



## **Richmond Road Runners Club - Meeting Minutes – April 8, 2020**

### **Opening remarks, ground rules and welcome guests – Nikkia Young**

*Nikkia called the meeting to order at 6:08 pm.*

### **Approval of March, 2020 meeting minutes - Victoria Hauser**

See attached minutes.

*Crystal made a motion to approve minutes as submitted. The motion was seconded by Mara and the motion passed with an unanimous vote.*

### **Financial Report – Treasurer’s report, Ralph Gibbs**

Attached are the Balance Sheet and Quarterly Profit and Loss Statements.

### **Marketing and Sponsorship – VP Marketing, Jennifer Perrin**

### **Operations – VP Operations, Crystal Koch**

- Covid-19 update - Dave Trump

Latest updates to be provided during meeting.

*Dave indicated that Virginia is handling the crisis as well as possible, but be prepared for long term changes including social distancing and face masks until a permanent vaccine is in place. Long term plans for the club and races will need to be established when we can move forward with in-person events.*

*Rosie noted that RRCA indicated that new virtual races should not be created by clubs. Nikkia followed up that RRCA recommends no new virtual races be created, but substituting a virtual race for an in-person race is allowed under insurance coverage.*

- Preview of upcoming club and contract races

- Everything through June has been cancelled, made virtual, or postponed till fall.

#### Carytown 10k/ Quarantown 10k

From Anne Brown - I am still waiting on the magnets but I have a little mailing factory going on at my house. They will be ready to go as soon as they come in.

RunSignup and Quarantown 10K (from Dave Trump)

- Worked with Anne and officers to convert Carytown 10K to RRRC's first virtual race - Quarantown 10K.
- Enabled refunds for Carytown registration fees, which allowed 188 participants to obtain \$4,153.00 in refunds (as of April 2) and kept refund reserve in RunSignup fully funded.
- **Note: 205 participants still registered for Carytown 10K remain eligible to request up to \$4,507.00 in refunds (118 are RRRC members). They will get another reminder mid-April that they may request a refund or transfer to the Quarantown 10K NLT April 25.**
- Enabled event transfers from Carytown to Quarantown 10K, which was used by 58 participants (as of April 2).
- Set up Quarantown 10K for self-report of results by participants.
- Received NO questions from participants on how to manage the DIY refund or event transfer process in RunSignup.

#### Stratford Hills 10k

Decision to be made by April 15.

*Nikkia shared that that race would be converted to the "Stay at Home 10k." She is reaching out to sponsors. Once Quarantown is wrapping up, Stay at Home will be advertised.*

- Volunteers – Sara Baugh

Contract races in the immediate future have been cancelled, and our only tentative May club race is Stratford Hills. Registration is closed until they know the race can happen.

- 4/1 - 4/30 - Quarantown 10k - no volunteers needed
- 5/23 - Stratford Hills 10k - If this race occurs, we'll need more volunteers for all positions.

- Equipment – Glenn Melton

The new flags came in. They look great! I have been going by the clubhouse weekly and will as long as I can to check if all is okay. Gonna turn off the water heater and turn the HVAC to an efficient temperature.

- College Scholarships - Kirk Millikan

High schools will be contacted (via email) in April about the 2020 scholarship application and I will be recruiting RRRC members for the scholarship committee.

*Kirk indicated that school athletic directors and guidance counselors have been contacted via email. If you would like to join the review committee, please let him know. There will be a meeting and review of applications in early June.*

### **Administrative Assistant/RSU Coordinator – Dave Trump**

#### **RRRC Store**

- Had 6 orders (9 items) and \$150.00 in merchandise sales during March.
- The new waterproof bags and car seat covers were the most popular items.
- Stopped option for order pick-up at meetings and added a free shipping discount on any orders of \$20.00 or greater.

RunSignup and Quarantown 10K (see above)

RunSignup has been very responsive to the race organizer community during this time. RunSignup removed its \$1.00 processing fee for refunds, halved the processing fee to transfer funds to the race's refund reserve, and did not add a fee for the extra messages and the process needed for virtual race participants to submit results.

Routine website, email and race/training team support activities.

### **Grand Prix – Ralph Gibbs & Suzi Silverstein**

I do think we need to postpone plans for the volunteers recognition at the baseball game. It is hard to predict when we will stop social distancing.

I do think we need to start thinking about Grand Prix if we are not able to resume the race schedule this summer. Even if we do, some of the modeling is predicting a second wave of COVID-19 in the fall.

Ralph & Suzi to talk between now and the May meeting to come up with Grand Prix recommendations for the board to consider about GP2020 for A) races resuming in summer B) races resuming in summer but cancelled again in the Fall C) races cancelled the rest of the year. Plans for the banquet will be based on our decisions about GP.

From Ralph - The finishing touches are being put on the spreadsheet and it will be published shortly (probably before the Board meeting) and an email will be sent to all participants. We have made one tweak to the competition, we have fixed the issue of aging up in the competition. If your age will end in

0 or 5 this year, then you will age up into a new age group in the competition. Accordingly there is now a formula in the spreadsheet that will automatically move you into the new age group. For example, in my case I will age up in September. I will earn points in the 50-54 age group for all races prior to my birthday. After my birthday, if I compete in a race, my previous points will be carried over to my new age group and I will begin earning points in my new age group.

Also there are new provisions being made with regard to Covid-19. They will be explained in the email to the GP participants. But please remember - this is obviously a fluid situation - Federal and State guidelines are changing daily. As such, RRRC and GP Competition will do their best to put on races, virtual races and contract races - but we can make no guarantees that we can or will be allowed to do so. We want to keep all of our members and runners safe and will be following any applicable guidelines for your and our safety.

### **Night at the Diamond - Mike Levins**

Usually in April I submit a proposal for a trip to the Diamond for a night with the Flying Squirrels. In light of our current situation, that is on hold. When the conditions change in a positive direction, I'll see if this can happen in 2020. If not, let's be hopeful for 2021.

### **Newsletter – Mark O'Brien**

The first quarter 2020 issue of Miles & Minutes is here as an e-magazine despite some unexpected delays in the graphic design due to COVID-19. The cover story is an excellent profile on Keira D'Amato written by Ed Kelleher. There also are stories about a Louisa High School teacher who makes an annual long run to raise money for student scholarships, the 10th Anniversary of the Grove Avenue Water Stop, and an interesting retrospective of the Annual Banquet through the years by Victoria Hauser. Also, although B&B (the printing company) says it's not one of the businesses forced to close under the Governor's executive orders, I've yet to hear from our account managers about printing a batch this time around, which may be a futile effort anyhow. I will address this with club leadership if and when the issue arises. Finally, I'm beginning to work on the second quarter issue. I'd like to publish some really inspirational stories during the self-isolation and social distancing. So if you know of anyone doing something awesome, or you yourself have achieved something (no matter how big or small) during this pandemic, please let me know asap. The more, the merrier! The submission deadline for all materials is May 13. Thank you!

*Mark added that the latest issue would go on the website this week. The printers are not operating at full capacity and we will have an electronic version only.*

## **Social Media – Chris Mason**

While we did not have the most growth on our platforms in March, we did use the platforms to cover many club related activities throughout the month. We used both platforms to share pictures from the annual banquet, those pictures are received well by our club members. We also use both Instagram and Facebook to advertise the Mike Wardian run, and while it may not have been well attended, it at least showed the club that we like to bring big names in for our fantastic members!

March is also the month in which things started to slow down due to corona. Due to this, we used our page to discuss changes to the Carytown 10k as it was rebranded as the Quarantown 10k! The new virtual option garnered a lot of attention and appreciation from the club members, well done, Anne. #winwin

As you move into April, I anticipate that our engagement might be low due to the virus. Please reach out to us if you would like anything posted that may entertain, or even educate, our members.

*Chris noted there have been requests for posts on running safely and that the Quarantown 10k has gotten a lot of positive response.*

## **Race Team – Rosie Schutte**

Race Team, like everything else is on hold. Our first race is supposed to be in June, and I would guess that has about a 10% chance of happening. The race team is in the process of compiling a list of our favorite running routes around town and circulating them among team members in an attempt to keep motivation and spirits up.

## **Action items**

### **New Business**

1. Review of payscale for Administrator, Operations Manager, and SAG Coordinator

*Nikkia presented updates to the pay scale for the positions. It was agreed that changes would be presented in writing and we would wait until operations are back to normal before making any decisions.*

2. Update from Billy Kelly on summer running camps

I had approval from the Principal at RMS for a running camp at the school for a week but that may or may not happen. Being true to our mission I would like to divert \$300 of the \$500 approved for this project to help partially fund summer running camp for one of the fastest 7TH grader XC in Virginia who comes from a very poor family and with the loss of income due to the COVID 19 he will not be able to attend the Blue Ridge running camp if held during the

week of July 26-31, 2020. The cost for the camp is \$665 plus some other fees and there is a spot available with the James River High School team which he can have. I would like to ask for a 1 time grant of \$300 to help underwrite part of the total cost of \$665 + expenses, I will donate the \$400 + balance to cover the camp cost plus other fees such as room key deposit ( \$100) etc. I feel this will help his family accept this offer since it's from RRRC and private donations which will be anonymous . If we are able to have the running camp I will pick up any additional expenses over \$200, if we can divert these funds, to support youth running.

*Discussion followed on providing funding for individuals. Rosie made a motion to move the funds from the RRRC summer camp to the student to attend the Blue Ridge running camp. The motion was seconded by Crystal and the vote was unanimous.*

*Discussion was also held on future changes to races and water stops once we are able to resume in-person races. Crystal & Mara noted there are cups that can be reused by each individual at water stops. Runners and volunteers will need to be trained on using.*

**Cheers!**

*Cheers to the strength & friendships of the Richmond running community!*

**Adjourn**

*Chris Mason made a motion to adjourn and Mara seconded the motion. The vote was unanimous.*

Submitted by Victoria Hauser, RRRC Secretary