

Minutes – April 8, 2020 – Confirmed on June 10, 2020

Longboat Roadrunners Executive Meeting Minutes  
Wednesday, April 8, 2020 – 8:00 p.m.  
Via Google Hangouts

Attendance:

President: Martin Odendaal  
Vice President: Jowenne Herrera  
Secretary: Sylwia Przewdziecki  
Race Coordinator: George Hubbard  
Coaching Coordinator: Steve Metzger  
Communications Coordinator: Kathleen Thompson  
Social Coordinator: Debra Kobe  
Past President: Bert de Vries

Absent:

Treasurer: Bill Prest  
Past President: Bert de Vries

1. Welcome - including Tom Longboat acknowledgement - and attendance

Steve read the revised acknowledgment, which has been approved by Jessica Balbuzoski, member of Tom Longboat's family:

*As Longboat Roadrunners, we run to honour the spirit of Onondaga runner Tom Longboat; a member of the Six Nations of the Grand River, Canadian soldier and Boston Marathon champion.*

2. February minutes

The Executive approved the Minutes of the meeting held on Wednesday, February 19, 2020.

3. Impact of COVID-19 on Sunset Shuffle and Island race

The members discussed the option of focussing on the Island Race, and cancelling the Sunset Shuffle, which takes place a month earlier. This would impact the launch of the websites for the events.

A decision on any cancellation was deferred to the next meeting. In the interim, work on any further Sunset Shuffle website development will be put on hold.

4. Designs by Jojo

Jojo provided a number of design and branding concepts for general Club apparel and for Island Race apparel (attached). Jojo shared his ideas for engaging and inspiring club membership through the apparel.

Two vendors have been engaged:

1. New balance

## 2. Levelwear

Jojo will also explore contract with Sugoi and is looking for a vendor for a “buff”.

Jojo will obtain a pricing breakdown (per quantity) for bulk purchase and printing.

There was a discussion of how much the Club would subsidize the apparel. Last year’s surplus could be put towards the subsidy; additionally, not subsidizing the cancelled Cabot trail this year could free up some budget room for the subsidy.

Regarding the design concepts for the Island Race, George suggested looking at some more concepts, perhaps incorporating the history of 20 years of Island Race designs into new design.

## 5. Website update

Martin gave an update on the website: updates and corrections were made to the Island Race and Sunset Shuffle sites, as well as minor tweaks to the main website. The race sites had been prioritized, but now the main site needs to be updated.

Now is a good time to work on the website revamp.

## 6. Events (online + one day when we can run together again)

Status of New Members brunch – the brunch will be rescheduled for when it is possible and safe to do so.

Steve provided a Coaching update:

1. training has geared down, with a focus on longer strength days and a view to early fall races;
2. Steve reached out to former club member and personal trainer Stephen Walter about setting up strength workouts for members via Zoom or Facebook Live.

There was a suggestion to send out a communication on smart/safe running during the time of social distancing.

## 7. Financials (including considering impact of Sunset Shuffle and Island race)

Bill prepared the financial statements to the end of March, in advance of the meeting. (Attached)

There was a discussion about the club’s financial health if no further activities can take place this year (no races/no revenue). The club can handle a lean year with its current assets. Costs that cannot be waived include insurance costs, unless Bill can negotiate their being carried over to 2021, and a large expense toward the end of the year will be the locker rental renewal.

8. Virtual pizza

The virtual pizza was fresh and delicious. The crust was thin and perfectly textured. Everyone got extra olives.

NEW BUSINESS

Inventory/Equipment Manager: Martin will solicit interest for the role through the Facebook page.

Toronto Island Volunteering Opportunity: in exchange for Longboat members assisting with sandbagging on Toronto Island, the club would get some volunteer hours for the Island race. However, this opportunity is currently unavailable as non-residents of the island are currently not permitted on the island.

Social Memberships: should the club again offer social memberships for \$25? This could be a lever to encourage former members to join, and provide a larger pool of people to volunteer with the races. No decision was made.

Cabot Trail: Jojo provided an update. The Cabot Trail Relay has been cancelled and rescheduled to next year. Deposits were refunded, and whoever was selected for this year will be guaranteed a spot for next year. The club had 9 participants.

Membership status: Sylwia will provide an update on club membership.

Adjournment: At 9:07 p.m., the meeting was adjourned.

ATTACHMENTS

1. Longboat Roadrunners Balance Sheet (to
2. Longboat Roadrunners Statement of Income and Expenses (to

Attachment 1:

**Longboat Roadrunners**  
**Balance Sheet**  
**As At December 31, 2020**

	Current	Prior	Variance	%Var
<b>BALANCE SHEET</b>				
<b>ASSETS</b>				
<b>CURRENT ASSETS</b>				
TD Canada Trust	\$ 46,544.45	\$ 59,774.21	\$ (13,229.76)	(22.13)
Stripe	1,511.03	1,434.60	76.43	5.33
Funds rec'd to be reallocated	\$ 10.00	\$ 10.00	\$ 0.00	0.00
Inventory - Medals & Ferry Tickets	234.24	234.24	0.00	0.00
HST receivable	128.79	0.00	128.79	0.00
Inventory - clothing	2,808.00	2,808.00	0.00	0.00
Total Current Assets	<u>51,236.51</u>	<u>64,261.05</u>	<u>(13,024.54)</u>	<u>(20.27)</u>
<b>LONG-TERM INVESTMENTS</b>				
<b>CAPITAL ASSETS</b>				
Equipment (Capital purchase)	10,932.74	10,932.74	0.00	0.00
Office equipment accumulated amo'n	(2,186.00)	(2,186.00)	0.00	0.00
Total Capital Assets	<u>8,746.74</u>	<u>8,746.74</u>	<u>0.00</u>	<u>0.00</u>
<b>TOTAL ASSETS</b>	<b>\$ <u>59,983.25</u></b>	<b>\$ <u>73,007.79</u></b>	<b>\$ <u>(13,024.54)</u></b>	<b><u>(17.84)</u></b>
<b>LIABILITIES AND EQUITY</b>				
<b>CURRENT LIABILITIES</b>				
Accounts Payable & Accrued Liabilities	\$ 466.91	\$ 1,065.03	\$ (598.12)	(56.16)
Unearned Revenue	0.00	2,142.85	(2,142.85)	(100.00)
HST payable	0.00	4,883.55	(4,883.55)	(100.00)
Funds held in trust	0.00	557.00	(557.00)	(100.00)
Loan from Treasurer	147.69	2,054.75	(1,907.06)	(92.81)
Total Current Liabilities	<u>614.60</u>	<u>10,703.18</u>	<u>(10,088.58)</u>	<u>(94.26)</u>
<b>LONG-TERM LIABILITIES</b>				
<b>MEMBERS EQUITY</b>				
Members Equity	62,304.61	60,163.29	2,141.32	3.56
Net Income (Loss)	(2,935.96)	2,141.32	(5,077.28)	(237.11)
Total Members' Equity	<u>59,368.65</u>	<u>62,304.61</u>	<u>(2,935.96)</u>	<u>(4.71)</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ <u>59,983.25</u></b>	<b>\$ <u>73,007.79</u></b>	<b>\$ <u>(13,024.54)</u></b>	<b><u>(17.84)</u></b>

2020-04-08  
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Prepared by	Reviewed by

Attachment 2:

**Longboat Roadrunners  
Income Statement  
For the Period Ended December 31, 202**

	Year To Date		Current
	Actual	Prior	%Var
<b>STATEMENT OF REVENUE AND EXPENSES</b>			
<b>REVENUE</b>			
Island Race Registrations	0.00	75,527.45	(100.00)
Island Race Other Revenue (non-HST)	0.00	3,419.80	(100.00)
Sunset Shuffle Registrations	0.00	9,408.33	(100.00)
Sunset Shuffle Other Revenue	0.00	45.00	(100.00)
Other Race Revenue	150.00	0.00	0.00
Membership Revenue (non-HST)	3,783.90	5,336.50	(29.09)
Clothing Revenue (non-HST)	60.00	54.00	11.11
Social Revenue (AGM, Gala, others)	2,695.00	5,542.00	(51.37)
Coaching Revenue (HST)	1,575.00	2,700.00	(41.67)
<b>Total Revenue</b>	<b>\$ 8,263.90</b>	<b>\$ 102,033.08</b>	<b>(91.90)</b>
<b>COST OF CLOTHING SALES</b>			
Cost of clothing sold	\$ 0.00	\$ 287.50	(100.00)
<b>Total Cost of Clothing Sales</b>	<b>0.00</b>	<b>287.50</b>	<b>(100.00)</b>
<b>GROSS MARGIN</b>	<b>8,263.90</b>	<b>101,745.58</b>	<b>(91.88)</b>
<b>EXPENSES</b>			
Donations - Race	\$ 0.00	\$ 3,800.00	(100.00)
Donations - Non-Race	0.00	4,250.00	(100.00)
Social Expenses (AGM, Gala, others)	3,700.00	6,679.71	(57.37)
Members' Awards	2,247.21	2,616.25	(14.11)
Race subsidies	0.00	1,448.59	(100.00)
Coaching Expenses	0.00	4,721.24	(100.00)
Locker Rental	0.00	3,704.21	(100.00)
Website	302.38	3,836.36	(92.12)
IR T-Shirts	0.00	11,340.60	(100.00)
IR BBQ	0.00	7,779.03	(100.00)
IR Medals	0.00	9,452.80	(100.00)
IR Timing and Scoring	0.00	6,394.00	(100.00)
IR Photos	50.00	196.88	(74.60)
IR Insurance	3,080.16	2,613.60	17.85
IR Vehicle Expenses (HST)	0.00	550.66	(100.00)
IR Race kits incl bibs	0.00	1,235.25	(100.00)
IR Medical incl paramedics	0.00	2,002.80	(100.00)
IR Race Director fee	0.00	6,500.00	(100.00)
IR AC Accreditation	0.00	50.00	(100.00)
IR Ferry Tickets & Oth Trnsprt (incl HST)	0.00	922.71	(100.00)
IR Marketing (Brochures, Flyers, Design)	0.00	910.70	(100.00)
IR Sound System, Radios	0.00	948.30	(100.00)
IR Entertainment incl Piper (non HST)	0.00	123.25	(100.00)
IR Prizes & Awards	0.00	1,800.00	(100.00)
IR Race Permit	0.00	830.61	(100.00)
IR Refreshments for race personnel	0.00	570.43	(100.00)

Prepared by	Reviewed by