

Traverse City Track Club
Board Meeting Minutes for December 3rd, 2009

Present: Arianne Whittaker, Jason Whittaker, John Kostrzewa, Therese Schaub, Karen Wells, Jane Miller, Dave Taylor, Bryan Burns, Daniel Sideman

Financial:

- **Whistleblower Protection Policy:** Board discussed and approved the policy created by Karen. Board members signed policy in to effect.
- **Budget:** Board reviewed entire budget for all events related to TCTC. Discussed reasons for having budget in place so as to be able to designate funds for future giving to organizations and as well as charitable donations that are allotted throughout the year. Committee of Karen, Jane, Bryan and Therese met to review budget. TCTC gave away \$77,408.00 in charitable gifts this past year. Also discussed a charitable gifts program in that TCTC would have 4 deadlines for requests a year. These requests would be reviewed by a committee and brought to the board for final approval. Discussed how the Grand Traverse Foundation could do this for us, committee structure, and also creating a temporary fund with the foundation. More on these areas will be discussed in the future. Therese motioned to pass the current proposed budget process as is, Arianne made a second motion. Budget process passed.
- **Storage:** Bryan presented update on construction of track area. TCTC has permission to have a storage building built for our sole use. The current plan is that this building will be connected to a ticket booth structure on the south side of the track. Planners have asked for a \$10,000 down payment to commit to the project. Bryan indicated that he explained TCTC would be able to spend up to \$25,000 for said project. Arianne motioned that we pay \$10,000 down payment for the storage building. Jane gave it a second motion. Storage down payment of \$10,000 was passed.
- **TCAPS Budget Cuts:** Dave presented that there are going to be future athletic cuts throughout TCAPS. An outside source, such as TCTC, could offer to help fund the track and cross country programs if need be in the future. Bryan confirmed that this would be allowed by schools.
- **Funding Requests:**
 - Doug Gle: \$2229.09 for a pro series hip and glute machine for Central HS athletic facility. Board approved \$1000.00.
 - Rick Woods: \$500 travel expense for his son Ricky to attend the Junior Olympic National Cross Country meet in Reno, Nevada. Board denied request.
 - Discussion sparked on having an individual scholarship application created with criteria for youth to give back to the running community by volunteering in some facet in return for TCTC funding their request. Dave offered to talk with the local coaches about this.
- **Board Positions:** Arianne has made the transition to Lee Torrey's office. Kathy will be handling all TCTC accounting duties.

- **Treasurer position:** The board will need to replace the position, as Arianne will be resigning effective 12-31-09. Bryan made a proposal that we split this position in two. One treasurer's responsibilities will be to handle all Bayshore financial matters. The other treasurer will handle all other TCTC events. He proposed that we appoint Daniel Sideman to take on the Bayshore treasurer position, as he is already involved as the co-director, and that he be paid an additional \$1000 for these duties. This proposal was approved by the board.
- **Check/invoice payment request:** Board reviewed process for payment of bills through Kathy at Lee Torrey's office.
- **Debit Card:** Board approved taking ownership of 2 debit cards. One will be in Karen's name and the other in Bryan's name.
- **Marketing-Non-voting member appointment:** Karen proposed that we add Karl Bastian to the board as a non-voting member. His responsibility will be in enhancing the TCTC marketing. Board approved adding position.
- **Marketing/Events:**
 - **Media Packets:** Dave presented his proposal of creating with Karl Bastian, a professional TCTC packet. He will be meeting with Karl and the goal is to have this packet created for mid-January.
 - **Bayshore in training speaker:** Dave has booked Dave McGillivray for the January 15th event. He provided the board with information on our speaker.
 - **Membership status:** Jane reported that we currently have 50 members. Yearly renewal will fall at time of Summer Series.
- **Miscellaneous:**
 - Board approved attendance to a race management conference of their choice to Bryan and Daniel.
 - RRCA insurance is up for annual renewal. Karen will apply and events to be renewed currently are: Bayshore, Frozen Foot, Girls on the Run (rider), Ice Cream Mile, Snow Monkey, Summer Series, Golden Mile, Remembrance Run and the Jingle Bell Run. The Harvest Stompede is currently on hold until RRCA guidelines can be met.
 - Golden Mile: Board approved that this event will be part of the TCTC list of events. Bryan and Eric Houghton are involved with this.
 - Remembrance Run Stipend: Therese proposed that the Remembrance Run director be paid a stipend. Bryan motioned that we pay \$4000. John gave this a second motion. Board approved paying the Remembrance Run director a stipend of \$4000. The current director of Remembrance Run is Karen Wells.

Respectfully submitted,
Therese Schaub
12-4-09

Addendum
To December 3, 2009 – TCTC board meeting minutes

The following items were unanimously approved by the board via email following the December 3rd board meeting:

- Karen motioned that the board accept Kathryn Bauman as the new treasurer active January 1st, 2010.
- Karen motioned that the board approve a 50 % increase in Jason Whittaker's annual stipend of \$1000 for his work done on the upkeep of the TCTC web page. This would include an annual increase as follows: \$1500 this year; \$1750 for 2011; and \$2000 for 2012.

Respectfully submitted,
T.Schaub 1-7-10