

Rochester Running Club Board Meeting Minutes

Date: June 16, 2020

Start Time: 6:00 pm

Location: Virtual and in person @ 4506 Mayo Woodlands RD SW, Rochester

Last Meeting: May 19, 2020

Next Meeting: July 21, 2020

Agenda Item	Action
Call to Order and Roll Call	<p>Meeting started: 6:10 PM</p> <p>Present: D. Pfrimmer, G. Jacobson, M. Felton, A. Sill, A. Sanchez, B. Hunn, B. Anderson, C. Morgan, R. Fishbune, C. Coon, R. Hohnstein</p> <p>Absent: J. Meyer</p>
Review and Approval of Minutes	<p>Changes needed to be made to the May minutes. Revised minutes will be sent to the Board to approve electronically. May Board Minutes were approved electronically on June 17, 2020</p>
Financial Report	<p>June financials were reviewed. There was some income from HHR registrations. Spring Classic race cancellation entrants were offered a refund or option to donate race entry fee to Boulder Options charity. These monies have been refunded or donated.</p> <ul style="list-style-type: none"> • Financials were approved by the board as submitted.
Committee Reports	
By-Laws Committee Update	<p>Chris sent a copy of the updated by-laws for board review. Updates included:</p> <ul style="list-style-type: none"> • Addition of the following inclusive language per recent RRCA updates: "is open to any individual without regard to race, religion, color, national origin, gender, sexual orientation, physical condition, or age. • Board elections are open to members age 18 and over who submit an application. • Definitions of elected board positions were updated to better clarify the roles of each board officer. • Gwen made a motion to accept the draft. Motion was seconded. All approved. • Chris will make final changes to the by-laws and put together an Executive Summary of the changes for membership communication. • By-laws and Executive summary will be communicated to membership via Constant Contact email distribution list and as a News Item on RRC website for the required two weeks prior to July meeting.

	<ul style="list-style-type: none"> Formal approval of the by-laws will take place at the July 21st board meeting.
Website Committee Update	Gwen communicated to Aubri Robinson the Board approval of her proposal to merge HHR website with the RRC website with a completion by February 1 st , 2021. Aubri also agreed to assisting with the website for an hourly rate of \$35 which is reasonable if assistance is needed in updating the website. Aubri will send a formal contract in September to lock in our spot. Board members indicated they have heard positive comments about the website and Facebook page.
All-Comers' Track Meets Committee– Ribbon distribution and drawing prizes	Members have been working on determining the specifics for the All Comers distribution of ribbons and/or prizes. Gwen suggested having goody bags that could contain the ribbon and coupons for the kids. Examples of prizes/coupons included items like McDonald's/Culver's coupons, gift cards for ROCA, Air Insanity, Arcades, etc. Committee members will reach out for possible donations. A reminder to sign the waiver if participating will also be added to the website.
Old Business	
Healthy Human Race Update	HHR needs to have a Covid plan in place and that needs to be thorough and contain details how all the race items will be handled such as packet pick up, start/finish lines etc. Gwen has talked with a race director in Duluth and forwarded their Covid plan to Lin for review. The city has indicated no large events can take place until at least August 16. We will need to monitor what the city indicates after this date as this could have an impact on HHR. The board would like to review a copy of the HHR Covid Plan when it is complete.
Other Club Race Updates	<ul style="list-style-type: none"> Women's 4 Mile race was cancelled. There were no race entries received. Reggie Oeltjen Douglas Trail 11-mile Race was cancelled. There were no race entries received.
RRC Swag – Collapsible Water Cup	Gwen indicated we could get 500 collapsible cups for \$3.00 each plus set up fee for printing. We would provide the cups to current and new members. This will allow us to be more self-sufficient for our training runs and potentially not have to rely on aid station volunteers plus they are more environmentally friendly. Gwen made a motion to purchase 500 collapsible cups at \$3.00 each. All members approved. Some discussion occurred about ensuring the cups are given out appropriately. Mitch volunteered to manage assisting with the process.
Logo Wear Store Proposal	Gwen has a meeting set up with a vendor for an online logo wear store. Dale was invited to attend this meeting as he indicated he was available. More information will be provided at the July meeting.
Soldiers Memorial Field Save the Track Fundraising	Cindy mentioned she has cinder from the track available and met with sub-committee members to come up with ideas on what to do with it. Based on the success of the lap-a-thon, another one could be done but

	need more information about Covid and events. Cindy would welcome help from others determining ideas.
Amendment to RRC Agreement with City of Rochester – Name Change and Long Jump Pit Maintenance	Chris Coon has drawn up an addendum to go to the Parks & Rec board. The changes included changing Rochester Track Club to Rochester Running Club and included an amendment that the RRC would manage and maintain the long jumps to be used during the All-Comers Track meets. Gwen made a motion to approve, Rick seconded the motion and all board members approved. Gwen will send the amendment to the city for their review and approval.
New Business	
RRC Covid-19 Business Plan	Board members did not have enough time to review the plan document prior to the meeting. Mitch suggested the board review the RRC Covid plan and approve electronically. Gwen will continue to monitor MN Health Guidelines and update our plan as needed. <ul style="list-style-type: none"> The RRC COVID-19 plan was reviewed and electronically approved by the board on June 17th, 2020.
RRC Saturday Morning Group Runs -Resume?	There was good discussion on the best way to resume the Saturday morning training runs. RRC needs to have our Covid 19 Business Plan in place that races and events can incorporate into their own plans. Gwen reviewed the CARA return to group running plan and modified it to meet RRC needs. Runners will need to complete a questionnaire each week so we have documentation in the event a positive exposure occurs. The waiver form would still need to be completed only once as it has in the past. Set up, check-in and aid stations need to ensure social distancing and sanitizing takes place. We would want those running to wear a mask before leaving to run. Educating our members and getting information out on our website/Facebook is needed so runners have time to understand the requirements. Board felt guidelines needed to be developed for Captain, Group Leader, check-in, and aid station volunteers. Gwen will develop the guidelines and post all information on the website. Additionally; we need to get members of RRC to help out with volunteering. Several board members volunteered for the volunteer positions for the first 2 weeks to help get the process down and be sure all guidelines are being followed. Gwen will ask Jim Li to send the training routes to Cindy so they can be posted on RRC Facebook page. <ul style="list-style-type: none"> Board approved resuming the Saturday Morning runs on Saturday, June 27, 2020.
New Lock on Equipment Shed	Gwen had sent out information including pictures regarding the new lock on the shed. There are only 2 keys so a lock box was provided where the key is kept. Board members using the shed need to ensure the numbers are turned away from the code when returning the key to the lockbox.
Membership – RRCA information on how we	Dale indicated our mission statement is inclusive but we need more diversity on the board and the board needs to be action oriented. It was indicated that a sub-committee should be considered that can oversee



can be more intentionally inclusive	and help with ideas and implementation. Gwen will contact a member who works with a diverse population as to how we can be more inclusive with all of our events.
Equipment/Shed Contact schedule	Ruth has the list and will send to Gwen. We still need a volunteer for November.
Adjourn	7:56 PM
Parking Lot	
RRCA Runner Friendly Community – Applications accepted 2 times per year	
Medal for Mettles – Start new chapters two times per year	
Equipment Shed orientation/cleaning	
Race Director Training	

Agenda Prepared By: Ruth Hohnstein, Secretary

Minutes By: Ruth Hohnstein, Secretary