handouts were distributed.

1. March 2019 Regular Meeting Minutes
2. March Correspondence Log

Treasurer's Report

The Mar 2019 Treasurer's Reports provided by Treasurer Angi Griffin. MIDFLORIDA Account ending 03/31/2019

Statement Beginning Balance:	\$ 43,285.20
Checks cleared:	\$ 4,571.90
Deposits:	\$ 11,755.23
Statement Ending Balance:	\$ 42,172.45
Uncleared Transactions:	-\$ 1,090.00
Register Balance:	\$ 49,378.53
Savings Account Interest Earned:	\$ 0.42
Savings Account Balance:	\$ 10,000.94

Race Planning

Chuck McDanal moved to refer the review of participant waivers to the Race Planning Committee for review at the May board meeting.

Training Programs & Group Runs

Notes:

- Spring Ahead 5k Training has 54 participants and those participating who are current LRC members will have their membership renewed and receive a Mayfaire race code.
- A farewell celebration to thank Amanda for her service to the KIDS program will take place on April 23rd at Lakeland High School.
- The Special Olympics has approached the club to be their event promoter for their Track and Field competition. The club needs more information to proceed.

Governance

Notes: Attorney Nick Sellars from Peterson & Meyers is our new contact for legal questions and issues.

Philanthropic Giving

Notes: PEF Scholarship selection committee has been established.

Special Committees

No Business

Special Orders

No Business

Unfinished Business

None

New Business

Sarah Kozul moved to adopt a Conflict of Interest Policy for Officers and Directors. Motion Carried.

Lynn King announced she will be working part-time at FITniche.

Announcements

- Kids Running Program Celebration-5:15 PM on April 23 at Lakeland High School Track.
- April General Member Meeting – 6:30 PM on April 18 at Cleveland Heights Club | Program – Volunteer Appreciation
- May Board Meeting - 6:00 PM on May 6 at Central Florida Speech & Hearing Center

Adjourn

Chuck McDanal made a motion to adjourn at 6:40 pm. Motion Carried.

May 2019 Board Meeting

Lakeland Runners Club

May 6, 2019 6:00 PM, Central Florida Speech and Hearing Center

Roll

Louis Irwin, Chuck McDanal, Betsy Slay, Sarah Kozul, Angi Griffin, Lynn King, James Hurst, Rebecca Kimble, Michelle Hoffert, Roxanne Youngs, Byrl Arnold, **Guests:** Rod Crowley from the Lakeland Landsharks Triathlon Club

Call to Order

Approval of the Minutes

The April meeting minutes were distributed on April 3, 2019 and were approved via roll call on April 17, 2019 as distributed.

Officer Reports

Secretary's Report

Handouts were distributed.

1. April 2019 Regular Meeting Minutes
2. April Correspondence Log
3. Conflict of Interest Policy

Treasurer's Report

The April 2019 Treasurer's Reports provided by Treasurer Angi Griffin. MIDFLORIDA Account ending 04/30/2019

Statement Beginning Balance:	\$ 50,468.53
Checks cleared:	\$ 23,846.28
Deposits:	\$ 15,550.20
Statement Ending Balance:	\$ 42,172.45
Uncleared Transactions:	-\$ 3,853.97
Register Balance:	\$ 38,318.48
Savings Account Interest Earned:	\$ 0.41
Savings Account Balance:	\$ 10,001.35

Volunteer Engagement:

Notes: The LRC website has been updated to include the RRCA Safe Sport Act training video. All volunteers are being notified of this training requirement prior to assisting with LRC events and programs. The volunteer management program has been updated to notify volunteers about the training requirement.

Philanthropic Giving

Notes: PEF scholarship recipients were selected using a volunteer panel. The application forms were redacted to remove any information that was not part of the LRC selection criteria. Recommendations for 2020: solicit volunteer readers earlier in the year and select best 10 candidates instead of top 5 male and female.

Equipment Management

Notes: Review of current sound system and suggestions to improve usability at LRC events.

Special Committees

Notes: Christmas Party dinner will be plated, and guests will select a meat, fish or vegan option when registering. Registration will be \$20 per person.

New Business

The following recommend RRCA mandatory reporter policy will be added to all LRC volunteer registrations.

Any adult interacting with amateur athletes, defined as a child or minor under the age of 18 that participates in youth running programs or any events hosted or operated by Lakeland Runners Club, Inc. has a duty to report a reasonable suspicion of sexual misconduct such as child sex abuse, non-consensual sexual conduct, sexual harassment or intimate relationships involving an imbalance of power within a 24- hour period to the Polk County Sheriff's Office at 863-298-6200. EVERY adult that staffs or volunteers to organize, assist with, or manage any element a program or event where youth participate is a mandatory reporter and subject to this policy.

Club volunteers will provide timing services the 2020 Polk Senior Games for \$300. The club will need to purchase Event Management Insurance from RRCA.

Announcements

- June Board Meeting - 6:00 PM on June 3, 2016 at Central Florida Speech & Hearing Center
- Mayfaire 5K Saturday, May 11, 2019 7:00 PM
- May General Member Meeting – 6:30 PM on May 16 at Cleveland Heights Club | Program – Kick Off Summer Educational Series by Rebecca Kimble

Adjourn

Chuck moved to adjourn the meeting at 7:26 PM. Motion carried.

June 2019 Board Meeting Minutes

Lakeland Runners Club

Roll

~~Louis Irwin, Chuck McDana, Betsy Slay, Sarah Kozul, Angi Griffin, Lynn King, James Hurst, Rebecca Kimble, Michelle Hoffert, Roxanne Youngs, Byrl Arnold, Milton Lyons~~

Call to Order – there was no regular board meeting in June

Approval of the Minutes

Officer Reports

Treasurer's Report

The May 2019 Treasurer's Reports provided by Treasurer Angi Griffin. MIDFLORIDA Account ending 05/31/2019

Statement Beginning Balance:	\$ 42,172.45
Checks cleared:	\$ 36,648.57
Deposits:	\$ 44,169.00
Statement Ending Balance:	\$ 49,692.88
Uncleared Transactions:	-\$ 394.92
Register Balance:	\$ 49,297.96
Savings Account Interest Earned:	\$ 0.42
Savings Account Balance:	\$ 10,001.77

July 2019 Board Meeting

Lakeland Runners Club

July 1, 2019 6:00 PM, Central Florida Speech and Hearing Center

Roll

Louis Irwin, Chuck McDanal, Betsy Slay, Sarah Kozul, Angi Griffin, James Hurst, Michelle Hoffert, Byrl Arnold

Call to Order

Approval of the Minutes

The May meeting minutes were distributed on May 21, 2019 and were approved with revisions on May 29, 2019. There was no June meeting.

Officer Reports

Secretary's Report

Handout - Approved May Regular Meeting Minutes

Notes: There was no June Directors meeting.

Treasurer's Report

The June 2019 Treasurer's Reports provided by Treasurer Angi Griffin. MIDFLORIDA Account ending 06/30/2019

Statement Beginning Balance:	\$ 49,692.88
Checks cleared:	\$ 12,670.67
Deposits:	\$ 36,334.26
Statement Ending Balance:	\$ 73,356.47
Uncleared Transactions:	-\$ -144.00
Register Balance:	\$73,212.47
Savings Account Interest Earned:	\$ 0.41
Savings Account Balance:	\$ 10,002.18

Notes: The club has engaged Virginia Harris, CPA for the filing of the 2018 Form 990. Mr. Coffman has been notified of the change.

Standing Committees

Membership

Chuck McDanal moved to approve the proposed member and volunteer release waiver. Motion carried.

Notes: BOD reviewed a proposal to migrate membership and event registration to a new online platform for 2020. Support Systems team to continue their analysis and present again at the August meeting.

Race Planning

Chuck McDanal moved to approve the proposed event release waiver. Motion carried.

Chuck McDanal moved to allow races to be sponsors if they do not occur on the same weekend (Fri/Sat/Sun) as an LRC race. Motion carried.

Training Programs & Group Runs

Notes: Lakeland will host a RRCA Coaching Certification Course on October 5 & 6. All members were invited to participate. As of July 1, nine LRC members will attend, four are currently active coaches for the club.

Volunteer Engagement

Notes: Follow up with RRCA on the requirement for minors to complete the Safe Sport Act Training.

Governance Committee

Philanthropic Giving

Notes: History of the donations to the PEF Scholarship program has been added to the website.

Communications & Social Media

Equipment Management

Louis Irwin moved to purchase 20 Channelizers and 20 16 lb. bases for \$620. Motion Carried

Systems Support

Notes: 65% of users view the LRC website on their mobile devices. Content needs to be mobile friendly.

Special Committees

Special Orders

Unfinished Business

New Business

Announcements

- August Board Meeting - 6:00 PM on August 5, 2019 at Central Florida Speech & Hearing Center
- SSWS Race 2-Saturday, July 13, 2019 7:00 AM
- July General Member Meeting – 6:30 PM on July 18 at the Eagles Nest Pavilion | Program – 3rd presentation in our Summer Educational Series by Milton Lyons

Adjourn

Chuck McDanal moved to adjourn at 7:28 PM. Motion Carried.

Member and Volunteer Release and Waiver

I agree that I am a member of Lakeland Runners Club (the "Club"), and I know that walking, running in, and/or volunteering for organized group runs, social events, and races with the Club are potentially hazardous activities, which could cause injury or death. I will not participate in any Club organized events, group training runs or social events, unless I am medically able and properly trained, and by my signature, I certify that I am medically able to perform all activities associated with the Club and I am in good health, and I am properly trained. I agree to abide by all rules established by the Club, including the right of any official to deny or suspend my participation for any reason whatsoever. I attest that I have read the rules of the Club and agree to abide by them. I assume all risks associated with being a member of this Club and participating in Club activities, including but not limited to: falls, contact with other participants, the effects of the weather, including high heat, humidity, rain, and/or lightning, traffic and the conditions of the road, automobiles, fractures, cuts, uneven ground and/or running surfaces, sprains, strains, bicycles, strollers, animals (wild or domesticated), food poisoning, other participants, spectators, volunteers, road surface conditions, sidewalk surfaces, bridge surfaces, cones, and start/finish line mats, all such risks being known and appreciated by me. I understand that skateboards, roller skates or roller blades, and animals, are not allowed to be used in Club organized activities, and I agree to abide by this rule. Items discouraged due to safety concerns are bicycles, baby joggers and personal music players.

Having read this waiver and knowing these facts and in consideration of your accepting my membership in the Club, I, for myself, my heirs, assigns, executors, administrators, and anybody else entitled to act on my behalf, agree to waive, release, and hold harmless the Lakeland Runners Club, Inc., the City of Lakeland, the Road Runners Club of America, all Club and/or event sponsors, and all of the foregoing's representatives, affiliates, directors, volunteers, employees, and successors (the "Releasees") from all claims or liabilities of any kind arising out of my participation with the Club, even though that liability may arise out of the negligence or carelessness on the part of the Releasees named in this waiver. I grant permission to all of the foregoing to use my photographs, motion pictures, recordings or any other record for any legitimate promotional purposes for the Club.

Reviewed and Revised 2019

Event Release and Waiver

I know that walking, running in, and/or volunteering for [identify the Race] (the "Event") is a potentially hazardous activity, which could cause injury or death. I will not enter and participate in the Event unless I am medically able and properly trained, and by my signature, I certify that I am medically able to perform this Event, and I am in good health and I am properly trained. I agree to abide by all rules of the Event, including the right of any official to deny or suspend my participation in the Event for any reason whatsoever. I attest that I have read the rules of the Event and agree to abide by them. I assume all risks associated with participating in this Event, including but not limited to: falls, contact with other participants, the effects of the weather, including high heat, humidity, rain, and/or lightning, traffic and the conditions of the road, automobiles, fractures, cuts, uneven ground and/or running surfaces, sprains, strains, bicycles, strollers, animals (wild or domesticated), food poisoning, other participants, spectators, volunteers, road surface conditions, sidewalk surfaces, bridge surfaces, cones, and start/finish line mats, all such risks being known and appreciated by me. I understand that skateboards, roller skates or roller blades, and animals, are not allowed to be used in the Event, and I agree to abide by this rule. Items discouraged due to safety concerns are bicycles, baby joggers and personal music players.

Having read this waiver and knowing these facts and in consideration of your accepting my entry and entry fees, I, for myself and any minors I registered for this Event, my heirs, assigns, executors, administrators, and anybody else entitled to act on my behalf, agree to waive, release, and hold harmless the Lakeland Runners Club, Inc., the City of Lakeland, LocalRace.com, LLC, the Road Runners Club of America, all event sponsors, volunteers, officials, vendors, organizers of the Event, and all of the foregoing's representatives, affiliates, directors, volunteers, employees, and successors (the "Releasees") from all claims or liabilities of any kind arising out of my participation in the Event, even though that liability may arise out of the negligence or carelessness on the part of the Releasees named in this waiver. I grant permission to all of the foregoing to use my photographs, motion pictures, recordings or any other record for any legitimate promotional purpose.

Reviewed and Revised 2019

August 2019 Board Meeting Minutes

Lakeland Runners Club

August 5, 2019 6:00 PM, Central Florida Speech and Hearing Center

Roll

Louis Irwin, Chuck McDanal, Betsy Slay, Sarah Kozul, Angi Griffin, ~~Lynn King~~, James Hurst, ~~Rebecca Kimble~~, Michelle Hoffert, Roxanne Youngs, Byrl Arnold, ~~Milton Lyons~~

Call to Order

Approval of the Minutes

The July meeting minutes were distributed on July 2, 2019 and were approved as corrected on August 5, 2019.

Officer Reports

Secretary's Report

Treasurer's Report

The July 2019 Treasurer's Reports provided by Treasurer Angi Griffin. MIDFLORIDA Account ending 07/31/2019

Statement Beginning Balance:	\$ 73,356.47
Checks cleared:	\$ 13,395.03
Deposits:	\$ 7,149.15
Statement Ending Balance:	\$67,110.59
Uncleared Transactions:	-\$ 4,231.95
Register Balance:	\$62,878.64
Savings Account Interest Earned:	\$ 0.42
Savings Account Balance:	\$ 10,002.60

Standing Committees

Membership

Chuck McDanal moved to modify membership levels to Individual-Adult, 2 Person Family, 3+ Person Family (up to 2 Adults plus Dependent Children) and Individual-Student, and set member dues starting Nov. 1, 2019 to \$30, \$45, \$60 and \$15 respectively. Change \$25 voucher member benefits for 2020 events to 20% off registration fees for all LRC races. Honor \$25 race vouchers through 2020 Watermelon Series entry. Motion Carried.

Notes: The club will move membership and event registration to the RunSignUp online platform starting Nov. 1, 2019.

Race Planning

Notes: James Hurst is now a RRCA certified Race Director.

Training Programs & Group Runs

Notes: The RRCA Level 1 Coaching Certification Course has filled with 11 local runners attending. Four are active LRC volunteer coaches, and there are potentially four additional future LRC volunteer coaches registered.

The new 10k Training Program has 30 runners and 14 volunteers registered.

Volunteer Engagement

Notes: Update from Jean Knaack, RRCA Executive Director on Safe Sport Act Training stating that only the board, program directors, race directors and volunteer team leaders require mandatory Safe Sport Act Training. All other volunteers will be encouraged to complete the training.

Special Committees

Notes: Byrl Arnold joined the nominating committee with Betsy Slay and Roxanne Youngs. First call for openings for the 2020 Board will be sent to members in late September. Slate of nominees for 2020 Board will be presented at the November Board Meeting.

Special Orders

Unfinished Business

None

New Business

None

Announcements

- September Board Meeting - 6:00 PM on September 9, 2019 at Central Florida Speech & Hearing Center
- SSWS Race #3-Saturday, August 10, 2019 7:00 AM
- Aug General Member Meeting – 6:30 PM on August 15 at Mitchell’s Coffee House | Program – Final presentation in our Summer Educational Series by Milton Lyons.

Adjourn

James Hurst moved to adjourn at 7:15 PM. Motion Carried.

September 2019 Board Meeting

Lakeland Runners Club

September 9, 2019 6:00 PM, Central Florida Speech and Hearing Center

Roll

Louis Irwin, Chuck McDanal, Betsy Slay, Sarah Kozul, Angi Griffin, ~~Lynn King~~, James Hurst, ~~Rebecca Kimble~~, Michelle Hoffert, ~~Roxanne Youngs~~, Byrl Arnold, ~~Milton Lyons~~

Call to Order

Approval of the Minutes

The August meeting minutes were distributed on August 6, 2019 and were approved as distributed.

Officer Reports

Secretary's Report

Treasurer's Report

The Aug. 2019 Treasurer's Reports provided by Treasurer Angi Griffin. MIDFLORIDA Account ending 08/31/2019

Statement Beginning Balance:	\$ 67,110.59
Checks cleared:	\$ 11,922.07
Deposits:	\$ 10,306.32
Statement Ending Balance:	\$65,494.84
Uncleared Transactions:	-\$ 4,276.19
Register Balance:	\$61,218.65
Savings Account Interest Earned:	\$ 0.42
Savings Account Balance:	\$ 10,003.02

Notes: The 2018 Form 990 was signed and submitted on August 22.

Standing Committees

Membership

Notes: RunSignUp membership registration is configured. 2019 LRC members have been loaded into the RSU member database. 222 of 407 notified members opened the Membership Change email. Members who renew in Sept. and Oct will receive change notification at the end of the month. Local Races will be notified at the end of the October on the change of service providers.

The new food service provider at the Cleveland Height Golf Club can provide service for \$11.40 per person. Attendance at the next meeting will be limited to 75 participants to manage expenses. Board members will research alternative locations for member meetings.

Race Planning

Notes: Review of 2020 events led to proposal to investigate holding a off road race in January so the LRC offers one cold season event.

Training Programs & Group Runs

Notes: RRCA Level 1 Coaching Certification Course is set for Oct. 5 & 6 at Studio C Solutions. The 10k Training program has 58 participants.

Volunteer Engagement

Philanthropic Giving

Chuck McDanal moved to commit \$10,000 to the Polk Education Foundation to award ten \$1,000 scholarships in 2020.

Notes: We will not request Polk Education Foundation to narrow the pool based on GPA, Gender, Financial Need, Community Service or College Readiness (ACT/SAT). Additional requirements requested by the LRC will be for each student to 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.

Equipment Management

Systems Support

Special Committees

Special Orders

Unfinished Business

None

New Business

Notes: Contact our legal counsel and accountant regarding impact of Wayfair vs South Dakota and if it requires any changes to race registrations or sales tax collections.

Announcements

- October Board Meeting - 6:00 PM on October 7, 2019 at Central Florida Speech & Hearing Center
- Aching Quad Challenge – Friday & Saturday, September 13 & 14
- No September General Member Meeting
- October General Meeting – 6:30 PM on October 17 at Cleveland Heights Golf Club | Program – Intro to Trail Running or Coming Back from Injury?

Adjourn

James Hurst moved to adjourn at 7:44 PM. Motion carried.

October 2019 Board Meeting

Lakeland Runners Club

October 7, 2019 6:00 PM, Central Florida Speech and Hearing Center

Roll

Louis Irwin, Chuck McDanal, Betsy Slay, Sarah Kozul, Angi Griffin, ~~Lynn King~~, James Hurst, ~~Rebecca Kimble~~, Michelle Hoffert, Roxanne Youngs, ~~Byrl Arnold~~, ~~Milton Lyons~~

Call to Order • Welcome & Introduction of Guests

Luis Duran, Dawn Hargrett, Brian Heipp and John Lancaster were in attendance

Approval of the Minutes

The September meeting minutes were distributed on September 16, 2019 and were approved as corrected.

Officer Reports

Treasurer's Report

The Sep 2019 Treasurer's Reports provided by Treasurer Angi Griffin. MIDFLORIDA Account ending 09/30/2019:

Statement Beginning Balance: \$ 65,494.84
Checks Cleared: -\$ 13,223.68
Deposits Cleared: \$ 6,140.50
Statement Ending Balance: \$ 58,411.66
Uncleared Checks: -\$ 1,284.92
Uncleared Deposits: \$ 0.0
Register Balance: \$ 57,126.74

Savings Account Interest Earned: \$ 0.41
Savings Account Balance: \$ 10,003.43

Standing Committees

Membership

Notes: Members from Oct 2018 thru Sept 2019 were manually imported into RunSignUp. All members were emailed to claim their membership in RunSignUp. The October member meeting RSVPs are being accepted using RunSignUp with the menu selections offered using the giveaway system with inventory control. New and renewing members from Oct 1. onward are being imported daily.

Membership Level as of Oct 4	Number of Members (698)
Individual – Adult	223
Individual – Student	3
Family – 2 Person	212
Family – 3+ Persons	260

Renewals and New Memberships are still being executed with Local Races and will continue until both the Double Down 5k and Lake to Lake 10k are close to sold out or Nov. 1, whichever comes first.

Race Planning

Notes: a new event, the Mean & Green 5-Mile Trail Race will be held Saturday, January 18, 2020 at Holloway Park. Registration will be \$25. 2019 Presenting, Elite & Endurance Sponsors will be rolled over for this event. The event will kick off the 2020 Fleetest Foot competition.

On September 18, all Local Race registrations were imported into RunSignUp and all race registrations on Local Races were closed. Final payments are expected the week of October 12th. Remaining member \$25 codes were imported into RunSignUp and are updated daily with new and renewing memberships from Local Races

Training Programs & Group Runs

Notes: RRCA Level 1 Coaching Certification Course was a successful event for the club.

Volunteer Engagement

Philanthropic Giving

Notes: \$600 from the Double Down 5k will be donated to the KIDSpack organization.

Equipment Management

Systems Support

Special Committees

Notes: Christmas Party Invite will be sent at the end of October - \$20 per person.

Special Orders

Unfinished Business

None

New Business

Notes: Merchandise sales (shirts, hats, visors, etc) will now need to include sales tax of 7%. The online store through RunSignUp now includes this tax.

Announcements

- Double Down 5k – Saturday, October 12
- November Board Meeting - 6:00 PM on November 11, 2019
- November General Meeting – 6:30 PM on November 21 at Cleveland Heights Golf Club | Program – Fleetest Feet Awards and toy collection for Heartland for Children.

Adjourn

The meeting was adjourned at 7:35 PM.

November 2019 Board Meeting

Lakeland Runners Club

November 11, 2019 6:00 PM, Studio C Solutions

Roll

Louis Irwin, Chuck McDanal, Betsy Slay, Sarah Kozul, Angi Griffin, Lynn King, James Hurst, ~~Rebecca Kimble~~, Michelle Hoffert, Roxanne Youngs, Byrl Arnold, ~~Milton Lyons~~

Call to Order • Welcome & Introduction of Guests

Guests attending – Brian Heipp, Luis Duran

Approval of the Minutes

The October meeting minutes were distributed on October 21, 2019 and are approved as distributed.

Officer Reports

Treasurer's Report

The Oct 2019 Treasurer's Reports provided by Treasurer Angi Griffin. MIDFLORIDA Account ending 10/31/2019:

Statement Beginning Balance: \$ 58,411.66
Checks Cleared: -\$ 12,282.13
Deposits Cleared: \$ 18,967.50
Statement Ending Balance: \$ 65,097.03
Uncleared Checks: -\$ 5,408.10
Uncleared Deposits: \$ 0.00
Register Balance: \$ 59,688.93

Savings Account Interest Earned: \$ 0.42
Savings Account Balance: \$ 10,003.85

Standing Committees

Membership

Notes: Membership was fully transitioned to RunSignUp on Oct. 19. There is a balance of \$1810.00 due from Local Races scheduled for payment on Nov. 9. Membership dues will be paid weekly to the club from RunSignUp.

Membership Level as of Oct. 31	Number of Members (698) Households (409)
Individual – Adult	223
Individual – Student	3
Family – 2 Person	212
Family – 3+ Persons	260

Race Planning

Notes: The club will donate \$1,500 from the proceeds of the Lake to Lake 10k to the YMCA Annual Giving Campaign.

Registration for all 2020 events was opened November 3. Full registration prices for 2020 were set as follows: Mean & Green 5 Mile Trail Race - \$25. Mayfaire 5k - \$40, Summer Sunrise Watermelon Series - \$50, Aching Quad Challenge - \$55, Lake to Lake 10k - \$45, Watermelon Single Race - \$20, Aching Quad Single Race - \$15.

Early discounts will be given until two weeks before race day. Mayfaire - \$10 off, Summer Sunrise Watermelon Series - \$10 off, Aching Quad Challenge – \$10 off, Lake to Lake 10k - \$10 off. Watermelon Single Race - \$5 off. No early discounts for Mean & Green Trail Race or Aching Quad Single Races.

The All Race Registration Bundle will be available until January 1, 2020 for \$175, \$40 off full registration pricing. LRC members will save an additional 20% off the bundle or any single race registration.

Registrants must enter an estimated finish time for all road races this year to introduce a corral system. Runners will be assigned bibs with corral assignments at Mayfaire with no delay between corrals. Delays will be built into the Watermelon Series start as part of the strategy to keep participants on the pedestrian trail and out of the bike path and street past the merge off Lake Hollingsworth Dr.

There will be no early packet pick up for Mean & Green. Mayfaire packet pick up will be at the MIDFLORIDA Tower 1st Floor Employee Café. All other events will host pick up at FITniche the evening prior to the event. The August Watermelon 5k will host pick up for two days prior to the event.

A time limit of 1 hour and 40 minutes will be enacted for the Lake to Lake 10k. The prize purse will be reduced to \$1,500 and given to top three overall male and female runners entered in the seeded event, scored on gun time. Runners entered in the seeded event are only eligible for cash prizes, and runners in the open event are eligible for master, grandmasters and top 3 in each age group, scored on chip time.

New Business

Award the 2020 timing contract to FITniche Events for the Mayfaire 5k, Watermelon Series, Aching Quad Challenge and Lake to Lake 10k.

The club has submitted form Florida Business Tax Application DR-1 to collect and pay sales tax on merchandise (shirts, visors, hats) that we resell.

Announcements

December Board Meeting - 6:00 PM on Dec 9, 2019 at Studio C Solutions

Adjourn – 7:40 PM

December 2019 Board Meeting

Lakeland Runners Club

December 09, 2019 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 November meeting minutes were distributed on November 18, 2019 and were approved as distributed.

Officer Reports

Treasurer's Report

The Nov 2019 Treasurer's Reports provided by Treasurer Angi Griffin. MIDFLORIDA Account ending 11/30/2019:

Statement Beginning Balance:	\$ 65,097.03
Checks Cleared:	-\$ 16,299.69
Deposits Cleared:	\$ 7,340.00
Statement Ending Balance:	\$ 56,137.34
Uncleared Checks:	-\$ 2,444.61
Uncleared Deposits:	\$ 0.00
Register Balance:	\$ 53,692.73

Savings Account Interest Earned:	\$ 0.41
Savings Account Balance:	\$ 10,004.26

Standing Committees

Membership

As of Dec 3, there are 414 households, with a total of 717 members.

Special Orders

Election of Executive Committee

The nominating committee submitted the following slate for election:

For president, Sarah Kozul. Nominee elected.

For vice president, Chuck McDanal. Nominee elected.

For treasurer, Angi Griffin. Nominee elected.

There were no nominations from the committee or the floor for Secretary. Position remains open.

Announcements

Dates for 2020 Director Meetings

January 6, 2020

February 3, 2020

March 2, 2020

April 6, 2020

May 4, 2020

June 1, 2020

July 6, 2020

August 3, 2020

Sept 14, 2020

Oct 5, 2020

Nov 2, 2020

Dec TBD, 2020

Strategic Planning Session – February 9, 2020. 1:00 PM – 4:00 PM at StudioC.

Dates for 2020 Member Meetings

January 16, 2020

February 20, 2020

March 19, 2020

April 16, 2020

May 21, 2020

June 18, 2020

July 16, 2020

August 20, 2020

September – no member meeting

October 15, 2020

November 19, 2020

December 2020 – TBD, Christmas Party

Dates for 2020 Races

January 18, 2020

May 9, 2020

June 13, 2020

July 11, 2020

August 8, 2020

September 11-12, 2020

November 7, 2020

Adjourn

The meeting was adjourned at 6:40 PM.