

Mid-Pacific Road Runners Executive Committee Meeting  
March 1, 2016

Call to Order: 6:05 p.m.

Present: Erik Covarrubias, Joan Davis, Paula Carroll, Joy Schoenecker, Kawika Carlson, Yuko Nakai, Chris Mewhort, Sam Aucoin, Ron Alford, Andrew Taylor, Judith Inazu, John Simonds

Adjustments to Agenda: None

I. Minutes of February 9, 2016 Executive Committee Meeting:

Approved

II. Financial Report (Chris Mewhort):

Approved

III. Membership Report (Tammy Bautista):

Approved (attached)

IV. Unfinished Business

A. KCC Annual Meeting (Joy)

a. Welcome and Introduction of New Officers

b. Check authorization signing

- [REDACTED] are new officers authorized to sign checks

c. Personal Communication exchange (phone, email)

- A sign-up sheet with contact information was passed around the room

d. Position Duties – quick review by Joy

e. Bylaws and Constitution (sent by Halina)

f. 2016/2017 Race List (John):

- 2016:
  - [REDACTED] distributed the 2016 race list electronically.
  - The Aloha State Games was deleted.
  - [REDACTED] to ask Dr. Joyce Levey if she is willing to support the Lanikai 8K again this year.
- 2017:
  - Consider moving the Johnny Faerber's race two weeks later to avoid conflict with another race.<sup>1</sup>

g. Annual Meeting

- 2016 annual meeting was highly successful; scavenger hunt a big hit.
- Suggestions for 2017 annual meeting:

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After the meeting, [REDACTED] sent an email dated March 3, indicating that the 2017 Faerber's 10K has been scheduled for February 5, 2017.

- [REDACTED] delivered awards to those who could not attend and suggested that winners are notified ahead of time so they can decide whether to attend
- [REDACTED] suggested appointing an event coordinator and/or committee to ensure things run smoothly.
- A suggestion was made to use nametags since many people don't know each other.

#### B. Race Checklist (John/Ron/Joan)

- [REDACTED] developed a Race Checklist which includes all the races MPRRC hosts with logistics and tasks for the race, race maps (when available), certification, etc. [REDACTED] requested feedback, improvements, and suggestions to the Checklist. When final, the Checklist could be added to the website for members to view. This would be another way of increasing communication with members.

#### C. Strategic Plan (Andrew-new member acquisition)

- Two primary results from the membership survey: better communication with members and better recognition of volunteers. Ideas: Provide certificate with total number of volunteer hours; recognize volunteers before the race or at the award ceremony; take photos and put on website; provide volunteers a free t-shirt ([REDACTED] will bring previous ones for volunteers at the Beauchamp 10K).
- Free race entry to every nth runner, or to volunteers (done by [REDACTED] one year)
- Need to recruit a club photographer (in the meantime, [REDACTED] and [REDACTED] will take photos).

#### D. 2016 GAR Expo (Ron/Joan)

- There weren't enough volunteers for the booth; signs for t-shirt sales and membership recruitment were non-existent or inadequate. Volunteers should be briefed on how to address questions from passers-by. Need to ensure that someone would bring shirts for sale and other supplies/material. Consider appointing a coordinator or someone in charge to ensure there are enough volunteers for the booth. Consider developing a checklist so the chair and volunteers know what must be done each year.

#### E. MPRRC Emergency Contact Cards (Joy)

- Draft emergency plan developed last year by [REDACTED] and [REDACTED]. One idea was to develop a business card with contact information that could be handed to volunteers at each race. Printing costs: 500 for \$125. This should help protect the club from liability in case of an emergency. [REDACTED]

will request a mock-up of the card, to be proofed by others, and will order 500 cards (projected 5-year supply).

#### F. Bill Beauchamp 10K (Joan)<sup>2</sup>

- [REDACTED] will be in Australia so [REDACTED] will pick up 3 dozen roses at Costco on Saturday. The race is on Mother's Day and [REDACTED] would like to give roses to women runners.
- DOT and HPD permits submitted ([REDACTED]).
- Request 2 policemen at Lehua/2nd Ave. crosswalk, and police on bikes at other intersections. [REDACTED] to put up MPRRC cones to ensure runners stay on the bikepath.
- [REDACTED] has reserved the venue.
- [REDACTED] to place sign with arrow at entrance to the Home Depot parking lot. [REDACTED] to provide post-race treats (e.g, ice cream on a stick).
- Remind runners to keep the bathroom clean since there problems had been reported to [REDACTED] last year. We may not be allowed to use the facilities if complaints continue.

#### V. New Business

##### A. SAM's 5K and 808 (Halina/Joan)

- [REDACTED] were present at the discussion with Raul, who promised to advertise the SAM's 5K race as part of the series. According to [REDACTED] Raul did not promise to add this race as part of the series or to waive a fee for the race. Per [REDACTED], Raul only promised to help promote the race. However, other board members were under the impression that MPRRC would allow 808Race to develop the 5K just as they do the marathon series. This needs to be discussed at the next meeting.
- How do MPRRC members get the \$99 discount for the marathon series? There is no link on Active.com for the discount, and the discount is not noted on the application. We should send an announcement to our members and ask 808Race to revise the application form and indicate where/how MPRRC members should sign up for the discount. [REDACTED] will send an email messages to the MPRRC membership, more than once, and also include the information on our facebook page. The email could include reminders of other upcoming races.

##### B. Hawaii Sport Advertisement of Races (John/Yuko)

- [REDACTED] will work with [REDACTED] to publicize our races.

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<sup>2</sup> The question of whether lifetime members should be required to pay a registration fee if they signed up on race day was raised. Following the meeting, board members were asked to vote by email. The majority of board members voted against assessing a fee for life members who registered on the day of the race.

C. RRCA Annual Convention (Ron/Joy)

- [REDACTED] will attend; [REDACTED] is still checking to see if she can attend.

D. Future Executive Committee Meeting dates (Joy)

- Set second Tuesday of each month for our meeting and adjust the date when necessary. Our next meeting is April 12.

E. Miscellaneous (Ron)

- Pro-rating membership fees was discussed. Perhaps a fee chart could be developed, showing rates by quarter. However, we should check the by-laws first to see if it's possible and discuss again at the next meeting. We should keep to dollar amounts (not cents).
- [REDACTED] developed 8.5 x 11 inch signs with MPRRC logo for races, e.g., water, Gatorade. Could be laminated and stored in the locker with our equipment.
- [REDACTED] to revise the Race Checklist to include what needs to be done for other events, e.g., executive committee meetings (when the agenda should be sent out and by whom, etc.), GAR Expo.

VI. Next Meeting

Date: Tuesday April 12

Time: 6:00 PM

Place: UH/ Ag Science Bldg, Room 219

VII. Adjourned: 8:29 p.m.

## **Membership Report 2/1/2016 - 2/29/2016**

5 family memberships from 2/1/16 until 2/29/16 (26 new in 2015-2016)

8 individual memberships from 2/1/16 until 2/29/16 (47 new in 2015-2016)

0 junior memberships from 2/1/16 until 2/29/16

191 life memberships (1 new from 7/1/15) – ██████████

Total: 489 memberships

(118 new memberships in 2015-2016)

(net gain of 5 family and 8 individual since the last report)