

Executive Meeting
8pm on Wednesday, May 5, 2019
University Settlement House
23 Grange St, Toronto
Minutes

1) Attendance

President: Martin Odendaal

Vice President: Bert DeVries

Treasurer: Bill Prest

Secretary: John MacMillan

Race Coordinator: George Hubbard

Coaching Coordinator: Michelle Clarke (absent)

Communications Coordinator: Stephen Word

Social Coordinator: Kathleen (Kat) Thompson

Past President: Rob Hanks

Allen Groome

Julia Barnes

Sandra Tam

8:05 pm meeting called to order.

2) Approval of Agenda, with additions. Passed.

3) Approval of Minutes of previous Executive Meeting. Passed.

4) Discussion of Reports (to be disseminated before the meeting)

Coaching Coordinator's Report (Michelle Clarke)

- Contributed to Wildfire (coaching coordinator report on the season up to date)
- Spoke with Martin about this (I will not be at the meeting - but I still haven't got access to my email, because the member logins are linked to that email account, I need to get access so I can communicate with members needing coaching).
- Re-assessing after I get an updated coaching list whether this is the year we should be using Training Peaks. We haven't had an influx of coaching needs that (Mirwan) originally thought would happen.
- I am creating a 10k route for KAT for the Ladies Brunch run on June 1st
- Working with Martin to get our track meets in June done. (if Bert can't be there we are looking to get some help from Rob or George if that's possible).

Communications Coordinator (Kathleen Thompson)

- Planned Longboat women's social run & brunch to be held at the Wickson Social on Saturday, June 1st - Michelle to plan out 10 km route with a 5 km option
- Assisted Bert with compilation & layout of spring newsletter - thanks to everybody who contributed at such short notice
- Reached out to Ciele re: potential new club hats (I've attached a mockup of what this would look like with our club logo). Minimum order is 48 units through their club program & estimated

turnaround is about 5 weeks. If we go ahead with this, cost would be \$21.50 per cap + HST (\$20 base + \$1.50 upcharge for rear logo); there is also an additional upcharge if we opt for a colour logo instead of B&W. We can accept orders/payment in advance from interested members & the rest can be kept as inventory for future.

- Had a call with Sabrina re: Island Race communications; will be attending next Island Race committee meeting.
- Responded to e-mails that were sent to the Comms e-mail account re: club membership & other inquiries.
- Alex Pente from FCB Canada (ad agency) reached out to me on behalf of a client; who would like to help us celebrate 'Global Running Day' (Wednesday, June 5th) by giving us free product (beer) after our regular Wednesday night run.
- Increased social media presence on club Instagram + Twitter accounts' we now have over 1K followers on Insta (yay).

Past President's Report (Rob Hanks)

- Contributed an article to the newsletter
- General club email
- Rehabbing my calf, but I hope to be able to start running again with the club in June
- Race Director duties: the highlights of which are: Settling the contracts with Jetson's Juicy Burgers (with George and Susan); finalizing the medal order for the Island Run; race advertising (with the help of Kat and Brie); a visit to the island to inspect the course. All the KM markings that I looked for are still legible, but the water levels are high. There will probably be a flood of some kind, but the islands are better prepared than 2016, and will probably be dry by August and September. Hopefully news about flooding won't effect our marketing very much. Knock on wood. Sales of island Run registrations were off to a strong start.

President's Report (Martin Odendaal)

- Started organizing 'Town hall' meeting with Heidi - tentatively scheduled for 22 June
- Trying to bring back Track Fridays
- Support runners at Mississauga 5 / 10km (Sat) and HM/M (Sun)
- Newsletter contribution

Race Coordinator's Report (George Hubbard)

- Island Race - Meeting #3 (held April 15) - Set up meeting, chaired and took notes.. Meeting #4 (coming up May 27) - Secured Tony's apartment, set up meeting request, invited additional attendees (Martin, Kat) from the Executive
- Meeting with Jetsun's Burger, the BBQ provider (Sunset Shuffle & Island Race) - set up the meeting on Monday, May 7 at Jetsun's Scarborough location. Invited Rob and Susan Farquhar. Discussed both events and adjusted BBQ numbers to reflect burger, veggie burger and hotdogs.
- Sunset Shuffle Website - worked with Keith Nunn to update front end, and tested all links and registration capabilities - launching the site on Monday, May 13.
- NCCWMA 10k - I mention this only in that we will have to do recruiting for the 12 LB volunteers we require in the near future. So far, I have only Tanya Anderson and Lynn Bourque (not sure if they are members) as well as 5 non-Longboat folks.
- Other - assisted Michelle with 2 Sunday long run routes while she was away.

Secretary's Report (John MacMillan)

- Currently, we have 105 members (11 new, 94 regular)
- Attended Members Meeting on April 10th and Race Committee Meeting on April 15th

Social Coordinator's Report (Stephen Word)

- Working with Heidi on a town hall

Treasurer's Report (Bill Prest)

- Please see attached financial statements. Please note that as usual, income and expenses on these statements do not include HST. HST has been separated as good accounting practice requires.
- In other news, I reset all Longboat e-mail passwords last month and Google sent out notices. Please let me know if you are still locked out.
- After several attempts, I managed to provide the banking information to Race Roster for the Island Race. Funds should be transferred soon.

Longboat Roadrunners

Balance Sheet

April 30, 2019 with comparative figures for previous year

	2019	2018
Assets		
Current Assets		
TD Bank	39,168.55	36,476.05
Race Roster/Online Registration	3,904.15	11,237.50
Stripe/Paypal		1,013.14
Inventory - ferry tickets	464.24	1,023.00
Inventory	<u>3,095.50</u>	<u>3,212.50</u>
	46,632.44	52,962.19
Tangible Capital Assets	<u>10,932.74</u>	<u>10,707.87</u>
Total Assets	<u>\$ 57,565.18</u>	<u>\$ 63,670.06</u>
Liabilities		
Current Liabilities		
Accounts Payable (exc Treas & HST)	1,575.00	
Tree fund (held in trust)	820.00	
Loan from Treasurer	1,693.35	1,780.50
HST Payable	<u>159.99</u>	<u>743.34</u>
Total Liabilities	4,248.34	2,523.84
Members Equity (Retained Earnings)	60,163.29	50,982.44
Net Income (negative is a loss)	- 6,846.45	10,163.78
Total Members Equity	53,316.84	61,146.22
Total Liabilities & Members Equity	<u>57,565.18</u>	<u>63,670.06</u>

Longboat Roadrunners
Statement of Income and Expenses

Month ended April 30, 2019

	2019	2018
Revenue		
Island Race	3,455.00	10,790.00
Sunset Shuffle		
Social Events	4,170.00	4,373.21
Coaching	1,875.00	3,750.00
Clothing	-	110.00
Membership	<u>3,266.50</u>	<u>6,643.40</u>
Total Revenue	12,766.50	25,666.61
Expenses		
Island Race	4,833.20	2,279.88
Sunset Shuffle	1,575.44	-
Meetings	377.82	141.61
X-Country/Affiliation	395.50	395.50
Social Events	6,235.52	5,499.78
Transportation		533.93
Clothing/Equipment		
Coaching	271.25	
Directors Insurance	945.00	761.40
Bank Charges	337.35	47.83
Club Awards	2,616.25	2,045.36
Website	1,832.24	2,000.00
Education & Seminars	170.00	-
Administration	23.38	17.04
Donations - Race	-	-
Donations - Non-Race	-	-
Total Expenses	19,612.95	13,722.33
Surplus (Deficit)	- 6,846.45	11,944.28

Vice President's Report (Bert DeVries)

- Interviewed Maria Weber, Michelle Clarke and Susan Stone about their Poland experiences, and wrote an article for the newsletter based on the interviews.
- Had my son Peter review the article for edits.
- Survived open-heart surgery for a dissecting aorta.
- Let Kathleen, Richard and the other contributors to the newsletter do all the work for publishing it.

5) Code of Conduct Committee feedback (Sandra Tam)

The Committee plans to seek feedback from members at the next Members Meeting. The Code of Conduct would be considered a policy and referred to in the Constitution. Their goal is to have it ready for approval at the AGM. They plan to send out a survey in a few weeks.

6) Race feedback: Sunset Shuffle and Island Race (issues not covered in the report?) (George Hubbard) Race Committee Meeting on Monday.

(Rob Hanks) Enfield, Jetson's Burgers, Medals contracts. Jojo working on a t shirt design. Flooding once again, though the City seems more prepared. Registration open. How many support staff will be needed to help Jetsons?

7) Website issues. Sunset Shuffle and Island Run web pages are outdated. Both are on Wordpress. The Club needs someone with the expertise to maintain them. Kat said that she and Richard Bailey have been working together on Wordpress changes.

8) Registration issues

Currently, the Club manages the Sunset Shuffle Registration web site and Race Roster the Island Race Registration.

9) Longboat AO membership

FYI It seems the Club does not meet some of the requirements AO imposes on clubs. However, it may not be an issue.

10) Outstanding issues with upcoming events (e.g. funding for Cabot, 1st track, tree planting, Tom Longboat run etc.). The Club has about \$1,600 towards the memorial tree for Bob Nagle and additional trees through the Warren Hostleton Fund.

Sunday, June 2 Road Mile at 9 am on West Toronto Railpath, to precede the 3000 m on the Track.

Tuesday, June 11 Stephen Walter talk at USH. Tentatively 7 pm. Training in the Heat.

Cabot funding? Motion to fund \$40/slot \$680 total. Passed.

June 22 Town Hall 1-3 pm at Stephen Word's condo party room.

Purpose to give members an opportunity to discuss any concerns about the club in an informal setting.

Open Streets Aug 18th and Sep 10th. Participate on the first date.

Saturday, August 17 - Club Picnic (rain date on August 24)

Hats (Kathleen Thompson)

Land Acknowledgement (Stephen Word) First Nation feedback is that a land acknowledgement, though somewhat fashionable these days, is less desirable than some form of tribute to Tom Longboat preceding a run.

11) Date of next Members meeting Wednesday, July 10

12) Other business/ general

George - I would like to discuss possible strategies related to increasing our membership back to the levels it has been the past few years (140-160) as well, giving us the volunteer flexibility that assists us in the two races. How should we promote ourselves? How can we attract more people?

The Club is paying a monthly fee of about \$67 for Training Peaks. Motion to cancel it because the coaches are not using it. Passed.

13) Date of next Executive meeting 19 June

14) Motion to Adjourn at 9:28 pm.