



Richmond Road Runners Club - Agenda – September 9, 2026

<https://us02web.zoom.us/j/84336772014?pwd=b1FYbnRFaysxVFY0ZlNYSFpOZk5PQT09>

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

Approval of June 10, 2026 meeting minutes – Megan Arrington, Secretary

New Business Discussions

Executive Director Reports - Jenna Conley

Executive Director Update

July and August focused on summer race operations, preparation for fall and winter programming, sponsorship and partnership development, financial administration, and improving RRRC's communications and operational systems.

With no August board meeting, this report covers activity since the June update.

Race Operations & Programming

- Successfully completed the Cul-de-Sac 5K Series and Pony Pasture 5K.
- Opened registration and began promotion for the 49th Annual Turkey Trot 10K & 5K and T. Rex Run.
- Began planning for Snowman Shuffle, First Day 5K, and Winter Training Team.
- Completed significant planning for the Advanced 10K Training Team, including meetings with new leadership, budget development, review of previous program operations, track needs and costs, and potential program structure for the upcoming season.
- Continued supporting fall contract races and transitioning external race responsibilities to the new VP of External Operations.
- Continued strengthening RRRC's in-house timing capabilities, including preparation to time Turkey Trot internally.

Sponsorships & Community Partnerships

- Secured Wegmans as presenting sponsor of the 2026 Turkey Trot.
- Continued development of a larger annual partnership with Lucky Road.
- Advanced a partnership with Zippy Cup for Winter Training Team.
- Met with the Weinstein JCC to discuss opportunities for a broader relationship with RRRC and received their initial proposal for a partnership agreement. Discussions are ongoing as we evaluate the potential partnership and opportunities for both organizations.
- Continued exploring partnerships with Onyx Elite and other community organizations.
- Continued developing a more structured annual sponsorship strategy with the Sponsorship Chair.

Financial & Administrative

- Completed July and August financial coding and ongoing coordination with Attolero.

- Processed RRRC community grants and scholarship awards.
- Coordinated RRCA coaching certification expenses and reimbursements.
- Continued facility maintenance and began exploring longer-term clubhouse, meeting, and storage options.

Communications & Organizational Development

- Held a Communications Team planning meeting and began establishing clearer communication processes and responsibilities.
- Developed a 2027 race and communications calendar to allow earlier planning and promotion.
- Began developing standardized expectations for Race Directors around budgets, websites, participant communications, and marketing.
- Continued onboarding and supporting new volunteer leadership across operations, sponsorship, race directing, timing, and training teams.
- Updated RRRC's GuideStar/Candid profile and achieved the Silver Seal of Transparency.

Looking Ahead

- Advance Turkey Trot marketing, sponsorship fulfillment, and operational planning.
- Finalize Winter Training Team and Advanced 10K Training Team plans, including track arrangements and budget.
- Move forward with discussions with the Weinstein JCC regarding a potential partnership agreement.
- Prepare and open 2027 races earlier to support stronger year-round promotion.
- Implement updated Race Director and communications processes.
- Expand sponsorship and community partnership development.
- Evaluate RRRC's longer-term facility, meeting, and operational needs.

Financial Reports – Colin Schoenhaut

Communications -

Miles & Minutes

Social Media – Jon Pigg

Scholarship Committee - Kirk Millikan

The deadline for the next round of grant applications is October 31.

Operations – Greg Barch, VP of Internal Operations

Review of Races

Ashland Half and 5k (August 29th)

Preview of Upcoming Races

T Rex Run (November 15th)

Turkey Trot (November 26th)

Contract Races

Volunteers for Good Medicine 5k and Fun Walk (September 26th)

Training Teams

Other

Level 1 Coaching Certification

Yoga for Runners

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

Rucking Club Coordinator - John Christmas

Volunteer Needs – Michelle Plouffe

Equipment - Glenn Melton

Ashland Half and 5k RRRC support debrief

The logistical preparations for the Ashland half/5k started on 8/15, the weekend after Farm Fest 5k.

I spent a total of four hours emptying the truck and a total of seven hours reorganizing the truck to load everything needed to setup six water stops and a medical station.

The Wednesday before the race I picked up 70 five-gallon bottles of water from LeBlue.

The Thursday before the race I picked up Tailwind, Tailwind cups, 14 Tailwind coolers (that needed to be cleaned before they could be used which was another hour of preparation time) and medical tent supplies from the Sports Backers warehouse.

The Friday before the race, after packet pickup, I spent an hour to finish loading the truck for race morning, which included loading the remaining boxes of shirts, ice coolers and electronics. Truck setup included: 90 five-gallon bottles of water, 12 boxes of cups, 31 coolers, 5 ice chests, 18 tables, two clocks with stands and other various support items like trash cans, tent, a kiddie pool, etc.

On race day I arrived in Ashland at 4:20 am to unload shirts and load up around thirty bags of ice that was to be dropped off at the water stops. It was a 68 degree sticky overcast morning that only warmed up to 80 degrees. I met my right hand man Randal at 5am and we set off to start setting up everything.

After trying to remember all the things and where to go, we finished setting up at 7am, just as the half started. Setup went smooth and we only forgot to leave a rake at the first water stop. With a now empty truck, we met Bill Webb at the first water stop and he helped us by loading the trash into his truck and followed us along the course to pick up arrows and mile markers. We followed the last runner, picking up the course markings and water stops (and many many gel pouches on the road despite the many trash cans available along the way...naughty runners). The only call I received was from Crystal, telling me the clock at the mile 10 cutoff was not working properly (odd).

I am glad it was a quiet race pickup for us. We were finished picking up and sorting what needed to stay for SB around 11:30 am and I headed back to the clubhouse to unload all the electronics. I went back on Sunday for about seven hours to start the cleanup process by unloading and resetting the truck. I cleaned all the wet coolers and tables, brought the unused water inside, and started to get the truck back to its normal setup.

My total time spent on support for Ashland was around 32h.

The Half had 1121 finishers and the 5k had 440 finishers. After supporting 1561 runners, we used 58 bottles (290 gallons) of water and over 6000 cups.

Many thanks for the work done by the Sports Backers team and race directors, Michael and Mara, and my helpers, Randal and Bill. Our support of this race would be impossible without them.

Grand Prix - George Bishop and Patty Henson-Dacey

Adjourn

Attendees