

**SPACE COAST RUNNERS**

**MINUTES OF June 2022 ANNUAL MEETING**

**6:00 PM EST – In Person Meeting**

**Calvary Church, Viera**

**Wednesday, June 15, 2022**

**Current Board Members / Officers Present:** Debbie Wells (President),Caeley Looney (Vice President), Terry Ryan (Secretary), Brittany Struefort, Rachel Weeks, Kayla Cain, Kelly Kervin, Bambi Sweeney, Steve Hebert

**New Board Members Present:** Chris Kelly, Galyn Sehnk, Danielle Grose (Treasurer), Ann Yarbrough, Johanna Ramirez

**Present Virtually:** Stephen Bernstein**,** Donna Arnister

**Absent**: Paul Boucher (Treasurer), Kim DelTorchio  Marisa Flint,

**Meeting called to order at 6:04 pm**

1. **Review of May Meeting Minutes –** Were not reviewed, must review and approve at July meeting

1. **Welcome – Debbie Wells**
	1. We appreciate Brittany arranging for the use of the room for tonight’s meeting at the last minute.
	2. All those present, as well as those who were virtual, introduced themselves: Terry, Secretary, is in her 3rd year on board. Brittany, Director of Operations. Deb pointed out that her salary, our biggest expense, is well worth what she puts into the club and we could not operate without her! Kelly is in 2nd year and is chair of the race committee. Galyn just moved from NY last fall, new member at large, and is very impressed with the club. Bambi is in her 2nd year. Chris, another new member at large, only started running in 2017 and is ready to give back to the running community. Johanna is new as well and will be the new social committee chair. Ann has been a member of SCR for many years and a new at large member. Steve is our numbers guy, he does the race results and statistics, and is a member of the budget committee. Kayla is in her 2nd year and planning to step it up this year! Danielle is new to the board and will assume the Treasurer's duties. Rachel is in her 2nd year, she is the incoming Vice President and was race team captain last year. Caeley is the outgoing Vice President and co-captain of the race team with Rachel and has served 3 years on the board. Donna is in her 3rd year and is the captain of the youth series. Stephen is the longest serving board member this year will be his 4th!

1. **President’s State of the Club Address – Debbie Wells**
	1. **Safety –** This is most important to her as President.
2. Water on N. River Road has been an issue in the past. The Sheriff is engaged, we have started to zip tie the lids to jugs, trail cameras were put up last year and we got a photo that we posted on social media. There were reports that he had been verbally interactive with runners but nothing more. We have been running North since May 1st. If we have any issues, the Sheriff will be out to patrol
3. Self Defense Class and Rules of the Road –We can host another class if we have enough requests from membership. There are certain pedestrian safety rules that we should adhere to such as running against traffic, the responsibilities of running on the road if a sidewalk is available and making sure you give way to vehicles and cyclists. Debb encouraged us to share a friendly reminder to other runners that may not be following these “rules”.
4. Club Liabilities-Everyone who attends one of our events must sign a waiver. We take out insurance on all our events. These are events that the club hosts and not pub runs.
5. Safe Sport Training -Anyone who is volunteering at an event that involves youth must take the RRCA Safe Sport Training course. It is online and you must print your certificate of completion and present it to the event leader, usually Donna.
6. **Diversity, Equity, Inclusion –** Debbie encouraged us to listen to others and bring concerns to board meetings. What are they happy or unhappy with? We want to know their feedback.
	1. We have members who are also members of other teams, and groups. We are open to all people, and we try to do this through our race series by having diverse races, and offering discounts on training camps.
	2. We are trying to do events for all levels by supporting youth, Masters and we now have 3 different teams for races: Youth, Ambassador and Adult Race
7. **Board Administration –** We use a Google platform base for mail, folders, meeting management. New members will be getting an email account.  Meetings are held on the third Monday each month and we will have to decide where to have future meetings.
8. **Financial Overview –** We have 3 club accounts: Checking (which has a debit card for Brittany and treasurer) Savings and Christian Lake Scholarship fund at Ameriprise.
	1. The checking and savings accounts have a little over $50,000 in each, the scholarship fund has a little over $12,000.
	2. The scholarship fund will be governed by specific bylaws to protect its fund from being used only for scholarships. It is managed by a separate committee.
	3. Club Budget – Works on a calendar year of Jan – Dec.  The budget committee consists of Paul, Steve and the new Treasurer, Danielle, which usually meet in October to work on the next year’s budget.
	4. Primary revenue is from memberships, Eye of the Dragon (EOD), Space Coast Classic (SCC) and the Space Coast Marathon (SCM).
	5. Primary expense is the Director of Operations, who is key to the club’s success.
	6. We have begun to reduce some expenses for the race teams by securing sponsorships for the teams and ROY series. The board is very important to bringing in sponsors each year. We are saving money on Celebration Night, thanks to COVID, and the event became less fancy and held outdoors.
	7. Philanthropy efforts include the Children’s Hunger Project, supporting other races and their causes and increasing the Christian Lake Scholarship Fund.
		1. We need to have a committee to establish the goals and criteria to determine which races to sponsor. We also help by supplying volunteers for water stops, packet pickup and packing.
9. **Activities -**  Runner of the Year (ROY) Series really needs an equipment manager to carry the tent, tables and other supplies to the races. We hold other meet and greet runs at breweries, fun runs like the Hot and Humid Summer Series, training camps, Celebration Night, and Winter and Summer Socials.
	1. We made a lot of money last year at the Marathon Expo selling our merchandise.
10. **Volunteers –** We rely heavily on them! You need to approach someone and tell them “We need your help to do a specific thing”. Ask them personally. We need to be sure to treat our volunteers well, with respect and be organized in assigning them duties. Make sure to send a thank you note.
11. **Sponsorships – Caeley**
	1. Sponsorships were new during the 2021-2022 season. We had a prospectus and board involvement. We were successful in getting presenting sponsors for both the Youth Series and the ROY Series, and all 3 Gold level sponsorships for the Race Team. We

generated $1500 for the ROY series, $2250 for the Race Team and $500 for the Youth Series. Each sponsor got certain benefits for the level they donated.

1. **2022-2023 changes –** Based on feedback from last season, the following changes were made:
	1. Increased Presenting Sponsor for ROY Series to $1500.
	2. Youth Series now only has a Presenting Sponsor and a Track Star Sponsor. We are allowing 2 co-presenting sponsors this year. Kayla indicated she wanted to be a Track Star Sponsor.
	3. Race and Ambassador Teams are now combined so the sponsors will get benefits from both teams.
2. **Treasurer’s Report – Debbie for Paul**
	1. Paul will explain in more detail at next month’s meeting
	2. Budget to Actual – Debbie explained how this form is used.
	3. Treasurer puts their own spin on the reports, Paul will work with Danielle to get started. It is up to the board to indicate what information they want to see.
	4. Last year’s SCM was more than what we budgeted for (we made more money). We will get another check from the Running Zone (RZ) for the Fixed amount that we get from them. Brittany is our rep when RZ has their meetings. Now that RZ is under new management, we need to make sure they are successful. Keep this in mind and help as much as possible.
	5. ROY Series income comes in but goes right back out to the individual races. Other numbers represent sales tax, training camp and other items. Debbie will post the slides presented tonight in the Google Drive.
	6. Kayla inquired as to whether there will be any changes to the SCM now with new RZ management and Debbie suggested they may start going to some out-of-town race expos to promote the race, and that SCR might want to help pay for this.
3. **Social Committee – Terry**
	1. Meetings were held virtually to begin with, then at Charlie and Jakes and Fiesta Azteca in Suntree. There were 5 members of the committee.
	2. We accomplished many events including Neighborhood Fun Runs, Battle of Brevard, Hydration Sunday (to show appreciation to the hydration team), Winter Social at Oars and Paddles Park, Celebration Night at Wickham Park, numerous pub run meetups, and the new Hot and Humid Summer Run Series.
	3. We have added 3 new members including the new chairman, Johanna Ramirez.
4. **County Race Statistics – Steve**
	1. All local race results links can be found on our website under Races and Events – Race Results.
	2. We will get an update each month on the numbers of participants from area races broken down by gender, race distance and location.
	3. Cocoa Village and Cape Canaveral races did well with total numbers of runners.
	4. We have a good variety of distances and locations in the county.
	5. Debbie gave a big shout out to Steve because of the work he has done creating the new ROY series data.
5. **Youth Series – Donna**
	1. We held 6 youth events this season, 4 in 2021 and 2 in 2022.
	2. There were a total of 81 runners total, 7 of whom won the Ran all Races award.
	3. Cocoa Beach High School just got their new track. Now all tracks are rubberized with the exception of Space Coast High.
	4. Volunteers are needed and we will solicit from the Race and Ambassador teams, Youth team members are required to volunteer.
	5. The series has gone really well, and it not only gets the kids out, but some parents as well.
	6. Debbie indicated that we have reached out to the United Way run program in the Brevard County Schools. We will try to connect with them to get involved and help with these programs. It gives us an opportunity to apply for a RRCA grant.
	7. Kayla inquired about the youngest age group. It is 4 and under and Donna indicated that this year, if parents want to run with their young ones, they need to stay in the grass rather than pick the child up and carry them.
6. **SCR Racing Teams – Rachel**
	1. Listed tips for the new team captain and new board members
	2. We will be using an attendance tracker to keep track of team members volunteer hours and attendance at races.
	3. A Team Calendar will be produced at the beginning of the race season.
	4. **Race Team**
		1. We wanted a team of 12 but had such a great response that we increased the size to 15.
		2. We will focus on training and dry runs for the Race Team this year. This team was created as a team to compete and has a pace requirement. The volunteer requirements were dropped.
	5. **The Ambassador Team**
		1. Was created to participate in races but not as competitive, and as a means of answering questions about the club. It has 8 members.
		2. They will also be receiving an SCR shirt. There is a requirement to volunteer or participate in one event each month.
	6. Members of both teams will get a singlet, jacket and hat. We have asked certain members to be captains.
	7. Planning a social for the beginning of the season for the Race, Ambassador and Youth teams so everyone can get to know each other.
	8. **New Youth Team**
		1. Has 8 members. They will receive a singlet and participate in the 5K, 1- and 2-mile races. They are not allowed by RRCA rules to participate in longer distances.
		2. Parents need to be present at all the races.
		3. Kids will also be volunteering.
		4. Rachel may be team captain.
	9. Debbie explained the difference between the Youth Race Team and the Youth Series and the reasons we have both.
	10. Bambi inquired if we were still taking more members of the youth team and Rachel didn’t have a problem adding them but wanted to make sure they all got singlets.
7. **SCR Christian Lake Memorial Scholarship – Debbie for Marisa**
	1. This year, we gave away 2 $2000 awards to high school seniors who ran for their school’s track team and/or members of SCR. They had to write a 250-word essay that addressed the prompt “How running has impacted my relationship with the community”. This prompt can change each year.
	2. The 2 recipients were Jordan Bennard of Viera High School and Jessica Pitt of Heritage High School. They were both present at Celebration Night to receive their awards, and read their essays.
	3. Marisa was the Selection Chairperson this year. There is a committee for the selection process and usually, the club President and Vice President choose the members on the selection committee.
	4. There was explanation on the Christian Lake Memorial Scholarship and how it is funded:
		1. Named for Kelly Lake’s son, Christian, a local runner who was killed in a traffic accident. She wanted to do something philanthropic in his name and we decided on the Christian Lake Memorial Scholarship.
		2. Kelly does an informal fun run each summer in his memory, and we encourage members to participate.
		3. The fund is now managed by Ameriprise Financial and has bylaws to ensure funds are used properly. There is a committee that participates in by laws and financial matters.
8. **Race Committee – Kelly**
	1. Goals are to reach out to all runners with quality races. Looking for diversity in races for distance, location, terrain and competition.
	2. Meetings are held August thru May on the 2nd Monday of the month. Last year there were 9 members including Brittany. Brittany does not vote, and Kelly will only vote if there is a tie.
	3. The January meeting is their big one because they review all the race applications for our ROY series. The past 2 years we have had about 20 apply. The SCM, EOD and SCC are all club owned races and will always be in the series.
		1. The committee reviews applications as a whole, and they look for quality races.
		2. Next year’s application will be more comprehensive.
		3. We are hoping to bring 3-4 new members to the committee. This is a good place for members who are not on the board to participate.
9. **Retail Report – Brittany**
	1. We are continuing to expand our inventory
	2. Sold over $7000 last year.
	3. Several new items will be coming out in time for the SCM expo
	4. Kayla inquired about ½ zips returning…maybe! Sizing and colors had been an issue, but they may come back.
10. **Membership – Brittany**
	1. Each month, Brittany will give an updated report. We get memberships and renewals in person, online, in the mail.
	2. January was our lowest month with only 698 members. At one time we had over 1000 members due to the reduced pricing of the SCM.
	3. We are currently around 865 members. Debbie says we are a large club based on RRCA numbers.
	4. We give goodies to our new members.
	5. Brittany emails members when their membership is about to expire and notes how important it is to maintain your membership especially if you are participating in the ROY events and to receive the award for RAR within the series.
11. **SCR Owned Races – Debbie and Brittany**
	1. **SCM –** We sold half of this race to Running Zone when it was about to go under. RZ has turned it around. We will always earn $3000 even if the race loses money.
		1. We have signed a new document with the new owners of RZ. Brittany says that John and Pete have worked there for years and are very familiar with SCR.
		2. SCR responsibilities for this race include securing race entries for volunteer appreciation, Medal opening, Expo staff, putting out the “No Parking” signs provided by RZ, Packet Pickup, Pizza Tent, Finish Line assistant, and course cleanup.
		3. We made donations to 2 groups to help with cleanup last year, but both said they did not want to do it again.
	2. **EOD and SCC –** Past 5 years POP (Power of Pizza Charities) has contracted with SCR. The club approached them because these races were struggling.
		1. This last year, EOD was selected as an RRCA Championship 10K Race!
		2. Brittany has challenged herself to get 1000 runners next year. The Slay the Beast Challenge (10K and 2 miler) always sells out.
		3. POP always donates EOD proceeds to the scholarship fund.
		4. SCC is a 15K and 2 miler. It used to be held the first week in November as a tune up for the SCM. The race calendar got very busy, so the race was moved to April.
			1. Spring was a good time with comfortable weather, a fast course and in a developing area (Viera)
			2. As long as the grass lot next to Quest Elementary stays that way, we can continue to have the race there.
			3. Brittany and POP will become very busy with the Eat My Crust race coming back next May so we are looking for a new race director for SCC.
				1. Applications for race director are being accepted thru June 20th. Brittany will help the new director the first year.
12. **SCR Training Camp –**
	1. Camp is in the 3rd year. Next up is the fall 16-week camp targeting the SCM and half.
	2. Spring camp had 80 participants and was the largest so far.
	3. SCR is there each Tuesday and tries to have some treat, give away or guest speaker.
	4. Kaitlin having her baby around the start of fall camp so Mike Moulton will be filling in.
	5. Brittany will not be in town during August but will provide goodies for camp.
13. **Old Business and President’s Concluding Remarks -**
	1. Race Team selections – Rachel – need to vote to accept an Ambassador team of 9, Race team of 15 and Youth team of 8. Rachel had to assign some people to teams due to applications. MTA Rachel’s distribution to teams by Stephen Bernstein, Second by Steve Hebert. All approved.
	2. Brittany gave Debbie a card and gift certificate in appreciation of her hard work as club President and wished her well in her new career in Houston.
	3. Debbie says thank you and that we have to make this club our own. Wishes us best of luck, and she will be keeping her membership.
14. **New Business –**
	1. **Battle of Brevard – Terry**
		1. Made a suggestion to hold this year’s event at Lori Wilson Park, Cocoa Beach, in order to have a beach run in memory of Rick Foresteire who passed away in May. His wife Nancy was Battle lead for several years and Rick loved running on the beach. MTA hosting at Cocoa Beach by Steve Hebert, second by Bambi Sweeney. All approved.
15. **Installation of New Board – Debbie**
	1. Debbie discusses the responsibilities of Board Members as leaders of Space Coast Runners Club, a member of RRCA, to make a difference to an increasing number of people in this running community.
		1. You will be called upon to make sacrifices of your time and may be serving this group at inconvenient times.
		2. You will be called upon to stretch your current problem solving and conflict resolution skills and your commitment will be more than you presently imagine.
		3. You must give all that you have in order to do a good job.
		4. You have the responsibility to shape this group and design it’s potential
		5. Your attitudes and leadership consistency, along with your ability to work well with others and put forth a positive excitement will make this club flourish.
	2. New Board Members were sworn in, to include Paul Boucher (President) who was sworn in by a prior in person meeting with outgoing President, Debbie Wells, and those present were asked to stand. They include:
		1. Rachel Weeks (Vice President), Terry Ryan (Secretary), Danielle Grose (Treasurer), and members at large Donna Arnister, Stephen Bernstein, Kayla Cain, Steve Hebert, Chris Kelly, Kelly Kervin, Johanna Ramirez, Galyn Schenk, Bambi Sweeney and Ann Yarbrough.
		2. Debbie asks the question “Will you, as newly elected officers and board members, realizing the responsibilities of leadership that have been placed upon you, agree to give your time and energy to faithfully serve the Space Coast Runners Board of Directors in accordance with bylaws?” If so, answer “I will”.
			1. All responded, “I will”.
16. **Committee Assignments**
	1. At the July meeting, we will need to make committee assignments for the following:
		1. ROY Series Races
		2. Social Events
		3. Newsletter Articles
		4. Budget
		5. Sponsorship Management
		6. Race Results/Calculator
		7. Youth Programs
		8. Teams
17. Meeting adjourned at 8:03PM