

MINUTES:
Kingston Road Runners Association
Board Meeting
Monday January 15, 2024
Riverhead Brewing Company

Present at the meeting: Andrea Sealy (taking minutes), Paul Cehan, Al Cantlay, PJ Marshall, Sarah Naughton, Christina Cantlay, Joe Duvall, Robby Breadner, Scott Farmer, Billy Marshall, Heather Kitchen

1. Welcome and called to order at 7:13 pm by PJ Marshall, acting Chair

2. Additions to Agenda:

- Jackets (add 6.5)
- Course Certifications (7.6)
- Beat Beethoven quick update (7.7)
- Wolfe Island quick update (7.8)

3. Adoption of Agenda motioned by Scott, seconded by Robby

4. Approval of December Minutes

- Need to confirm spelling changes asked of Joyce
- Approved by Scott, seconded by Andrea

5. Election of the 2024 Board of Directors:

1. Open Position- President
2. Open Position – Secretary (Christina to check who is in the position)
3. Paul Cehan – Treasurer
4. Al Cantlay – Coach, Member-at-large
5. Peter Coughlin – Archivist
6. John Sadler – Statistician, Twosome Run race director
7. PJ Marshall – Member-at-large
8. Sarah Naughton – Member-at-large
9. Christina Cantlay – Membership
10. Joe Duvall – Member-at-large, Woolly Bully race director. Limestone Race Weekend race director
11. Andrea Sealy – Anniversary Run race director
12. Luis Paico – Member-at-large, 5KXC race director
13. Peter Ellis- Webmaster
14. Robby Breadner – graphics, marketing support
15. Scott Farmer- Member-at-large, Resolution Run race director
16. Lana Saunders- Past President, Member-at-large
17. Billy Marshall
18. Heather Kitchen
19. Cal Schram
20. Joyce Acton

Casey Kidson – Member-at-large (confirmed resigned)

Tara Burggraf (confirmed resigned)

Janet Shephard (confirmed resigned)

5.1 Reassigning Lana's Duties: what are we missing, what are we forgetting. Lana has identified that she spent upwards of 40 hours a month on duties for the KRRR. The board's consensus is that the KRRR needs better job descriptions. Ask Lana, what are the bullet points to cover her duties and responsibilities. Always ordered the tri-island medals (joe can lead on, if needed). Mailbox, Insurance, Storage Unit, Bank Account signing authority, Tri-Island medals, series awards/membership gifts, maintaining the relationships with community, members, etc. We need the second key returned from Lana. Also noted that we need an official VP.

Christina will flesh out President duties and send to Lana for review.

Andrea to flesh out remaining official roles for next meeting.

6. Business arising from the minutes

6.1 Resolution Run: Scott Farmer

Highest ever entries (in recent history), 161 paid entries. Just under 127 raced. 121 finishers. Second highest attendance. Expenses overall: \$4812.71, Total \$6795, Net Proceeds \$1982.29. \$805 going to KRRR. Successful even with the cost of the generator – we needed one.

KRRR has a policy that the RD is only allowed to spend up to \$500 up to his discretion. PJ identifying a policy that any purchase over \$500 requires BOD approval. It was noted that the expenses came from the event and are at the discretion of the RD. Consensus is there needs to be agreement or accountability to "larger" purchases and clarity on purchase rules.

Congratulations Scott as a rookie RD!

6.2 Timing: Joe & Scott

Sportstats. Pros: accuracy, chip start versus horn start, populating live on the website, very efficient, very portable and simple. It's a modular system, could have a second set. Cost, was \$900 +tax for up to 200 bibs, they do labelling, adding chips, then flat fee for every bib post-200 (\$2.50). Cons: if your entries are under 200, cost per unit goes up. Delivery and delivery charges. Because Joe picked up the unit, it was covered. Otherwise \$90 each way.

6.3 Twosome:

An email from John:

Everything is under way and pretty much ready to go. Socks are ordered and should be here this week. John purchased the socks for the same price as last year. Supplier needed the RD to complete the order sooner to get them to me on time as they were closing one of their factories after the holidays. Since the RD doesn't know how many registrations (currently at 29), RD ordered the same number of pairs of socks as last year (180 pairs).

Venue is booked for the ANAF. Parade permit has been submitted to officer Koopman, no reply as of yet.

Arrangement to be made to meet with Scott for locker key, generator info/training. Scott has offered to help with the setup and Sportstats equipment.

Sportstats is set to go. Instead of going with just the KRRR logo, they were able to work with the Twosome Banner and add it to the bibs for me. The bibs look great!

Sponsors are the same as last year and include, Runner's Choice Kingston (actually, I haven't confirmed this yet, but am hoping! 😊), Peter Stokes Photography, Trek Bicycles Kingston, Bin There Dust That, K-Town Physiotherapy, J.E. Agnew Foods Services Ltd., Momentum Pilates, 365Kingston.

6.4 Sub Committee for compiling RD Manual:

Adding to existing content. Will forward Tara's work to date. Janet also had an LRW manual. Committee? Joe, Andrea & Scott

6.5 Jackets for Series

Primetime ready for Twosome

7. New Business

7.1 Closing out LRA 2023

Cheque from LRW to BGC.

7.2 Bank Account Inquiries – signing authorities

Scott asks can/should we assign a third outside of Lana? We need two signing authorities. Lana and Al are current, consensus is the KRRR should have a third. Until President role is replaced, Lana and Al remain, and add a third.

Motion to add Scott as third signing authority by Robby, second by Sarah.
Motion passed.

7.3 Trackie versus Race Roster (Joe & Scott)

Trackie is clunky, online inventory handling is not functioning appropriately (ie. how to setup inventory). Race Roster does all of those in the setting config. Fee rates? Trackie - \$3, RaceRoster - \$3.50 Need to confirm fees. For the Limestone Mile – included the deadlines for the shirt orders.

7.4 Course Certification: Postponed until next meeting

7.5 Beat Beethoven: Wanted to get back into the series. The Symphony was informed they missed the commitment deadline, it is too late for 2024. But could be included for 2025. The Symphony decided to wait until 2025 to relaunch the running event.

7.6 Wolfe Island Classic: Robby now the RD. The date is July 7th. More info to come.

8. Standing Reports:

Limestone Race Weekend: Joe

- Looking at T-shirt design similar to past years with modification
- Waiting on medals production – need deadline to order medals.
- So far, 50 registered.

Start2Finish: per above

Treasurer: will have a 2023 financial report once series awards are in AND ANDREA GETS IN THE ANNIVERSARY RUN FINANCIALS FOR 2022 AND 2023

Membership: Christina
Currently at 230

Statistician: John

We need all RD's to review results for each race and respond to John for stats.

Website: Robby

Needs to make changeover to 2024 series setup. It was requested is we could review and go over website, errors, omissions, send to Robby. Ask RD to ensure its up to date. RD's should be ready for dates by the AGM.

Sponsorship: The Water Store has been added, provide water for the entire series.

Adjournment: motioned at 8:30 pm by PJ, seconded by Robby
Motion passed.