

FARC Board of Directors Meeting

August 15, 2024

Courtyard by Marriott, Fredericksburg, VA

Call to Order

- Meeting Called to Order at 7:01pm by President, Brian Pessolano

Board Members

- In Attendance: Brian Pessolano, Vic Barthelemy, Jeff Haber, Will Triplett, Tracy Lloyd
- Absent: Andrew Wood, Tony Luna, David Lovegrove
- Quorum Present? Yes

Others Present: Vic Culp, Amber Hayghe, James Kemp, LaTonya Turner, Kristen Loescher, Brian Morgan, Patty Kramer

Approval of the Minutes

- Motion by Will Triplett to approve the minutes of July 18, 2024 with changes (change Scott Kramer to Scott Muntz)
- Seconded by Jeff Haber and carried without dissent

Reports of Officers

- Treasurers Report (Tony Luna)
 - Vic Culp sent out a document on how set up QuickBooks online and he'll work with Tony Luna once he's back in the country
 - There are still several items that need to be reconciled from the past couple of months (from the old process to QuickBooks)
 - QuickBooks costs \$1000 per year
 - This month's treasurer's report will be reviewed again and approved in next month's board meeting
- Vice President (Vic Barthelemy)
 - Ospreys started time trials tonight. 39 kids came out tonight and 44 kids came out on Tuesday
 - 3-4 practices had to be cancelled due to weather and school events
 - Several parents have complimented Dana Mills' coaching
 - Sara Nearman and Meghan Risnick are helping coach and need to have their background checks done
 - Alison Xanthopoulos has volunteered to help coach and Vic will follow up with her

- Action Item: Vic Barthelemy will find out what needs to be done about background checks

Reports of Committees

- Merchandise (Vic Barthelemy)
 - We sold 3 pieces for \$60 and there are still a lot of tank tops and short sleeve shirts at Lucky Road. Over the year, we've sold 149 pieces
 - Andrew Wood asked the board to let him know if we preferred to buy singlets, short sleeve shirts, or long sleeve shirts and the majority chose long sleeve shirts. Andrew and Stephanie Wood will research designs and materials and come back with recommendations
 - Vic Culp recommended Andrew and Stephanie Wood get blank shirts from vendors so we can check the quality before we buy the shirts
 - It was suggested to email the club and get pre-orders
 - Another suggestion was to add an option to purchase a shirt when people join or renew their FARC membership. Brian Pessolano thinks RunSignup takes a high percentage of merchandise sales. Brian Morgan will reach out to RunSignup to see what can be done
 - The board decided to do a 50% off sale of all FARC merchandise at Lucky Road. Vic Barthelemy will let Amber Hayghe know when the sale is ready so she can post on our social media accounts
 - Action Item: The board should come to next month's meeting with ideas for how to reconcile old vs new merchandise, from an accounting perspective
- Grand Prix (Angela Anderson, LaTonya Turner, Gerry Griffin)
 - LaTonya Turner received the Braswell bib design from Gwen Martinez and will send it to Kristen Loescher. Kristen Loescher needs to know how many bibs to order for this year. 500 bibs were ordered last year for 549 people registered and there's a handful of bibs left from last year. Registrations are higher than they were last year at this time.
 - Vic Barthelemy cannot run the registrations for Braswell this year
 - LaTonya Turner sent out a "save the date" email today to race directors for the next race directors meeting on 9/14, 11am-1pm, at the downtown library (large room). LaTonya Turner will send out an agenda as it gets closer and will send out information after the meeting.
 - The Fallen Heroes race directors will miss the race directors meeting since they will be out of the country. They plan to change the race course, so LaTonya Turner has asked them to share the details as soon as possible

- LaTonya Turner and Gerry Griffin are working with race directors to confirm dates for next year
 - Brian Pessolano and James Kemp are handing out medals at Devils Den. Spring medals will go to people who finished 3 races and summer medals will go to people who finished 6 races. Vic Culp will send out the spreadsheet of the number of races each person has finished. Ken Loescher can provide a list of people who finished Devils Den
 - Vic Barthelemy will have checks ready at Devils Den for police, race winners, and record breakers (if it happens)
 - Action Item: LaTonya Turner and Gerry Griffin will work with race directors to confirm next year's race dates and send them to Kristen Loescher
 - Action Item: LaTonya Turner will work with Gwen Martinez to determine the number of Braswell 5k bibs and send the information to Kristen Loescher
- Social Committee (Jeff Haber, Robyn Lee, Adam DiMatteo)
 - Jeff Haber checked out Highmark for the Christmas party and since they don't charge for the facility, it's our best option. They have room for 75-100 people and they'll section off part of the space for us and they have an outdoor section too. They want us to do pre-paid beer tickets, so we could use the \$500 we normally would spend on a facility fee to buy beer tickets
 - Jeff Haber is considering the first or second Saturday in December for the Christmas party and the board preferred 12/14. The club typically buys a protein and everything else is potluck
- Newsletter (Will Triplett)
 - Will Triplett has fully moved into the new email system for the newsletter where he doesn't have to create a new mailing list. The template is in RunSignup and ready to go
 - The majority of people (394) opened the newsletter on the day after it was sent out and there was a steady stream of people opening the newsletter throughout the week. People are clicking through the newsletter and clicking links
 - Next newsletter will go out on 8/24 and input is due by 8/21
 - Amber Hayghe will send a graphic for the merchandise sale to be included in the newsletter

Old Business

- Runner Training (Tracy Lloyd)
 - Braswell 5K training has been going well and there have been several people coming out to assist
- Historic Half Training
 - Tracy Lloyd has been getting feedback on the training plan. She met with a running coach who reached out about helping with training and might be able to further customize parts of the training. Brian Morgan is interested in helping too
 - Feedback from the last Historic Half training was that people liked starting and ending at Lucky Road, but they wanted more variety in the running routes. The board agreed it would be good to start the HH Saturday long runs from the FARC meetup or maybe start from the riverside park
 - For the 5k and 10k portions of the training, UMW track is not an option and we aren't supposed to use Pratt Park after dark. Tracy Lloyd will follow up with the principal to see if we can use the JMHS track. Brian Morgan also suggested the path near the UMW track, which is public
 - Brian Pessolano cautioned about volunteer burnout since we're asking for volunteers to help with training from January through May

New Business

- Vic Barthelemy will reach out to Rebecca Ivester to get her mailbox key and determine who has any additional keys
- Vic Barthelemy nominated Amber Hayghe to complete Rebecca Ivester's director term. Seconded by Tracy Lloyd and carried without dissent
- A nomination committee needs to be created soon to identify potential new board members for next year. Non-board members can participate in the nomination committee

Around the Table (Chicken)

- Kristen Loescher
 - We need a race bib design for Braswell and not the logo, so she provided further details to LaTonya Turner
 - Gave Devils Den race bibs to Chris Koehler and will use some GP bibs if needed
 - Downtown Mile will use generic bibs
 - Need next year's race dates as soon as possible (has Heppe dates already)
 - Thanks to FARC people who volunteered for 50K and 3H!

- Will Triplett
 - He's made friends with the Fleet Feet manager (Chris Matthews) in Woodbridge and he's willing to help advertise our races. Brian Pessolano will create pdfs of remaining races and send to Will Triplett for advertising
- Patty Kramer
 - Please put up FredNats posters and postcards if you can
 - She created a FB event for the FredNats race and it's not showing up on our FARC website and neither is the Downtown Mile (calendar of upcoming races). Brian Pessolano will look into it
 - SPCA and Braswell asked Patty to mark the course and the agreement was we would charge \$200, so we need to confirm we are invoicing them for this cost. Patty Kramer will check with Tony Luna about this
 - In the week before Braswell, Vic Culp will mark the 1-mile, 2-mile, and turnaround locations, so Patty Kramer can easily find those locations when setting up the Braswell course on race morning.
- Vic Barthelemy
 - Tony Luna has a mailbox key and Vic Barthelemy will get the second key from Rebecca Ivester this weekend
 - Vic Barthelemy is talking with Amber Roker (with MC) about MCM bibs, which is one of our biggest fundraisers (in return for MCM bibs, we sponsor the beer gardens by providing 10 volunteers for Historic Half and 5 volunteers for MCM). He met with the beer distributor to determine how much beer to order. The same type of beer and the same refrigerator truck we used last year will be used again this year
- Brian Morgan
 - Still waiting on insurance for Downtown Mile. Tracy Lloyd is checking on it daily and will send a follow up if it's not received by the 2-week deadline
- Vic Culp
 - Vic Barthelemy will give leftover FARC anniversary magnets to Vic Culp for distribution at Devils Den
 - Asked Tracy Lloyd to add scholarships to next month's agenda
- Amber Hayghe
 - Thanks for inviting me to join the board!
- Tracy Lloyd
 - Looking for additional volunteers to join the welcome committee. Amber Hayghe is interested
- Brian Pessolano
 - 1 MCM bib is available on square and need to reconcile with the MCM report

Adjournment

- Motion by Amber Hayghe to adjourn the meeting
- Seconded by Vic Barthelemy and carried without dissent
- The meeting was adjourned at 8:33pm

Minutes submitted by Tracy Lloyd on August 18, 2024