



Kalamazoo Area Runners Board Meeting

October 13, 2008

Attendees: Bonnie Sexton, Phil Goodwin, Giti Henrie, Cristi DeDoes, Julie Wojtaszek, Phyllis Florian, Joe Hulsebus

Absent: Vicky Mergen, Scott Taylor

Meeting Time 6:30pm, Called to Order 6:39 pm

Time	Agenda Item	Discussion	Follow-up Items
6:39 – 6:41 (3 minutes)	Phyllis’ Kalamazoo Gazette Article	<ul style="list-style-type: none"> • Kalamazoo Gazette article focused on Phyllis’ Hike for Discovery • Phyllis is trying to get Team in Training involved locally for future hikes 	<ul style="list-style-type: none"> • None
6:41 – 7:14 (33 minutes)	Website Update	<ul style="list-style-type: none"> • Joe serves as back-up for Phil on the KAR website • Bonnie is considering changes to the Rundown in the future using Adobe Professional • Group discussed the KAR Website Survey (survey designed to obtain input from Board members on the future design of the website) • Ran out of time and group agreed to forward additional feedback to Phil via email – see Board meeting comments in separate document 	<ul style="list-style-type: none"> • All Board members to complete the KAR Website Survey and forward to Phil by October 20th
7:14 – 7:27 (13 minutes)	Privacy Policy	<ul style="list-style-type: none"> • Bonnie met with Steve Brown to discuss the policy and he had no major concerns 	<ul style="list-style-type: none"> • Bonnie to make changes to policy, forward to Phil for posting, and to send communication to members



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		<ul style="list-style-type: none"> • Steve advised that we can share names and ages in communications such as the Rundown but not member mailing addresses, email addresses or credit card numbers • We will not include specifics on member health conditions in our communications • An Opt out policy has been included to allow members to opt out of their information being shared with third parties • The member registration section will be re-worded to make it less confusing and opt out language will be included in the paragraph pertaining to sharing information with third parties 	<ul style="list-style-type: none"> • Julie will include a statement in the on-line application stating that email addresses should not be provided for children under 18 per Children's Online Privacy Protection Act
7:27 – 7:51 (24 minutes)	KAR Brochure	<ul style="list-style-type: none"> • Cost to print a glossy brochure at Kinkos is \$300 for 200 brochures • We need to print 2000 brochures • Vicky, Bonnie, and Phil will be exploring other more cost effective printing options • Phil said he could put the current 	<ul style="list-style-type: none"> • Vicky to contact Steve Downard regarding printing options • Phil will investigate options for printing and email Vicky • Vicky will inform individuals that are pictured in the brochure (FYI, not requirement)



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		<p>Word version into the “In Design” application for a professional format</p> <ul style="list-style-type: none"> • The brochure needs to be complete by December • Group is interested in a more diverse picture for the front cover (males and females, different ages) • Group suggested the wording on the history be changed to “In 2005 the Battle Creek Road Runners joined KAR...” • Kalamazoo Area Runners are a “non” for profit instead of “not” • Group advised to take out “the” when referring to KAR • Add 501c3 in the description • Take the “BCRR” out of “KAR/BCRR” in various areas of the brochure • Member benefits 4th bullet, take out “a” in front of Turkey Trot • Member benefits 2nd bullet from bottom “Rundown” should be similar font to rest of text • Add training programs as a benefit 	<ul style="list-style-type: none"> • Vicky to make changes to brochure and re-circulate updated version to Board



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		<ul style="list-style-type: none"> • Group advised re-formatting member benefits section using sub bullets under items such as social events, races, training programs, etc. • Add on-line member registration through SignMeUp.com • Update with new membership rates • Remove “running interests and goals” from member application • Update dues on Halloween Hash Run, Turkey Trot, and Run Through the Lights to 2009 • Move Kal-Haven Trail Run to top so in chronological order • Remove Team Garmin Wed night runs and reference link to all group runs • Add Kalamazoo Klassic logo to brochure 	
7:51 – 7:57 (6 minutes)	Update on Tax ID & 501 c3 Status	<ul style="list-style-type: none"> • KAR now has a live active Tax ID • Cristi and Bonnie to meet Rollin to changes names on paperwork at Fifth Third • We received approval for 501c3 	<ul style="list-style-type: none"> • Cristi to file charitable registration status and 990 N for last year • Bonnie to scan our 501c3 paperwork • Phil to post to the website • Cristi to file original



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		status <ul style="list-style-type: none"> We currently cannot accept donations in excess of \$8K with this status We have a copy of RRCA's letter that KAR is under their exemption 	
7:58 – 8:01 (3 minutes)	CD Rates and Decision	<ul style="list-style-type: none"> 5 year rate is 5.15 at Fifth Third Unanimous decision by Board to move funds from Charter One (lower rate) to Fifth Third 	<ul style="list-style-type: none"> Cristi to move funds to Fifth Third
8:01 – 8:02 (2 minutes)	Budget Process Update	<ul style="list-style-type: none"> Cristi to format budgets and send to each event/program director Cristi will send the final version to Board members in December No December meeting due to Beyond so will try to approve via email - if additional discussion is needed we will schedule a meeting 	<ul style="list-style-type: none"> Cristi to send budgets to each event/program director by Nov. 1st Event/program directors to return by Dec. 1st Cristi to summarize and send to Board members by Dec. 15th Board to review and approve via email (or meeting if needed)
8:02 – 8:06 (4 minutes)	Income Statement	<ul style="list-style-type: none"> We received a check for the Klassic Brochures, Beyond program expenses, and insurance expenses will be expensed in the next couple of months 	<ul style="list-style-type: none"> None
8:06 – 8:25 (19 minutes)	Beyond Marathon Training	<ul style="list-style-type: none"> The Beyond party is Dec, 2nd at the Borgess Lawrence Education 	<ul style="list-style-type: none"> Vicky to purchase gift bags for mugs Giti to purchase 20 items at Gazelle on



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		<p>Center</p> <ul style="list-style-type: none"> • The Board agreed to make this a combined holiday party/Beyond program kick-off <p>Registration Process</p> <ul style="list-style-type: none"> • Beyond marathon training registrations will be sent to the P.O. Box • Cristi will forward to Bonnie <p>Food and Beverage</p> <ul style="list-style-type: none"> • \$150 has been allocated for food • Phil to bring crock pot meatballs • Bonnie to make pumpkin bread, Caesar salad, buckeyes, and purchase shrimp • Cristi to purchase 3 24-packs of water and bring ingredients for punch <p>Decorations</p> <ul style="list-style-type: none"> • Bonnie to bring Christmas decorations and tree <p>Yankee Swap Prizes</p> <ul style="list-style-type: none"> • Need 35 + items • Gifts will include mugs, bags, massage gift certificates, items • Giti to wrap items 	<p>Monday (20th) for \$90</p>



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		Meeting Agenda Holiday party and Beyond orientation <ul style="list-style-type: none"> • Hydration/nutrition • Winter apparel workshop • Yankee swap • Marathon training program orientation Packets <ul style="list-style-type: none"> ○ Vicki has already completed putting together folders Budget <ul style="list-style-type: none"> ○ Will need to be increased to include \$150 for flyers and materials Set-Up <ul style="list-style-type: none"> ○ Need assistance starting at 5:30 (Phil if not traveling, Cristi yes, Giti if possible, Julie closer to 6:30) 	
8:25 – 8:39 (14 minutes)	Club Series Party	<ul style="list-style-type: none"> • Kalamazoo County club reserved • Giti will purchase additional items on Monday from Gazelle • 20 mugs will be used for raffle items • Group agreed to purchase the mini 	<ul style="list-style-type: none"> • Giti to contact Darryl Prater and Marty's wife regarding donations • Cristi to look into exemption from State sales tax • Cristi to send Bonnie a list of members pictures she does not have



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		bites from Confection • Event budget \$1300 <table border="1"> <tr> <td>512.8</td> <td>Bags</td> </tr> <tr> <td>306</td> <td>Country Club</td> </tr> <tr> <td>50</td> <td>Award</td> </tr> <tr> <td>234</td> <td>Mini-bite desserts</td> </tr> <tr> <td>\$1102.8</td> <td>Total</td> </tr> </table> • Cristi is developing the PowerPoint presentation	512.8	Bags	306	Country Club	50	Award	234	Mini-bite desserts	\$1102.8	Total	
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8:39 – 8:41 (3 minutes)	Apparel Update	• Chris from Gazelle thought it was too late in the season to order winter items but will check with vendors to identify what is in stock	• Bonnie to follow-up with Chris										
8:41-8:41 (1 minute)	Indoor track work-outs and Gull Lake Runs (unplanned agenda item)	• Sherrie will check on indoor track dates for Tuesday and Sunday mornings • Mark S. has agreed to coordinate Runs around Gull Lake	• Bonnie to follow-up with Sherrie										

Adjourn 8:41 (actual meeting time 2 hrs 2 min)