



Richmond Road Runners Club – Board Minutes – September 10, 2025

Opening remarks, ground rules and welcome guests - Nikkia Young, President

Approval of August 13, 2025 meeting minutes - Allison May, Secretary

New Business Discussions

1. Board Member Matrix
2. VP-Operations and bylaw changes
3. T-Rex Run
4. Twilight 5K
5. RRRC Board Value Proposition Exercise
6. 2026-2028 Board Recruitment/ Elections Request

Executive Director Reports - Jenna Conley

1. Operations & Administration

- a. August was a transitional month, with expanded responsibilities following the vacancy of the VP of Operations position. I am now overseeing contract racing and operations tasks until we identify an acting VP of Ops.
- b. Created new manual & Chip timing contract template with updated prices for the next year; sent DECC, Give a Dog a Job, Step Up 2 Down Syndrome, and Brain Tumor Society contracts.
- c. Ordered race chips for DECC & Powhatan 5K (waiting on signed contract for Give Dog a Job); confirmed timers and equipment
- d. Invoiced Hanover Farms from the past contract race.
- e. Consolidated bank accounts into higher-yield accounts.
- f. Categorized transactions and reconciled account in QuickBooks; followed up with Robert on transitioning to accounting firm at the beginning of the quarter.
- g. Scheduling orientation with Ms. Pat Dorch for the new Membership Coordinator role.
- h. Created grants list and a 2025 grants application calendar; attending two meeting next week and attended United Way meeting beginning of August.
- i. Sent condolences to Jack Tiller's family; RRRC Member who recently passed away; he had loved ones donate to us in his honor.

2. Events & Programming

- a. **Race preparation and fall programming ramp-up is underway.**
- b. **Turkey Trot**
 1. Budget completed; 5K added this year.
 2. Race opened in RunSignUp with support from Mara, Crystal, and Karen.
 3. Permit secured and swag logo being finalized.
 4. Mass email to past participants sent; social media campaign launched.

5. Rejected assisting another Turkey Trot locally who wanted our support and services, mentioned we would love to help them in the future if it is on a different day.
- c. **First Day 5K**
 1. Co-directing with Suzi and Josh; timeline established.
 2. ACAC secured as location.
 3. Michelle confirmed as Volunteer Coordinator.
 4. Insurance prep underway before permit submission.
 5. Must vote on Bylaws in October meeting to get insurance in time.
 6. Working with marketing team, Allison, and Noah on RunSignUp launch.
 7. Budget created; outreach to Lucky Road for awards.
- d. **WMTT**
 1. Budget created and reviewed with Jon.
 2. Coaching staff contacted..
- e. **Other Programming**
 1. Created CPR class for August; Adding more dates for Sep & Oct.
 2. Yoga for Runners and Masters Movement Lab programs scheduled.
 3. TRex Run - working with Donnie- see his notes on his ideas for this year
- 3. Communications & Marketing**
 - a. Focus this month has been opening registrations and boosting race visibility.
 - b. Launched Turkey Trot social campaign.
 - c. Coordinating RunSignUp race launches with Allison and Noah.
 - d. Planning WMTT, Snowman Shuffle, TRex, 1st Day 5k social media launches

Financial Reports - Treasurer

1. August reflected higher expenses compared to the same month in 2024, primarily due to scholarship and grant payouts totaling nearly \$10,000. These expenses were budgeted and approved, but their timing in August created a noticeable variance year-over-year.
2. We also did not recognize new race income during August. However, the Ashland Half/5K 50% revenue share will be processed through our books before the donation is made back to *Kids on the Move*. This ensures the income is transparently recorded.
3. Looking ahead, we expect a significant increase in income over the next few months with registrations opening for:
 - a. **Turkey Trot**
 - b. **WMTT**
 - c. **Frostbite**
 - d. **First Day 5K**
 - e. **Snowman Shuffle**
3. Despite August's timing-related expense spike, **overall expenses remain under control** and aligned with budget expectations.

Communications -

Miles & Minutes - Annie Tobey

Social Media – Jon Pigg

Grants Committee - Kirk Millikan

1. The next application deadline is October 31, 2025. We have received one application so far for this grant cycle, though that application is to help support a 5K scheduled for early October.

Scholarship Committee - Kirk Millikan

1. 2025 scholarship checks have been sent, and a write up of the three 2025 recipients was sent to Noah for the website, RRRC social media, and Miles and Minutes.
2. Looking ahead to 2026, the only planned change is moving the application deadline date from May 31 to April 30 so that school is still in session when applications are due.

Operations – Crystal Koch, VP of Operations

Review of Races

Ashland Half and 5K (August 23rd)

Preview of Upcoming Races

T-Rex Run (November 16th)

Turkey Trot 10K and 5K (November 27th)

Fools Run Fest

1. The committee has started having meetings with hopes of opening registration in mid-November.

Contract Races

1. We have FIVE contract races happening that need volunteers: Give a Dog a Job, Dominion Energy Charity Classic, Good Medicine, Step Up for Down Syndrome, and Brain Tumor. Please consider helping to show Club support!

Training Teams

1. Winter Marathon and Half Marathon Training Team registration will open on September 11th.

Operations Manager/Administrator/RunSignup Coordinator - Allison May, Noah Mercer

Volunteer Needs - Crystal Koch

Equipment - Glenn Melton

1. Truck has been put back to its normal setup after a successful Ashland race. Thanks to help from truck assistant extraordinaire Randal, we had a fairly smooth setup and breakdown on the course.

Grand Prix - George Bishop and Patty Henson-Dacey

Adjourn

1. Coming up in the October meeting, we will be having a board interest meeting with snacks!