

Minutes  
Longboat Roadrunners Executive Meeting Minutes  
Wednesday, April 21, 2021 – 8:00 p.m.  
Via Zoom

Attendance:

President: Jowenne (Jojo) Herrera  
Vice President: Jessica Rode  
Treasurer: Bill Prest  
Secretary: Geneva Calder  
Race Coordinator: George Hubbard  
Coaching Coordinator: Steve Metzger  
Communications Coordinator: Kathleen Thompson  
Past President: Bert de Vries

Absent:

Social Coordinator: Debra Kobe

1 Welcome & Tom Longboat Acknowledgement

At 8:07 p.m., Jowenne Herrera 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 March 2021 Minutes

- Motion to adopt minutes moved by George, seconded by Steve (Carried)
- The Board adopted the Minutes of the 2021 March Executive meeting.

3 2021 Club Activities

- Longboat Super Series: 10K May
  - o Steve reported that it was a great time being down on the Spit for the 8km, really nice to have something small
    - Our hope is possibly to have another small event for the 10K with the latest restrictions – alternative is only virtual
    - 20K potentially slated for June – might be more hopeful to have an in-person race and picnic in July

- We have about 20 people registered for the 10K – without even putting out formal request for more entries
- Jojo likes the idea of how we can be flexible for the proposed 20km
- George asked to confirm if we have clarity around whether or not these races qualify for official WMA and Flying Feather awards? Need to make clear for people – in-person will qualify but virtual will not
- Jojo: we made this decision at a previous meeting – Jojo and Geneva can look back through previous minutes to confirm
- Steve will get messaging on WMA eligibility done by the weekend, and Jojo and Kat will support on communications
- Longboat Connects Series
  - George: 112 total people joined between the Zoom calls. Pretty impressed with results
    - Jim Marinow provided a good contrast of more scientific content compared to Michelle’s – anecdotally, some people have already started to use his tips
    - Suggestion to refer to “Longboat Connects Spring Series” to open up possibility of Fall Series, as well – maybe we could do something a little different next time
    - Summers are difficult because a lot of people go away, hard to get people in front of screens when it is nice out
    - Virtual meetings are still a novelty for older, retired members
- New Members’ Brunch
  - Jessica: the event went well, timing was good. Karla Del Grande did a great job
  - George: we didn’t end up doing a gift or food of any kind
  - Jojo: financial question – let’s talk offline to determine what this “gift” may be – Jessica suggested specific gift cards i.e. Uber Eats, Doordash; George suggesting some kind of local pizza place
  - George: thank new members for being new members
  - The group discussed gift cards to The Runners’ Shop – need to determine timing offline
- Ideation: Planning Spring/Summer/Fall Activities
  - Steve likes the idea of a “combo” thing = i.e. early morning 20K, some people doing relays, picnic or something so that it has an accessible and dual purpose
    - What is a good estimate of a time window for when to plan?
      - June feels too soon – July?

- Bert is keen on having track events in July – these have been good for bringing out people in the past
- Bert suggested hosting another Rail trail run
- Jojo: let's commit for drafting up what this itinerary could look like by the time of our next meeting in May – potential 20K, track, and mile runs
- George: this is our chance to continue with in-person/virtual combinations – maybe we could do a track series? Important to give people goals and things to dream about as the lockdown continues
- Jojo: continue branding of Super Series with “summer edition”
- Jessica: social media engagement and virtual events will help to drive new members, as well
- Steve: we can invite Timo to join in on this planning, as well
- George: Jojo can make some super series medallions to send out to people to encourage them to share on social media
- Longboat Ambassadors Program
  - Jojo: we can tie this into our social media strategy – what could this marketing material look like?
  - Jessica: is anything being done to capture re-lapsed members?
    - Kathleen: a lot of people still receive emails if they have lapsed, but there is no targeted system in place
    - Jojo: there can be a linkage to what this ambassador program could look like – how to integrate all of these efforts that we are trying to do? (keep membership base healthy, tactics such as automated follow up emails)
    - Kathleen: can push another call to people to renew in her next follow-up email
    - Jojo: maybe we can explore this more at our next meeting, form a committee to make this come into fruition

#### 4 Club Business Arising

- Black GTA Runners event tomorrow night
  - Jojo is planning to attend
  - Mirwan Saleh was supposed to be a panellist – former President and member, a number of female members reported unwanted excessive attention and it was decided that he would step down and no longer be a Longboat member
  - Former and veteran Longboat members informed Canada Runners' Series about the issue – he has been removed as a panellist
  -

- Panellists know he has been removed but don't know why he has been removed
    - CRS asked if they could share information about why he was removed (in particular, the letter that was sent to the club membership about his removal)
  - Jojo: think about importance of transparency – biggest concern is keeping anonymity of the people affected
  - Kat: the letter has already been shared with over 150 people
  - Bert: we have to be open about this issue the same way we are about fairness, inclusivity and justice for everyone
  - Jojo proposed a vote
  - In response to a request from Canada Running Series (CRS), be it resolved that the Longboat Roadrunner Executive, on behalf of the Longboat Roadrunners Club, will forward a letter concerning former member, *Mirwan Saleh*. We ask that this letter is to be shared with panelists of the upcoming CRS Diversity and Inclusion panel discussion only if asked to do so. If CRS deems this necessary, we would ask that the context of the letter be shared as well.
  - Motion forwarded by George, seconded by Bert (Carried)
  - Membership
    - Geneva: we are currently at 57 active members
    - Jojo: not bad, but we can dive more into this with our recruitment and ambassador initiatives
    - Bill: the cheques for executives' OMA membership are in the mail
  - Club Uniforms
    - Jojo: final reminder has been sent to members that the deadline to pick up their orders is this Sunday
      - Buff communications have been sent out – members were not bothered. We can keep this option open down the road
      - Two reimbursements to be paid: one for the buffs themselves and one for the 20% discount on the Longboat jacket orders – Bill, Kat and Jojo to process offline
      - Kat: is there a way we can send e-transfers instead?
      - Bill: as far as I know, we can only send reimbursements by cheque
      - Jojo: possibly send one cheque to a Longboat Executive member then they can e-transfer to individual runners
- 5 2021 Financials
- Bill: we passed the operating budget at the last meeting – statements for March were sent out earlier today

- Things look normal. Any questions?
- George: looks like we are healthy, don't have any big commitments coming up

## 6 Other Business

- George attended the Race Directors' Summit – good sessions, total of 6 hours of presentations
  - All of the races that people had talked about asked that participants wear their masks at the start and finish line – could take masks off during the race
  - Non-winter washrooms are opening up
- Kathleen: Issue with CiviCRM accounts not being mapped should be fixed now
- Bill: we seem to have another issue, but can talk about this offline
- George: we may consider not having July and August executive meetings – this is a decision the Executive has taken in the past

## Action items:

- Jojo and Geneva can look back through previous minutes to confirm what format of Super Series races qualify for WMA and Flying Feather awards, if any
- Steve to draft up a communication regarding WMA/Flying Feather race eligibility
- Jessica and Jojo to determine timing and logistics of Runners' Shop gift cards for new members as follow up to New Members' Brunch
- Steve, George, and Timo to connect before the next Executive meeting to plan out timing and logistics of summer club events to align with training and COVID restriction schedules
- Kathleen to make an additional call for membership renewal in the next club communication
- Jojo, Kathleen and Bill to process New Balance order reimbursements and logistics offline

## 7 Adjournment

Jojo adjourned the meeting at 9:18pm

## ATTACHMENTS:

1. Meeting Agenda
2. Balance Sheet, March 2021
3. Statement of Income & Expenses, March 2021



## Longboat Executive Meeting

Wednesday, April 21, 2021 / 8:00 – 9:00 p.m.

### ZOOM Meeting:

<https://us02web.zoom.us/j/81157564957?pwd=VUxmVjB6b0J1UkdPM3R0T1BFOGpPZz09>

## Agenda

1	<b>Welcome, Regrets &amp; Tom Longboat Acknowledgement</b>	All	8:05 pm
2	<b>Approval of March 2021 Minutes</b>	Geneva	8:05 – 8:10 pm
3	<b>2021 Club Activities Updates</b>		8:10 – 8:20 pm
	<ul style="list-style-type: none"> <li>Longboat Super Series: 10K May</li> <li>Longboat Connects Virtual Series</li> <li>New Members' Brunch</li> <li>Ideation: Spring/Summer/Fall Activities, Longboat Ambassador Program, Others</li> </ul>	Steve/George George/Jojo All All	
4	<b>Business Arising</b>		8:20 – 8:40 pm
	<ul style="list-style-type: none"> <li>Canada Running Series (Inclusive Session), Apr 22</li> <li>2021 Membership Update</li> <li>Athletics Ontario &amp; OMA Membership (re: insurance)</li> <li>Club Uniforms</li> </ul>	Jojo Geneva All Jojo	
5	<b>Financials</b>		8:40 – 8:50 pm
	<ul style="list-style-type: none"> <li>2021 Operating Budget</li> </ul>	Bill	
7	<b>Other Business</b>	All	8:50 – 9:00 pm
8	<b>Adjournment</b>	All	9:00 pm

### 2021 Upcoming (Tentative) Board Meetings: *To be confirmed a week before each meeting.*

- May 19
- June 23
- July 21
- August (TBD)

# Longboat Roadrunners

## Balance Sheet

March 31, 2021 with comparative figures for previous year

2021

### Assets

#### Current Assets

TD Bank	40,906.34
Stripe Online	68.92
Petty Cash	5.00
HST Receivable	650.72
Inventory - ferry tickets	234.24
Inventory	<u>2,808.00</u>
	44,673.22

#### Tangible Capital Assets

4,382.74

#### Total Assets

**49,055.96**

### Liabilities

#### Current Liabilities

Accounts Payable (exc Treas & HST)	500.00
Loan from Treasurer	216.03
HST Payable	
Unearned Revenue	540.00
Funds Held in Trust	1,420.64

#### Total Liabilities

**2,676.67**

#### Members Equity (Retained Earnings)

45,038.09

#### Net Income (negative is a loss)

1,341.20

#### Total Members Equity

46,379.29

#### Total Liabilities & Members Equity

**49,055.96**

**Longboat Roadrunners**  
Statement of Income and Expenses

Month ended March 31, 2021

	2021
Revenue	
Membership	1,530.00
Coaching	750.00
Social Events	
Clothing	
Race Revenue	
<b>Total Revenue</b>	<b>2,280.00</b>
Cost of Clothing Sold	
<b>Net Revenue</b>	<b>2,280.00</b>
Expenses	
Island Race total	
Sunset Shuffle	
Meetings	
Affiliation	452.00
Social Events	
Directors Insurance	
Bank Charges	75.78
Club Awards	100.00
Website	192.62
Education & Seminars	100.00
Administration	18.40
Donations - Race	
Donations - Non-Race	
<b>Total Expenses</b>	<b>938.80</b>
<b>Surplus (Deficit)</b>	<b>1,341.20</b>