

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.	

October 2021 Quarterly Board Meeting

Lakeland Runners Club

Oct 4, 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

Guests: Nicole Minott, John Scimone, Krissy Lavoie, Lynn King, Bob Pfeiffer

OFFICER & COMMITTEE REPORTS

President's Report

- Migration to from GoDaddy email, Dropbox, and SLACK to Microsoft 365 for Non Profits is complete. Dropbox and Zoom subscriptions have been cancelled. The migration to non profit solutions has saved \$775 in expenses in 2021 and going forward.

Secretary's Report

The June board of director meeting minutes were distributed on June 29, 2021 and are approved as distributed.

Treasurer's Report

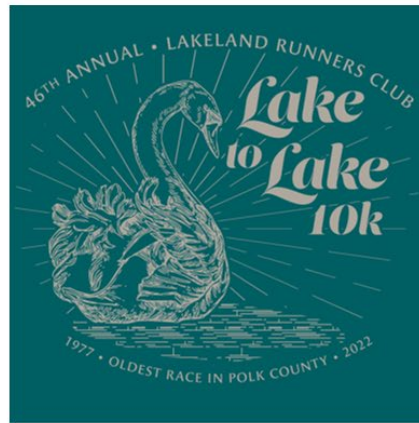
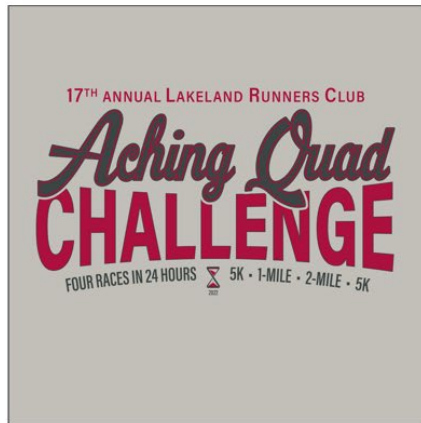
- 2021 YTD Statement of Financial Position Summary
- 2021 YTD Statement of Activity by Month

Member Engagement Report

- Annual Member Meeting is Saturday, Dec 4. Lone Palm is reserved.
- Volunteer Appreciation rescheduled for Oct. 24 for brunch at Lake Crago Park Facility. 155 volunteers are being recognized for contributing more than 2840 hours valued at \$75,000 to the club from October 2020 to September 2021.
- As of Sept 21 — 293 households, 414 members. Renewals declined with the uptick in COVID cases.
- Monthly member meeting plans still TBD based on Covid.
- Shirts for new and renewing members will be mailed starting October 10 instead of sending instructions to pick up at the shoe store. We hope this makes our members feel more connected to the organization. The committee chair will handle all shipping. This will require \$300 in initial supplies and equipment and estimated annual postage costs of \$2100.

Race Planning Report

- Supply chain issues are impacting availability of shirts for events.
- Logos for 2022 are complete



	New Runners	Loyal Runners	Male	Female	Age Low	Age High
Mean & Green	68%	32%	54%	46%	12	85
Mayfaire	48%	52%	40%	60%	6	87
SSWS	63%	37%	44%	56%	6	85

	Within 10 miles of 33802	> 10 Miles	LRC Members	Registrations
Mean & Green	51%	49%	43%	164
Mayfaire	66%	34%	18%	812
SSWS	46%	54%	12%	878, 393

Training & Group Runs Report

- Middle School had 57 registered for Summer Development and 25 for XC Team
- Hill Run YTD registrations - 77
- Speed Workout registration at 72 unique participants YTD over 3 sessions
- Step Up to 10k training registration – 52

ACTION ITEMS

1. Move to set 2022 Membership Dues at \$15 Student, \$30 Individual, \$45 Family of 2, \$60 Family 3+ and set club membership discount for races at 20% per member per race. Motion Carried.
2. Move to set Program Services Entry Fees as:
 - a. Mean & Green 5-Mile Trail Race - regular \$35, early \$25
 - b. Mayfaire 5k - regular \$40, early \$30 for ages 15 and over,
 - i. Mayfaire \$15 for ages 14 and younger
 - c. Watermelon Series - \$55 regular, \$45 early for ages 15 and over,
 - i. \$30 for ages 14 and younger,
 - ii. single Watermelon 5k \$20
 - d. Aching Quad Challenge - regular \$55, early \$45
 - e. Lake to Lake 10k - regular \$45, early \$35
 - f. Spring Ahead 5k Training - \$10
 - g. Step Up to 10k Training - \$20
 - h. LRC Lightning Cross Country Team - \$15
 - i. Early registration discounts would be valid until 14 days prior to race day. Club member discounts are not applicable during packet pickup.
Motion Carried.
3. Move to amend the bylaws and set the principal office of the corporation to 318 N Kentucky Ave, Lakeland, FL 33801. Motion Carried.
4. Move to change the Registered Agent to J. Scott Reed, 330 Pauls Dr., Ste 100, Brandon, FL 33511. Motion Carried.
5. Move to adopt Safe and Positive Sport Policy. Motion Carried.
6. Move to revise Volunteer Policy. Motion Carried.
7. Move to adopt Financial Policy. Motion Carried.
8. Move to redeem Certificate of Deposit at South State bank and deposit balance into the MIDFLORIDA checking account. Motion Carried.
9. Move to transfer \$35,000 from nonprofit checking into a new nonprofit savings account at MIDFLORIDA Credit Union as a Board Designated Operating Reserve Fund. The funds may only be accessed by direction of the board per the Financial Policy. The signers on the account are the same as the primary nonprofit checking and savings accounts: Sarah Kozul, Michelle Hoffert, Brian Heipp, Angela Griffin. Motion Carried.

DISCUSSION:

UPCOMING EVENTS:

- Aching Quad Challenge
- – Friday & Saturday, Oct 8 & 9
- Volunteer Appreciation – Sunday, Oct 24 at 11:00 AM at Lake Crago Recreation Center
- PEF recognition of valued Scholarship Donors at the Polk County School Board – Tuesday, October 26 at 5pm at the Jim Miles Professional Development Center on HWY 98.

- Lake to Lake 10k – Saturday, Nov 6
- Annual Member Meeting – Saturday Dec. 4 at 5:30 PM at Lone Palm Country Club
- Annual Board Meeting – Monday Dec. 6, 6:00 PM location TBD

Meeting was adjourned at 7:03 PM

Attachments:

- *Safe and Positive Sport Environment Policy*
- *Volunteer Policy*
- *Financial Policy*



Lakeland Runners Club Volunteer Policy

Volunteers are the heart and soul of the Lakeland Runners Club (LRC). LRC has always been an all-volunteer organization. Our ability to impact our local community and deliver results on our mission is all at the hands of our volunteers. The LRC follows all IRS guidelines for volunteers.

LEGAL RESPONSIBILITIES

Tax Exempt organizations are required to keep records of all volunteers and report the number of volunteers on Form 990 Part 1.

DEFINITION OF A VOLUNTEER

According to the Department of Labor, a volunteer is: an individual who performs hours of service for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation for services rendered.

To determine whether an individual is a true volunteer engaged in “ordinary volunteerism”, the Department of Labor considers several factors. No single factor is determinative. The factors include:

- Is the entity that will benefit/receive services from the volunteer a nonprofit organization?
- Is the activity less than a full-time occupation?
- Are the services offered freely and without pressure or coercion?
- Are the services of the kind typically associated with volunteer work?
- Have regular employees been displaced to accommodate the volunteer?
- Does the worker receive (or expect) any benefit from the entity to which it is providing services?

A volunteer position at a nonprofit is likely to be regarded as “ordinary volunteerism” and safely exempt from the minimum wage requirements of the Fair Labor Standards Act (FLSA) if the answer is Yes to the first four questions and No to the final two questions.

VALUE OF TIME DONATIONS

Volunteer hours need to be recognized because volunteers are currently the only way that the LRC has of accomplishing its goals, and their time has great value. The value of volunteer hours/dollars should be included in the annual operating and program budgets so that the LRC can accurately communicate to donors and members the impact that volunteers have on making program service fees (races, training, member events) affordable.

It may not be practical to track the planning time spent by the board and committees, but event day volunteer hours should be recorded and summarized. The value of time donated from non-specialized volunteers can be described in Schedule O of Form 990 using the current value of volunteer time from <https://independentsector.org/valuevolunteers>. Additionally, the number of volunteers should be tracked annually and recorded in Part 1, line 6 of the Form 990.

Certain volunteer time can be recognized in the financial statements if those services (a) create or enhance a nonfinancial asset, or (b) require specialized skills, are provided by entities or persons possessing those skills, and would need to be purchased if they were not recognized.

BENEFITS FOR VOLUNTEERS

Volunteers can receive discounts to buy goods or receive services from the nonprofit at a lower price than the price offered to the public. For services, the amount of the discount is not taxable if it is no more than 20% of the price charged to the public for the service. For merchandise or goods, the volunteer discount is limited to the nonprofit's gross profit percentage on the merchandise sold.

Volunteers can receive expenses for education as a tax-free working condition fringe benefit if the course (1) maintains or improves job skills, or (2) is required by the nonprofit for a bona fide business purpose, or (3) is required by law. For example, a coaching course for volunteer running coaches.

RECOGNITION FOR VOLUNTEERS

Volunteers can receive rewards of nominal value like free food or drinks at a thank-you party or certificates of appreciation. Meals provided to improve general morale or goodwill or to attract new volunteers are not considered nominal (described as "de minimis" in IRS policy) and are taxable.

Volunteers cannot receive cash or cash-equivalents (gift cards). According to the IRS, gift certificates that are redeemable for general merchandise or have a cash equivalent value are not de minimis and are taxable. However, a certificate that can only be redeemed for a specific, tangible item (for example: a ham, movie pass, or box of chocolates) may qualify as a de minimis fringe benefit under limited situations.

All volunteers should be recognized in the annual report, noting their contribution and impact the LRC has made in the community with their help.

Volunteers should be thanked regularly with emails, notes, and social media posts detailing their contributions toward our mission.

Volunteer service for board members is tracked to use as a tie break for RRCA Convention attendance. See the RRCA Convention Attendance Policy for selection details.

GUIDELINES ON TAX DEDUCTIONS FOR OUT-OF-POCKET EXPENSES

When volunteers pay out of their own pocket for expenses related to doing work for the LRC, and the LRC does not reimburse them, the out-of-pocket expenses may be deductible as a charitable contribution. In that case, the volunteer must follow the normal rules for a charitable deduction: the volunteer must itemize the deductions on Schedule A of Form 1040. The expenses the volunteer claims must be part of a volunteer activity that is directly related to the work of the LRC.

Refer volunteers to IRS Publication 526, Charitable Contributions for filing instructions.



Lakeland Runners Club Financial Policy

The Lakeland Runners Club (LRC) is a nonprofit organization committed to protecting and using our assets for our nonprofit mission. Proper financial practices are important to: help prevent and detect errors or fraud, assure our donors that we use their gifts for the purposes for which they were intended, and that the LRC's financial status is accurately reported on the annual IRS Form 990.

Contents

1. *NON PROFIT STATUS*
2. *IRS FORM 990*
3. *LEGAL ADDRESS*
4. *SEPARATION OF DUTIES*
5. *BUDGET*
6. *FINANCIAL ACCOUNTS and ACCESS*
7. *EXPENDITURES and EXPENSE REPORTING*
8. *OUT-OF-POCKET EXPENSES*
9. *MONTH END CLOSING*
10. *DOCUMENT RETENTION and BACKUP*
11. *CONTRACTS*
12. *GIFTS AND GRANTS*
13. *SOLICITATION OF CONTRIBUTIONS*
14. *IN KIND CONTRIBUTIONS OF GOODS, SERVICES, or TIME*
15. *UNRESTRICTED and RESTRICTED FUNDS*
16. *OPERATING RESERVE FUND*
17. *GRANTS – CONTRIBUTION OR EXCHANGE TRANSACTION*
18. *GRANTS and ASSISTANCE TO OTHER ORGANIZATIONS*
19. *REFUNDS and DISCOUNTS*
20. *CONSUMERS CERTIFICATION OF EXEMPTION*
21. *SALES TAX PAYABLE*
22. *UNRELATED BUSINESS INCOME TAX*
23. *CAPITILIZATION*
24. *INVENTORY and COST OF GOODS SOLD*
25. *W-9, 1099-NEC and 1099-K*

1. NON PROFIT STATUS

The LRC is incorporated in the State of Florida as a not for profit and is subject to the rulings of Chapter 617 of the Florida Statutes. The LRC receives its federal tax-exempt status as a subordinate organization of the Road Runners Club of America (RRCA). The LRC must renew annually as a member club of the RRCA to maintain federal tax-exempt status.

2. IRS FORM 990

The Form 990 is the tax form that tax-exempt organizations submit annually to remain compliant with the requirements of the IRS to ensure the LRC is working properly towards our mission and merits the

continued tax-exempt status. Form 990 is due on the 15th day of the 5th month following the end of the taxable year. The LRC's taxable year is the calendar year, so the form is due by May 15th. It is an informational tax return and should be a key component of the overall communication plan on the financial health, governance, and operations of the LRC.

The LRC is responsible for supplying all necessary information needed for the 16 schedules required for the form, and the board is responsible for reviewing the full form prior to submission to the IRS.

The Form 990 is required be made available for public inspection on the LRC website or upon request. The Form is also made public by charity assessment organizations such as Charity Navigator and GuideStar by Candid. The LRC maintains accounts with both assessment organizations to maintain accurate records for public inspection.

The accountant recommended to file the Form 990 should be reviewed at the annual board of directors meeting in December and the selection recorded in the minutes of the meeting.

3. LEGAL ADDRESS

Legal documents must use a physical address. For the LRC, the physical address is that of the principal place of business on the Florida Not For Profit Corporation Annual Report. All financial and legal accounts and records must be updated when the principal place of business is changed including:

- Bylaws
- Not For Profit Corporation Annual Report, Solicitation of Contributions, Consumers Certification of Exemption (DR-5), and Sales & Use Tax Registration (DR-11)
- Financial Institutions: MIDFLORIDA, Divvy, PayPal, and Quickbooks.

The principal place of business should be reviewed at the annual board of directors meeting in December and changes included in the minutes of the meeting.

4. SEPARATION OF DUTIES

Separation of duties means no one person has sole control over the lifespan of a transaction to reduce the risk that funds received may be stolen or lost or that someone may be falsely accused of misappropriating funds. There should be at least two persons reviewing every transaction.

To reduce the risk of misconduct and to ensure the accuracy of the LRC's accounts, the handling of financial transactions will be distributed in this way:

Secretary

Open mail and log payments received

President

Sign and mail checks

Reconcile cash box after event with Run SignUp or receipt book

Set Divvy budgets by committee/volunteer

Treasurer

Make deposits
Record deposits, expenditures, and transfers
Reconcile bank and credit card statements
Prepare document set for finance & audit chair
Remit sales & use tax quarterly

Finance & Audit Chair

Compare revenue and expenses to budgets
Review monthly bank statements and reconciliation reports
Review monthly statement of financial position
Review monthly statement of activity
Review monthly general ledger

Volunteers (i.e., race directors, coaches, committees)

Make purchases according to budget and file an expense report (via Divvy)
Request and review financial reports as necessary

5. BUDGET

In the 4th quarter, each committee should create their proposed budget for the following year by program and sub-program. When possible, quotes or contracts should be obtained for planned expenses over \$1,000. While it may seem attractive to develop a budget that balances revenue and expenses, it is unreasonable for that to occur with the natural variations in programming and attendance, and it is better to present a realistic projection of either a budget surplus or deficit.

A budget surplus allows for flexibility and freedom to be more creative and responsive in LRC programming, or to invest in equipment for the future, or meet a greater need within the community. A deficit would be budgeted if there is known loss of revenue.

What is truly important is that the board of directors all understand the implications of both outcomes and how to make the best decisions to handle either scenario. The budget should be reviewed, modified as necessary, and approved by the board of directors at the January board meeting.

6. FINANCIAL ACCOUNTS and ACCESS

As volunteers invested in the mission of the LRC, officers, committee chairs and members need access to the right resources, which includes the ability to make decisions and purchases with the organization's best interests in mind in accordance with the budget approved at the January director meeting.

The LRC has accounts with these financial institutions and financial management tools

- MIDFLORIDA Credit Union
- PayPal Online Payment System & PayPal Giving Fund
- Divvy Budget and Expense Management System
- Quickbooks Online

The authorized signers and users for each account should be voted on at the annual board of directors meeting in December and included in the minutes of the meeting. The minutes are then used at each financial institution to update the signature card or account access.

MIDFLORIDA

- Set the signers on the MIDFLORIDA business account be the president [*name*], and vice-president [*name*].
- Set the Account Administrator to be the president [*name*].
- Authorize the president [*name*] to have a MIDFLORIDA business debit card.
- Cancel all existing MIDFLORIDA business Visa credit cards. Issue new MIDFLORIDA business cards for president [*name*] and vice-president [*name*]. Keep the MIDFLORIDA business credit limit at \$9,000.
- Give the president, vice-president, treasurer, and finance chair [*names*] online account access to view MIDFLORIDA Business Checking, Savings, and Credit Card accounts and online statements.

PAYPAL

- Set the primary user of the PayPal online payment processing system to be the president [*name*].
- Give the treasurer [*name*] online account access to view PayPal account activity and online statements, and to transfer funds to the linked bank account.
- Add committee the training, races, and member engagement chairs [*names*] as users and set permissions to Access Reports and Send Money. Turn on Approval for Send Money.

DIVVY

- Set the administrators of the Divvy Budget and Expense Management to be the president [*name*], vice-president [*name*] and treasurer [*name*].
- Set the users to receive physical cards to be: [*list of names — directors, coaches, race directors, etc., as determined necessary*]. The treasurer should not be issued a card.

QUICKBOOKS

- Set the primary administrator for Quickbooks Online to the treasurer [*name*] and give the president [*name*] administrator rights as a backup.
- Set the Accounting Firm user to [*name*] to file the annual Form 990.
- Give Report Only access to the board and committee members using the QBreports@lakelandrunnersclub.org account.

7. EXPENDITURES and EXPENSE REPORTING

The LRC uses Divvy Budget and Expense Management to improve expense reporting accuracy and give ownership to the individuals in charge of the LRC's programs. Divvy is not a line of credit; it is an administrative tool to assign budgets for projected spending and improve the ease and accuracy of expense reporting.

All expense transactions must capture this information and the invoice or receipt must accompany the expense report: Date, Vendor, Amount, Expense Category, Class, and Memo/Description. All programs should have a project folder with a subfolder for Budget where receipts can be saved for future reference.

The president, vice-president, and treasurer will have Administrators rights for Divvy. The president will assign budgets and review transactions (vice-president as a back-up) and the treasurer will sync transactions to QuickBooks and review that the transaction is properly classified.

Payment Accounts Usage

Divvy

for any pre-approved purchases per the budget

MIDFLORIDA Checking

for local vendor payments who do not accept online payments and for grants/contributions to other organizations.

MIDFLORIDA Business Credit Card

for emergency large purchases that would exceed the budget limit with Divvy. This can be avoided with planning and adding additional funds to the Divvy account two weeks prior to large expenditures.

MIDFLORIDA Debit Card

for emergency withdrawal of cash, such as for race day registration cash box, or an unforeseen need at RRCA Convention

PayPal

for pre-approved vendors such as Logo Out Loud and Justin Kuo (USATF regional course certifier)

8. OUT-OF-POCKET EXPENSES

The use of cash and personal cards is discouraged. Committees and program coordinators should use their budgets to request necessary funds or order physical Divvy cards to prevent the need to purchase items on personal accounts. Requests for physical cards should be submitted at least 30 business days ahead of an event. Cash should be used for isolated pre-approved expenses such as vending machine ice.

All expenses being reimbursed must be incurred for a nonprofit business purpose and should be accounted for within 30 days of when the expense was incurred. Exceptions to this guideline are reimbursements for RRCA or USATF certifications because the course work or volunteer position can occur outside of this window.

Business meals are reimbursable only if they are related to the organization or are necessary to accomplish the LRC's initiatives. The following documentation is required by the IRS, and must be recorded on the expense report:

- Names of individuals present
- Name and location of where the meal or event took place
- Exact amount and date of the expense
- Specific business topic discussed

Business meals should be reasonable and can include tips. The bill should be paid by the most senior member present. Reasonable expenses for lunch are \$15 per person, and for dinner \$30 per person. The tip should be 15% to 20%. Alcohol is not a reimbursable expense. It must be purchased on a separate ticket and paid for personally.

Use of a company credit card or direct billing for expenses must follow the same rules for documentation.

9. MONTH END CLOSING

The monthly close is a process to record, review, and reconcile account information. This keeps accounting data organized and ensure all transactions for the month period were accounted for.

The Treasurer should execute the month end closing process.

- Verify all non-Divvy expenses have an invoice/receipt uploaded to the transaction
- Review Statement of Activity Detail Report for consistency, revise transactions as necessary
- Reconcile all active accounts (view Reconciliation Summary for confirmation)
- Verify account balances match QBO balances with uncleared deposits or expenditures
- Verify QuickBooks company file is backed up online

Program Chairs should review these reports monthly

- Statement of Activity by class: this month and year-to-date
- Transaction Detail: this month

The Finance & Audit Chair should review these reports monthly

- Expenditures by Vendor Summary Report year-to-date
- Revenue by Customer Summary Report year-to-date
- Statement of Financial Position Comparison year-to-date
- Statement of Activity: this month, by class, and year-to-date
- Budget vs. Actuals

10. DOCUMENT RETENTION and BACKUP

Financial documents will be retained per the LRC Document Retention Policy.

11. CONTRACTS

Authority to enter into contracts under \$2000 on behalf of the LRC is granted to the program committees. Contracts over \$2000 should be presented to the board for approval.

12. GIFTS AND GRANTS

The LRC actively solicits gifts and grants to further the mission of the organization. When considering whether to solicit or accept gifts, the LRC considers the following factors:

- Values— does acceptance of the gift compromise any of LRC's core values?
- Compatibility—is there compatibility between the intent of the donor and the LRC's use of the gift?
- Primary Benefit— is the primary benefit to the LRC or the donor?
- Consistency—is acceptance of the gift consistent with prior practice?

- Form of Gift—Is the gift offered in a form that the LRC can use without incurring substantial expense or difficulty?

All decisions to solicit and/or accept potentially will be made by the Executive Committee. The primary consideration will be the impact of the gift on the LRC.

13. SOLICITATION OF CONTRIBUTIONS

The LRC is required to renew the Solicitation of Contributions filing with the State of Florida Department of Agriculture and Consumer Services annually. Records must be maintained to show how contributions are used.

The following should be conspicuously displayed on every solicitation, confirmation, receipt, or reminder of a contribution: *“A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE.”* The statement must include a toll-free number and website for the division that can be used to obtain the registration information. FDACS's toll-free number is 1-800-HELP-FLA (435-7352).

When the solicitation consists of more than one piece, the statement must be displayed prominently in the solicitation materials. If the solicitation occurs on a website, the statement must be conspicuously displayed on any webpage that identifies a mailing address where contributions are to be sent or provides for online processing of contributions. It is not required to post the disclosure statement on every page of a website.

As a 501(c)(3) tax exempt organization, contributions to the LRC are tax deductible for the donor. For the donor to receive a tax deduction, certain legal requirements must be met. Donations over \$250 in a single transaction require a formal donation tax receipt per IRS publication 1771. Charitable organizations are required to provide a written disclosure to a donor who receives goods or services in exchange for a single payment in excess of \$75.

A donation receipt must include six items to meet the standards set forth by the IRS:

- The name of the organization (Lakeland Runners Club, Inc.)
- The amount of cash contribution or a description (but not the value) of a non-cash contribution
- A statement that no goods or services were provided by the organization in return for the contribution, if that was the case or a description and good faith estimate of the value of goods or services, if any, that an organization provided in return for the contribution
- The name of the donor
- The date of the contribution

Donor receipts can also include the charity's address and EIN, although not required.

Donations are only deductible if the LRC has complete control and administration over the use of the donated funds, i.e., a donor may not specify that their contribution be used to assist a specific individual, but rather a class of individuals (scholarships, youth programming, education, etc.)

Donor receipts should recognize the full value of the amount they contributed. Donation processing fees should be posted as contribution revenue and expensed as fees.

Tax receipt acknowledgements should be setup to automatically be emailed to donors for all donations collected through RunSignUp.

The LRC is registered to receive donations through Amazon Smile and the PayPal Giving Fund. Donations given are from the foundation, not the individual donors. If we do determine the donor, the LRC should acknowledge the gift with a thank you, but not issue a tax receipt. The donor will receive a tax receipt from Amazon Smile or PayPal.

Special attention must be given to donations received at year-end when the donation is made in December, but it is not received until January. For mailed items, use the postmark date, instead of the date on the check. Online transactions are credited to the date of the transaction.

Nonprofit best practice is to acknowledge all donations within one week with a card, call, or personal connection.

14. IN KIND CONTRIBUTIONS OF GOODS, SERVICES, or TIME

In-kind contributions are donations of goods, services or time—instead of cash. Donated services are generally recognized in the financial statements if those services (a) create or enhance a nonfinancial asset, or (b) require specialized skills, are provided by entities or persons possessing those skills, and would need to be purchased if they were not recognized.

Volunteer hours need to be recognized because volunteers are currently the only way that the LRC has of accomplishing its goals, and their time has great value. The value of volunteer hours/dollars should be included in the annual operating and program budgets so that the LRC can accurately communicate to donors and members the impact that volunteers have on making program service fees (races, training, member events) affordable.

It may not be practical to track the planning time spent by the board and committees, but event day volunteer hours should be recorded and summarized. The value of time donated from non-specialized volunteers can be described in Schedule O of Form 990 using the current value of volunteer time from <https://independentsector.org/valuevolunteers>. Additionally, the number of volunteers should be tracked annually and recorded in Part 1, line 6 of the Form 990.

Tangible gifts in-kind is equipment or supplies that otherwise would need to be purchased. Tangible in-kind gifts are required to be reported in Form 990. The LRC should not accept tangible gifts that cannot be used.

Contributions of cash or property totaling \$5,000 or more in a single tax year are reported on Form 990 Schedule B.

15. UNRESTRICTED and RESTRICTED FUNDS

Donations can be unrestricted to be used for any purpose by the LRC, or restricted and can only be used for specific programs or projects at the request of the donor. The Financial Accounting Standards Board (FASB) issued guidelines in FASB 116, which requires that all contributions must be grouped as either unrestricted, temporarily restricted, or permanently restricted.

A temporarily restricted fund may specify that the money be used for a specific purpose within a particular timeframe. After the timeframe is over, the funds become unrestricted. A permanently restricted fund is expected to be put to the use specified by the donor in perpetuity.

Restricted funds have specific purposes and cannot be co-mingled with other funds. In some ways, designated funds also behave in this manner. However, the difference between them is that designated funds are set aside for a specific end by the nonprofit itself, while restricted funds are restricted by the donor.

16. OPERATING RESERVE FUND

An operating reserve is a designated fund set aside to stabilize the LRC's finances by providing a cushion against unexpected events, losses of income, or large unbudgeted expenses. An operating reserve demonstrates to donors that the LRC is fiscally responsible and that it will be able to continue its public good works as a nonprofit.

The operating reserve fund is recorded in the Statement of Financial Position as Other Current Assets, Board Designated Reserve Fund. The fund should be cash or cash equivalent funds and be held in a separate bank account.

The operating reserve fund is funded with surplus unrestricted operating funds, and the amount of the operating reserve fund target minimum will be reviewed each year when the books are closed in the first quarter of each fiscal year. The board may decide that more than the minimum be set aside in the designated reserve or may from time to time direct that a specific source of revenue be set aside for operating reserves.

Use of operating reserve funds requires three steps:

1. Identification of appropriate use of reserve funds. As an all-volunteer board, the executive committee will identify the need for access to reserve funds and confirm that the use is consistent with the purpose of the reserves as described in this Policy. This step requires analysis of the reason for the shortfall, the availability of any other sources of funds before using reserves, and evaluation of the time period that the funds will be required and replenished.

2. Authority to use operating reserves. The president will submit a request to use operating reserves to the board of directors. The request will include the analysis and determination of the use of funds and plans for replenishment. The LRC's goal is to replenish the funds used within twelve months to restore the operating reserve fund to the target minimum amount. The board of directors will approve or modify the request and authorize transfer from the fund.

3. Reporting and monitoring. The executive committee is responsible for ensuring that the operating reserve fund is maintained and used only as described in this Policy. Upon approval for the use of operating reserve funds, the president will maintain records of the use of funds and plan for replenishment. He/she will provide regular reports at the board of directors' meetings of progress to restore the fund to the target minimum amount.

17. GRANTS – CONTRIBUTION OR EXCHANGE TRANSACTION

The organization will review all grant and service contract agreements to ensure they comply with GAAP and the latest nonprofit FASB regulations. The accounting implications of whether a grant is treated as an exchange transaction or a contribution include the timing of when the revenue is recognized, the asset account used for funds to be received in future periods, and the treatment of any restrictions on the funds.

18. GRANTS and ASSISTANCE TO OTHER ORGANIZATIONS

Grants and contributions of over \$5,000 to a single recipient are recorded on Form 990 Schedule I.

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 should be maintained by the LRC.

See the LRC's Giving Policy for established giving initiatives and guidelines for new gifts. See the LRC's Scholarship Policy for procedures to substantiate and record the grant to the Polk Education Foundation.

19. REFUNDS and DISCOUNTS

Registration refunds may be given at the discretion of the race director or program coordinator. Processing fees are not refunded.

Registration discounts are given to: members with the discount set by the board of directors annually in the 3rd Quarter and recorded in the meeting minutes, and to sponsors per the LRC Sponsorship Policy. Discounts may be given to other groups at the discretion of the race director or program coordinator in accordance with the Giving Policy.

Refunds and discounts should be accounted for under Program Service Revenue.

20. CONSUMERS CERTIFICATION OF EXEMPTION

The LRC is exempt from paying sales tax in the State of Florida when purchasing items that are used to fulfill the mission. In Florida, the resale certificate is valid for five years, and will automatically renew if the Florida Department of Revenue can determine whether the LRC is actively engaged in an exempt endeavor. A new certificate must be applied for when address for the principal place of business is changed.

Organizations holding a Florida Consumer's Certificate of Exemption may present a copy of the certificate to a selling dealer to purchase or rent taxable items or services tax-exempt as authorized by Florida law. Payment for the purchase must be made with the organization's funds. When payment is made with the personal funds of an authorized representative, the purchase is subject to tax, even if the representative is subsequently reimbursed with the LRC's funds.

21. SALES TAX PAYABLE

Sales tax and use tax must be charged and collected on merchandise that is purchased and resold. The sales tax collected becomes state funds at the moment of collection (current liability); and the LRC serves as custodian of those funds until they are remitted to the Department of Revenue.

In July 2021, Florida passed a Marketplace Facilitator law requiring that vendors such as Run SignUp collect and remit sales tax on behalf of their customers. It is the responsibility of the LRC to set up the sales tax for each event managed through Run SignUp or any other marketplace facilitator. As a charitable organization in Florida, the LRC is not required to collect sales tax on race entries but is required to collect sales tax to add-on merchandise.

Sales and Use tax collected from cash sales should be submitted quarterly to the Florida Department of Revenue.

Complete and accurate records for all sales tax returns, included cancelled tax payments, and sales and purchase documentation must be kept for at least three years.

22. UNRELATED BUSINESS INCOME TAX

When organizations earn income through an activity that is unrelated to their exempt mission and the activity is regularly carried on, the revenue from the activity may be taxable income under IRS rules for unrelated business income taxation (UBIT) and taxed at corporate rates.

Income from advertising is always considered UBIT. The potential for corporate sponsorships to be considered UBIT exists.

Sponsors should only receive token services or privileges, not to exceed 2% of the sponsorship value. See the LRC's Sponsor Policy for specific IRS guidelines for qualified sponsorships to avoid UBIT taxation. Any UBIT would be reported with Form 990-T, and included with the Form 990.

23. CAPITALIZATION

Accurate reporting of the net assets of the LRC on its Statement of Financial Position and Form 990 require recording and tracking of fixed assets. Property and equipment expenditures meeting the following criteria should be posted to the Property & Equipment Fixed Assets account using a detailed description:

- Cost of \$1,000 or more per invoice or item
- Useful life of more than one year

Equipment that has a cost of less than \$1,000 should be posted to the New Equipment account, which is a general expense account. Freight should be included in total cost of the fixed asset. Fixed assets should be depreciated using a straight-line basis over five (5) years.

The LRC president or their designee should perform an annual inventory of fixed assets, updating records for disposals or impairment. Equipment stays on the depreciation and amortization record until it is disposed of. The sale of fixed assets does not require the collection of sales tax, as they fall under the occasional isolated sales exemption, aka the garage sale rule. An annual summary of fixed assets should be prepared for the Form 990.

24. INVENTORY and COST OF GOODS SOLD

Recording inventory for merchandise purchased for resale, or items that may not be distributed within the same calendar year as they are purchased, ensures that the LRC has an accurate Statement of Financial Position and net assets on Form 990.

Items that are purchased from a presale can be posted as Cost of Goods Sold (COGS) when they purchased. Items that will be distributed or sold later should be posted as an Inventory Asset under Operations. COGS is accounted for on the Statement of Activity as a reduction in revenue in the same class as the sales revenue is posted.

Changes in inventory should be accounted for at the end of each quarter, and a journal entry used to adjust inventory into COGS or the appropriate expense category (i.e. Giveaway or Token of Appreciation).

Cost of goods sold is calculated using the following formula:
(Beginning Inventory + Cost of Goods) - Ending Inventory = Cost of Goods Sold

The beginning inventory is the cost of inventory at the beginning of the quarter, which matches the end of the previous quarter. Cost of goods is the cost of any items bought or made over the course of the quarter. Ending inventory is the cost of inventory at the end of the quarter.

25. W-9, 1099-NEC and 1099-K

The LRC treasurer should collect W-9s for all independent contractors and cash prize/award winners. The treasurer will issue Form 1099-NECs for any non-employees compensated over \$600 annually by cash or check. For prizes or awards over \$600 in value, a 1099-MISC should be filed by the treasurer. Form 1096, along with a copy of all 1099-NECs and 1099-MISCs sent out, must be filed with the IRS by January 31 by the treasurer.

For vendors paid by PayPal or with credit card, the LRC does not need to issue a 1099-NEC as they are issued a 1099-K by the merchant services company.

W-9s should be maintained for three years following the last tax year in which a Form 1099 was filed for that vendor or accountholder. Three years is the statute of limitations in which the IRS has to begin an audit, which may include review of tax returns and supporting records.



Lakeland Runners Club Safe and Positive Sport Environment Policy

The Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017 requires that any adult who is authorized to interact with youth athletes is required to report suspicions of abuse to the appropriate law enforcement agencies within 24 hours.

MANDATORY REPORTER

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.

ABUSE AWARENESS TRAINING

The board, and all coaches, assistant coaches, race directors and volunteer coordinators or any other adult representing the Lakeland Runners Club at an event or activity who would be in a position of authority over a minor is required to complete Safe Sport Training and provide their certificate to the club for documentation annually. This training is provided at no cost from the Road Runners Club of America.

NO ONE-ON-ONE CONTACT

There should be no one-one-one contact between an adult and minor is that is not:

- Observable
- Interruptible

The following exceptions apply to this rule:

- Emergency – a serious, unexpected, and possibly dangerous situation that requires quick action and cannot be avoided. Emergency situations include, but are not limited to, a medical emergency of a minor athlete, relative of minor athlete, or relative of adult participant; a severe weather event; or last-minute practice changes due to facility power.
- Dual Relationship – The adult participant has an existing relationship with minor athlete outside of the program.
- Close-in-Age – The adult participant has no authority over the minor athlete and is not more than 4 years older than the minor athlete.
- Personal Care Assistant – The adult participant is a personal care assistant.

December 2021 Annual Board Meeting

Lakeland Runners Club

Dec 6, 2021 | 6:00 PM | Studio C Solutions

ROLL and CALL TO ORDER

Betsy Slay, Angi Griffin, Sarah Kozul, Michelle Hoffert, Roxanne Youngs, Brian Heipp, John Lancaster, Sharon Nance, Shannon Abitbol, Chris Baker, Kim Baker, Lynn King

REVIEW:

1. Results of the election at the annual meeting of the membership on Dec. 5, 2021: Betsy Slay, Angi Griffin, Sarah Kozul, Michelle Hoffert, Roxanne Youngs, Brian Heipp, John Lancaster, and Sharon Nance were re-elected to the board of directors. Lynn King was newly elected to a two-year term. Shannon Abitbol, Chris Baker, and Kim Baker continue in year two of their term.
2. We recognize the contributions of the directors who finished their term of service as directors in 2021: Chuck McDanal, James Hurst, Byrl Arnold, and Leonie Parker Zillner.
3. As part of our RRCA Club member renewal we are required to obtain waivers of liability from all of our members and all program participants during the club's join/renew process as a requirement of accessing the RRCA insurance program. All guests to club training runs MUST sign a waiver as well.
4. 2022 Committee Chairs

Committee	Chair	e-mail
Race Planning	Angi Griffin	races@lakelandrunnersclub.org
Training & Group Runs	Chris Baker	training@lakelandrunnersclub.org
Member Engagement	Shannon Abitbol	membership@lakelandrunnersclub.org
Governance	Betsy Slay	governance@lakelandrunnersclub.org
Finance & Audit	Sarah Kozul	finance@lakelandrunnersclub.org

DISCUSSION:

The race planning committee has discussed the format, expense, and planning of the Aching Quad Challenge and recommended that it will not be sustainable in the long term. Factors include the city logistics of Lakeland growing, amount of volunteer work, participation, and budget impacts for road closures, the club will be looking to implement a new race that supports the type of challenge our running community and surrounding area can grow.

ACTION ITEMS:

1. Move to accept the Nominating Committee's recommended slate for 2022 officers: Michelle Hoffert - President, Chris Baker - Vice-President, Brian Heipp – Treasurer, Sarah Kozul – Secretary. The slate was accepted and elected.
2. The following motions were approved:
 - a. Move to retain Ben Fairchild, CPA, to prepare the 2021 Form 990.
 - b. Move to retain nonprofit checking and savings accounts at MIDFLORIDA Credit Union, and:
 - i. Set the signers on the MIDFLORIDA business account be Michelle Hoffert (president) and Chris Baker (vice-president).
 - ii. Open an online banking profile for the Lakeland Runners Club, Inc, and set the Account Administrator to Michelle Hoffert (president).

- iii. Authorize Michelle Hoffert (president) to have a MIDFLORIDA business debit card. Cancel the business debit card issued to Sarah Kozul.
- iv. Cancel the MIDFLORIDA business VISA credit card issued to Sarah Kozul. Keep the MIDFLORIDA business VISA card issued to Michelle Hoffert (president). Issue a new MIDFLORIDA business VISA card to Chris Baker (vice-president). Keep the MIDFLORIDA business credit limit at \$9,000.
- v. Give Michelle Hoffert (president), Chris Baker (vice-president), Brian Heipp (treasurer), and Sarah Kozul (finance chair) online account access to view all MIDFLORIDA Business Checking, Savings, Credit Card accounts and all account online statements.
- c. Move to retain the use of PayPal to send vendors not setup to accept credit card payments and to send invoices and accept online payment from sponsors.
 - i. Change the primary user from Sarah Kozul to Michelle Hoffert (president). The primary user has authority to Request and Accept Payments and Send Invoices.
 - ii. Give Brian Heipp (treasurer) online account access to view PayPal account activity and online statements, and to transfer funds to the linked bank account.
 - iii. Add committee chairs Chris Baker (training), Angi Griffin (races), and Shannon Abitbol (membership) as users and set permissions to Access Reports and Send Money. Turn on Approval for Send Money.
- d. Move to retain the use of Divvy for expense management.
 - i. Set the administrators of the Divvy Budget and Expense Management to be Michelle Hoffert (president), Chris Baker (vice-president), and Brian Heipp (treasurer).
 - ii. Set the users to receive physical cards to: Michelle Hoffert (president), Chris Baker (vice-president), all committee chairs, committee members as requested by their committee chair, and Louis Irwin. The treasurer should not be issued a card.
 - iii. Close accounts and delete users for any board and committee members leaving service.
- e. Move to retain the use of QuickBooks for club accounting.
 - i. Set the primary administrator for Quickbooks Online to Brian Heipp (treasurer) and give Michelle Hoffert (president) administrator rights as a backup.
 - ii. Give Report Only access to the board and committee members using the QBreports@lakelandrunnersclub.org account.
- f. Move to set Michelle Hoffert (president) as the owner of PO BOX 1484, Lakeland, FL 33802 with the USPS.

INSTALLATION OF OFFICERS:

Passing of the gavel as a symbol of the transfer of the club’s administration to president Michelle Hoffert.

2022 BOARD MEETINGS: All meetings held at Studio C Solutions except the Annual Member Meeting

Sunday, January 23 – 11 AM (Strategy Session)

Saturday, Dec 3, 2022 – 5:30 PM (Annual Member Meeting)

Monday, April 4 – 6 PM

Monday, June 27 – 6 PM

Monday, December 5 – 6 PM

Monday, October 3 – 6 PM

ADJOURN

The meeting was adjourned at 6:58 PM

OFFICER REPORTS

- Presidents' Report
- Secretary's Report
- Treasurer's Report

PROGRAM REPORTS:

- Race Planning
- Training & Group Runs
- Member Engagement

ADMINISTRATIVE REPORTS

- Governance and Nominating
- Finance & Audit

OFFICER & COMMITTEE REPORTS**President's Report**

- Annual Report

Secretary's Report

- The October board of director meeting minutes were distributed on October 18, 2021 and are approved as distributed.

Treasurer's Report

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

Race Planning Report

- Mayfaire by-the-Lake will not hold the Saturday night festival or fireworks. They have requested that the club use the art from the 2022 featured artist on the race shirt.

	New Runners	Loyal Runners	Male	Female	Age Low	Age High
Mean & Green	68%	32%	54%	46%	12	85
Mayfaire	48%	52%	40%	60%	6	87
SSWS	63%	37%	44%	56%	6	85
Aching Quad	50%	50%	47%	53%	9	85
Lake to Lake	33%	66%	46%	54%	9	85

	Within 10 miles of 33802	> 10 Miles	LRC Members	Registrations
Mean & Green	51%	49%	43%	164
Mayfaire	66%	34%	18%	812
SSWS	46%	54%	12%	878, 393
Aching Quad	63%	37%	55%	160
Lake to Lake	56%	44%	28%	366

Training & Group Runs Report

- Dawn Hargrett & Tim Gibson will co-lead for the 5k Spring Ahead Training Group.
- Brian Heipp will continue as the lead for the Speed Workouts assisted by Beto Amador
- James Hurst will continue to lead the middle school program assisted by Kevin Sapp and David Amador
- Dave & Cookie Quarles will continue to lead the Hill Run
- Shannon Abitbol will continue to coordinate the Kids Run Club assisted by Adam Abitbol, Jolene Ahlschwede, Eli Williams, and Ashley Ely. The KRC is seeking a new lead for 2022.

- Chris Baker and/or Lacy Lain will coordinate the Step Up to 10k program.

Member Engagement Report

- A volunteer appreciation lunch was held at Lake Crago Recreation Center on Oct 24. Lunch was catered by Good Thyme and approximately 53 volunteers attended.
- The annual member meeting was held at Lone Palm Golf Club on Dec 4. 112 members and guests were registered.
- Club membership — 295 households, 413 members.