



## Kalamazoo Area Runners Board Meeting

October, 2009

Attendees: Bonnie, Giti, Phil, Julie, Brian, Darrell, Scott

Absent: Cristi

### Meeting Time 6:35

Time	Agenda Item	Discussion	Follow-up Items
(10 Min) 6:35	Revisions and Board Approval of PP 5.2 Sponsorship Solicitation Policy (Darrell)	<ul style="list-style-type: none"> <li>• Darrell provided his document.</li> <li>• To promote a business' name we should ask for a discount but not necessarily require one.</li> <li>• Criteria – relevant to running community.</li> <li>• Should we have an application process?</li> <li>• The application may apply more to discount sponsors.</li> <li>• Distinguish between event and discount sponsors.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop an application.</li> <li>• Darrell will develop a policy/procedure for accepting discount sponsors.</li> <li>• Darrell will take this job from Bonnie.</li> <li>• Darrell will make changes before we vote. Vote will be done via email if possible.</li> </ul>
(10 Min) 6:53	Revisions and Board Approval of PP 5.1 Charitable Donation Solicitation Policy (Bonnie)	<ul style="list-style-type: none"> <li>• We cannot promote PCOC through any of our promotions.</li> <li>• Bonnie has made changes in PP 5.1 that was shared.</li> <li>• We do not need to be a fiscal agent for some other organization when the benefitting organization's name can't be made transparent</li> </ul>	<ul style="list-style-type: none"> <li>• Bonnie will delete sections concerning fiscal agents.</li> <li>• The document will be forwarded to the board for approval after Bonnie edits it.</li> </ul>



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		<ul style="list-style-type: none"> <li>Julie is concerned about too many people having passwords and access to membership information. – Applies to “Sign Me Up”</li> <li></li> </ul>	
(10 Min) 7:05	Revisions and Board Approval of PP 1.7 Code of Ethics Policy & Acknowledgement (Bonnie)	<ul style="list-style-type: none"> <li>Tribunal should be board members.</li> <li>The Vice President of Membership should not be part of the initial tribunal as the position would be responsible for assuming the President’s role should the President be the subject of an ethics matter.</li> <li>Julie seconds the policy.</li> <li>The board approves.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
(5 Min) 7:12	Board Approval of PP 3.2 Inventory Tracking Policy and Procedure (Cristi)	<ul style="list-style-type: none"> <li>Cristi should send out the spreadsheet that she plans to use before the board approves its use.</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Bonnie will contact Cristi regarding the spreadsheet and submit the policy to the board for approval.</li> </ul>
(5 Min) 7:18	KAR Jacket Selection (Bonnie)	<ul style="list-style-type: none"> <li>Good job Phil, they look great.</li> <li>Black is our first choice of color, but we can offer the blue if the cost is no different in the screening of the logo.</li> </ul>	<ul style="list-style-type: none"> <li>Bonnie and Phil will check on prices and screening of different colors.</li> </ul>
(5 Min) 7:24	Club Series Catering Estimates (Giti)	<ul style="list-style-type: none"> <li>Giti has been shopping around. Cheesecakes, pedifores (two sizes), brownies, cream puffs. From McKenzies.</li> <li>Sarcozies – cookies and brownies, but not too much</li> </ul>	<ul style="list-style-type: none"> <li>Giti will take care of the food and drink.</li> <li>Giti will work on the agenda for the program.</li> </ul>



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		<p>of that.</p> <ul style="list-style-type: none"> <li>• Confections – filled c-cakes, petit four, coffee.</li> <li>• The board goes with the two filled half cakes from Confection</li> <li>• Coffee service – work with Confection and maybe provide a punch bowl too. And water.</li> </ul>	
(5 Min) 7:47	a) Mona Vie Opportunity- Donation potential (Julie)	<ul style="list-style-type: none"> <li>• They will send products to an event.</li> <li>• They could offer a clinic concerning their product.</li> <li>• The clinic should be offered as a segment of beyond or safari.</li> <li>• The board approves Mona Vie as a discount sponsor.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
(5 Min) 7:50	b) Strategic Planning Objectives Due Dates & PCR (Bonnie)	<ul style="list-style-type: none"> <li>• Some of us still owe Andrew deadlines for the objectives.</li> </ul>	<ul style="list-style-type: none"> <li>• Cristi, Phil, and Scott will get them to Andrew.</li> </ul>
(5 Min) 7:53	Educational Clinics with Agility- update (Bonnie)	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Bonnie will follow up with Scott and place it on next month's agenda.</li> </ul>
(5 Min) 7:55	Timeclock Funding – update on potential sponsors/Pfizer foundation funding (Bonnie, Brian, Giti, Darrell)	<ul style="list-style-type: none"> <li>• Giti, Brian, and Darrell need to talk as to how to exhibit sponsors on the timeclock.</li> <li>• Options include event sponsors, full time sponsorship of the clock, or annual sponsors.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Darrell will update his calendar and a meet date will be set between Giti, Brian, and Darrell.</li> <li>• Bonnie will touch base</li> </ul>



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Time	Agenda Item	Discussion	Follow-up Items
			with Natalie.
	New business	•	•
(5 Min) 8:00	Handling of Turkey Trot Benefitting Organizations (All)  Turkey trot timing opportunity	<ul style="list-style-type: none"> <li>• Earlier discussion about being fiscal sponsor will be applied.</li> <li>• Can online registration donations go to KAR?</li> <li>• The board is good with that option. The donation would be invested into the club (clocks or other).</li> <li>• Turkey trot timing</li> <li>• Don Passenger had an offer.</li> <li>• 10 minutes following last runner they can have the results.</li> <li>• The price will be approximately \$200.</li> <li>• Bonnie will check their work out this weekend.</li> <li>• Bonnie likes the idea of the group taking charge of the timing because it makes the event more professionally run.</li> </ul>	<ul style="list-style-type: none"> <li>• Online registration needs to close one week prior to Thanksgiving.</li> <li>• Scott will adjust spreadsheet to include t-shirt info. Along with name of participant.</li> <li>• Bonnie will combine online info with mailing information.</li> <li>• Vote over email feedback concerning the timing business</li> </ul>
(10 Min) 8:23	Sponsorship Tracking Matrix (Darrell)	<ul style="list-style-type: none"> <li>• Darrell has forwarded what he has been working on for review.</li> <li>•</li> </ul>	•
(10 Min) 8:29	Sponsor Level Information Sheets (Darrell)	<ul style="list-style-type: none"> <li>• Darrell has developed a rough draft.</li> <li>•</li> </ul>	•
(5 Min) 8:30	Treasurer's Financial Report (Cristi)	<ul style="list-style-type: none"> <li>• Gazelle's contribution needs to be followed up on.</li> </ul>	• Bonnie to follow up with



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		•	Gazelle

Meeting adjourns at 8:38