

Minutes – September 23, 2020 – Confirmed as amended on October 22, 2020

Longboat Roadrunners Executive Meeting Minutes  
Wednesday, September 23, 2020 – 8:00 p.m.  
Via Google Hangouts

Attendance:

Vice President: Jowenne (Jojo) Herrera  
Treasurer: Bill Prest  
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:

President Martin Odendaal

1. Welcome, Regrets & Tom Longboat Acknowledgement

At 8:08 p.m., Jowenne called the meeting to order.

Jowenne presented the Tom Longboat acknowledgment:

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. Approval of August 2020 Minutes

The Executive adopted the Minutes of the meeting held on Wednesday, August 19, 2020, amended as follows:

Item 3, Track Session Update and other Proposed Events, was amended to read as follows:

It was agreed that an event could be held on ~~October 17~~ October 24, offering 8- and 16- ~~mile~~ kilometer distances; that The Runner's Shop would be invited; and that the run could start at Coronation Park or Cherry Beach, and use the Leslie Street Spit or Lake Shore Boulevard if the ActiveTO road closures were to continue into October.

(Motion to adopt minutes moved by Bert, seconded by George - carried)

3. Port-Mortem: X-Country Championships

Bert gave overview of the cross-country event. Bert advised that the start was well organized with 15-second intervals, and would provide a good template for future socially-distanced runs. He noted there was not enough pizza for the volunteers.

4. 8/16km Time Trial & Training Other Proposed Events (Nov 2020 – Jan 2020)

Steve gave update on the upcoming time trial. George has plotted the route. The members discussed the new government-issued guidelines limiting gatherings to 25 people and how this would affect the event.

It was agreed that the race would be split over two days of the October 24/25 weekend (8 k on Saturday and 16 k on Sunday), and would be managed with a small number of volunteers (max 6 per day). Participants will be able to sign up for one or both events, space permitting, the latter option earning them a special recognition (“Road warrior”) for running the total distance of 24 k (= gold).

The 16-km event will also include a 10-mile course.

The members discussed options for other events, such as a smaller race before the end of the year or a time trial in January.

It was agreed, the members would consider a half-marathon distance event, possibly a relay, in late November.

Steve gave an update of the Sunday long runs, which have drawn a small group.

#### 5. Proposed Virtual AGM (Dec 2020) • Nomination Committee

Members discussed options for a virtual AGM, agreeing it should be scheduled for no later than the beginning of December.

Members discussed the composition of committees usually struck in advance of the AGM: nominating committee, awards committee, hall of fame committee. Members acknowledged it is a difficult year for awards, and that the awards committee could provide some direction on types of awards that could be presented, such as cross country. The nominating committee would be tasked with finding a slate of candidates for the Executive Board to be approved at the AGM.

It was agreed, that as part of the planned club communication piece, a message would be included asking members to volunteer for the committees.

Members also discussed the need for an audit committee. Bill advised that the 2018 report of the audit committee is still outstanding.

It was agreed, while we need to focus on the 2019 audit, Bill will get back to the 2018 audit committee to request a report or, at a minimum, a written document, to account for the gap and put on file in the event the club is ever the subject of an external audit.

It was agreed, that members of the current Executive Board would confirm by email to the Secretary by next month if they are interested in continuing in their role.

#### 6. Website Updates

Jojo gave an overview of the status of the website: Martin still has editor/admin rights; Bill, Sylwia, and Jojo have editor rights. The question was raised over whether Morgan was able to archive old site, as control over archived material should rest with the club.

It was agreed, that Richard Bailey and Bert de Vries should have editor rights.

The cost for hosting the site is approximately \$300/year.

#### 7. “Re-Start” Communications • CiviCRM

Jojo will revisit content and push out using CiviCRM.

The members discussed how to set up the discounts for the payment for the uniforms and applying the one-time 25\$ subsidy per uniform purchase. One suggestion was to set up the clothing purchase as an event on CiviCRM. The communications piece will include a survey to gauge interest in the clothing items.

It was agreed that the club should be communicating on various platforms.

#### 8. Financial Update

Bill provided a financial update.

Bill advised that the banking branch the club has been dealing with has closed, and that the process for registering signatures would have to start over again.

The bank has 4 signatures on file: Bill Prest, Martin Odendaal, Bert de Vries, and John Macmillan.

It was agreed, that as a current member of the Executive Board, Bert would be the co-signee to the Treasurer to the end of the current Board’s mandate.

#### 9. Other business

Membership list: George stressed the importance of sending out an updated membership list to the club members.

Refunds: the members discussed options for processing a refund to those who’ve paid for the New Members’ Brunch. Options include issuing a credit against the clothing purchase or next year’s membership. Bill stressed that this would be administratively preferable to issuing refunds.

Resignation of club president: Jojo will reach out to Martin, requesting a formal notice of his resignation.

#### 10 Adjournment

At 9:10 p.m., the meeting was adjourned

#### ATTACHMENTS

1. Longboat Roadrunners Balance Sheet (To August 31, 2020)
2. Longboat Roadrunners Statement of Income and Expenses (to August 31, 2020)
3. Agenda – September 23, 2020

**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	\$ 46,882.45	\$ 59,774.21	\$ -12,891.76	-21.57
Stripe	0.00	1,434.60	-1,434.60	-100.00
Funds rec'd to be reallocated	\$ 0.00	\$ 10.00	\$ -10.00	-100.00
Petty Cash	5.00	0.00	5.00	0.00
Inventory - Medals & Ferry Tickets	234.24	234.24	0.00	0.00
HST receivable	210.76	0.00	210.76	0.00
Inventory - clothing	2,808.00	2,808.00	0.00	0.00
Total Current Assets	<u>50,140.45</u>	<u>64,261.05</u>	<u>-14,120.60</u>	<u>-21.97</u>
<b>LONG-TERM INVESTMENTS</b>				
<b>CAPITAL ASSETS</b>				
Equipment (Capital purchase)	10,932.74	10,932.74	0.00	0.00
Equipment accum deprec	-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>58,887.19</u></b>	<b>\$ <u>73,007.79</u></b>	<b>\$ <u>-14,120.60</u></b>	<b><u>-19.34</u></b>
<b>LIABILITIES AND EQUITY</b>				
<b>CURRENT LIABILITIES</b>				
Accounts Payable & Accrued Liabilities	\$ 100.00	\$ 1,065.03	\$ -965.03	-90.61
Unearned Revenue	480.00	2,142.85	-1,662.85	-77.60
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	0.00	2,054.75	-2,054.75	-100.00
Total Current Liabilities	<u>580.00</u>	<u>10,703.18</u>	<u>-10,123.18</u>	<u>-94.58</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)	-3,997.42	2,141.32	-6,138.74	-286.68
Total Members' Equity	<u>58,307.19</u>	<u>62,304.61</u>	<u>-3,997.42</u>	<u>-6.42</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ <u>58,887.19</u></b>	<b>\$ <u>73,007.79</u></b>	<b>\$ <u>-14,120.60</u></b>	<b><u>-19.34</u></b>

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Prepared by	Reviewed by

**Longboat Roadrunners**  
**Income Statement**  
**For the Period Ended December 31, 2020**

	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)	3,898.90	5,336.50	-26.94
Clothing Revenue (non-HST)	60.00	54.00	11.11
Social Revenue (AGM, Gala, others)	2,215.00	5,542.00	-60.03
Coaching Revenue (HST)	1,575.00	2,700.00	-41.67
<b>Total Revenue</b>	<b>\$ 7,898.90</b>	<b>\$ 102,033.08</b>	<b>-92.26</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>7,898.90</b>	<b>101,745.58</b>	<b>-92.24</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	8,679.71	-57.37
Members' Awards	2,308.25	2,616.25	-11.77
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	692.26	3,836.36	-81.96
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 Tmsprt (Incl HST)	0.00	922.71	-100.00
IR Marketing (Brochures, Flyers, Design)	-95.00	910.70	-110.43
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	41.24	570.43	-92.77

Prepared by	Reviewed by



## Longboat Executive Meeting

Wednesday, September 23, 2020 / 8:00 – 9:00 p.m.

Join with Google Meet: <https://meet.google.com/otx-ocoh-suf>

### Agenda

1	<b>Welcome, Regrets &amp; Tom Longboat Acknowledgement</b>	All	8:05 pm
2	<b>Approval of August 2020 Minutes</b>	Sylwia	8:05 – 8:10 pm
3	<b>Port-Mortem: X-Country Championships</b>	Bert	8:10 – 8:15 pm
4	<b>8/16km Time Trial &amp; Training Other Proposed Events (Nov 2020 – Jan 2020)</b>	Steve	8:15 – 8:30 pm
5	<b>Proposed Virtual AGM (Dec 2020)</b> <ul style="list-style-type: none"><li>Nomination Committee</li></ul>	Jojo + All	8:30 – 8:40 pm
5	<b>Website Updates</b>	Jojo, Kat + Bill	8:40 – 8:45 pm
6	<b>"Re-Start" Communications</b> <ul style="list-style-type: none"><li>CivCRM</li></ul>	Jojo + Kat	8:45 – 8:50 pm
7	<b>Financial Update (TBD)</b>	Bill	8:50 – 8:55 pm
6	<b>Other Business</b>	All	8:55 – 9:00 pm
7	<b>Adjournment</b>	All	9:00 pm

**2020 Upcoming (Tentative) Board Meetings:** *To be confirmed a week before each meeting.*

- October 21
- November 18
- December (TBD)

