

Minutes  
Longboat Roadrunners Executive Meeting Minutes  
Wednesday, June 23, 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  
Communications Coordinator: Kathleen Thompson  
Past President: Bert de Vries

Absent:

Social Coordinator: Debra Kobe has officially left the Board  
Coaching Coordinator: Steve Metzger

1 Welcome & Tom Longboat Acknowledgement

At 8:08 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 May 2021 Minutes

- The May minutes will be presented at the next meeting due to Geneva's absence at the previous meeting

3 2021 Club Activities

- Social Coordinator Vacancy
  - o Jojo: Debra has officially signed off as Social Coordinator due to her inability to be present at meetings – therefore the position is available
  - o If anyone has any thoughts on who can replace her, feel free to share - can extend the invite to the remainder of the Club as we move toward potential Fall activities

- Athletics Ontario Grant (Update)
  - o Grant application for up to \$400-\$600 for club funding could provide extra cushion to offset any potential fall expenses, including Longboat Summer Series and proposed Island Race
  - o Sounds pretty easygoing
  - o Jessica just messaged someone today – was really helpful and will likely get back to us soon – Jessica to follow up and share final submission with the Board
  - o Linked in the Google Drive
  
- 2021 Longboat Summer Series
  - o George: total of 3 track days (all Wednesdays) and 3 road days (all weekends)
    - September 8 Cross Country day
    - July 24<sup>th</sup> 4km/8km option to do virtually, but have made clear only in-person events go towards WMA score
    - As of now, no fees for Longboat members or invited guests
    - Third road race, 20km, will be on a Sunday
    - Haven't decided how registration should happen – a week from now should make it live
    - George doesn't mind taking the lead on this - hopeful that there won't be many last-minute cancellations because of no fee
    - Need to have limited number of people due to COVID restrictions – maybe makes sense to add fee
    - If you want to do the Series, need to do a minimum of 4 events
    - Top 5 men and women get prizes – Runner's Shop or other gift certificates, as well as Club clothing can be options
    - Will also do random draw for people who have signed up monthly
    - July 14<sup>th</sup> first date
  - o Jojo: we are working with two moving targets – whether or not we are charging, and if so making clear why
    - What is the proposed price structure? Traditionally no fee for cross country
    - Need to be confident of number of people that are attending – expecting we will max out at 25 again at smaller events
    - What will the fee be going to? Need to think about this – if we want to partially donate the funds, and where to (Indigenous related? Running related? Diversity & inclusivity etc)
  - o George: Can set flat fee for the full series, \$10 per individual event
    - \$40 for unlimited
    - George to do research on the charity

- 2021 Toronto Island Race (Proposed)
  - o Jojo: a bit of movement with respect to the idea of holding a bare bones Island Race
  - o George: not a final decision tonight – wrote a list of pros and cons
    - Spoke with Stacey Babb at Toronto Island Events – all City events cancelled until September 6, application was for September 12
    - Maximum would be 250 people if the event is allowed to go ahead vs usual 1500-1900
    - Usually make over \$20,000 net – when dealing with only 250 people, some fixed costs that may be more difficult to cover, would be \$4000 net for 10km event only
    - Positive: wouldn't have to wait 3 years between events, Negative: is this the year to do a big celebration for our 40<sup>th</sup> anniversary? Not much planning time – not sure when go-forward from the City would come, have to order t-shirts and deal with medical coverage, food, etc. Difficulty in deciding who can enter, how to verify if vaccinated, etc
  - o Jojo: thinks it is doable – but we want to make it manageable as well
    - Biggest concern is limited amount of runway
    - Let's jump on the opportunity but brand differently – Longboat welcome back race
    - What is stopping us from doing it later in the year?
  - o George: also holding for October 3<sup>rd</sup>
    - Would have to make another application if we wanted to host it somewhere else
    - Need to get pulse on membership for how they feel about in-person events
    - If we are holding the event, does everyone agree we should hold it on October 3<sup>rd</sup>?
  - o Bill: is there any competition for October 3<sup>rd</sup>?
  - o George: No, not for road races/walks on the Island

#### 4 2021 Financials

- Bill: we have money in the bank
  - o Insurance – talked to the agent and they said they don't take the pandemic into their calculations – should be considerably cheaper if we just need insurance for an event vs the whole year
- George: at what point will they give an estimate for what it would cost for the year?
- Bill: don't think it will be long
- Bill will make a note to add Directors' insurance explicitly to the balance sheet
- George: will have around \$33,000 in the bank
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- Bill: balance sheet shows capital equipment in the locker at just over \$4000 – going to write down to 0 or \$500 at the end of the year – should have been written down before but wasn't – have depreciated to almost no market value
- Jojo: does that affect members' equity?
- George: yes
- Bill to calculate estimation of market value of assets in time for next members' meeting

## 6 Other Business

- Jojo: did we commit to doing quarterly members' meetings, or only two?
- Kat: Q3 is optional, but other 3 are required
- Jojo: need to think about when next members' meeting will be - proposing after Summer Series
  - o Suggesting that we continue to meet in July and decide whether we proceed with August meeting or not
- George: group time trial at Coronation Park on Saturday – hoping the weather holds up
- Jojo: has been speaking with Canada Running Series – Pride Month inclusion speaker session coming up, Jojo will be moderating the panel on LGBTQ2S+ people in running – happening next Wednesday June 30

## Action items:

- Geneva and Jessica to set the standard of sending and sharing docs out through Google Drive, starting with the Athletics Ontario grant application
- George to do research on the charity for our Summer Series donation
- Bill will make a note to add Directors' insurance explicitly to the balance sheet
- Bill to calculate estimation of market value of assets in time for next members' meeting

## 7 Adjournment

Jojo adjourned the meeting at 9:23pm

## ATTACHMENTS:

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



# Longboat Executive Meeting

Wednesday, June 23, 2021 / 8:00 – 9:00 p.m.

## ZOOM Meeting:

<https://us02web.zoom.us/j/83686255999?pwd=c1dmblgxcmZjTUNrVVJwQW83UkNoZz09>

## Agenda

1	<b>Welcome, Regrets &amp; Tom Longboat Acknowledgement</b>	All	8:05 pm
2	<b>Approval of May 2021 Minutes</b>	Geneva	8:05 – 8:10 pm
3	<b>Club Activities Updates</b>		8:10 – 8:40 pm
	<ul style="list-style-type: none"><li>Athletics Ontario Grant (Update)</li><li>2021 Longboat Super Series: 10K May</li><li>2021 Longboat Summer Series</li><li>2021 Toronto Island Race (Proposed)</li></ul>	Jessica Steve Steve/George George/Bert	
4	<b>Financials</b>		8:40 – 8:50 pm
	<ul style="list-style-type: none"><li>Financials Update</li></ul>	Bill	
5	<b>Other Business</b>	All	8:50 – 9:00 pm
6	<b>Adjournment</b>	All	9:00 pm

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

- July 21
- August 25 (TBD)
- September 22
- October 20
- November 24
- December (TBD)



# Longboat Roadrunners

## Balance Sheet

June 30, 2021 with comparative figures for previous year

	2021	2020
<b>Assets</b>		
Current Assets		
TD Bank	37,249.30	47,117.27
Race Roster/Online Registration		
Stripe/Paypal	638.37	58.38
Petty Cash	10.00	10.00
Inventory - ferry tickets	234.24	234.24
Inventory - Clothing	2,808.00	2,808.00
HST receivable	643.99	210.76
	41,583.90	50,438.65
 Tangible Capital Assets	 4,382.74	 8,746.74
 Total Assets	 <b>45,966.64</b>	 <b>59,185.39</b>
 <b>Liabilities</b>		
Accounts Payable (exc Treas & HST)		
Unearned Revenue		480.00
Loan from Treasurer	160.39	195.66
Clothing sales held in trust	- 132.24	
HST Payable	8.37	
Total Liabilities	<b>36.52</b>	<b>675.66</b>
 Members Equity (Retained Earnings)	 45,912.99	 62,304.61
Net Income (negative is a loss)	17.13	- 3,794.88
Total Members Equity	45,930.12	58,509.73
 Total Liabilities & Members Equity June 30	 <b>45,966.64</b>	 <b>59,185.39</b>

# Longboat Roadrunners

## Statement of Income and Expenses

Month ended May 31, 2021

	2021	2020
Revenue		
Island Race		
Sunset Shuffle		
Other Race	10.00	150.00
Social Events		2,215.00
Coaching	1,125.00	1,575.00
Clothing		60.00
Membership	2,730.00	3,873.90
Total Revenue	3,865.00	7,873.90
Cost of Clothing Sold		145.00
Gross Margin (Net Revenue)	<b>3,865.00</b>	<b>7,728.90</b>
Expenses		
Island Race	51.98	3,444.01
Sunset Shuffle	15.99	15.99
Meetings		107.80
Affiliation - Memberships	627.00	395.50
Social Events	395.00	3,700.00
Coaching (2020)	1,800.00	
Directors Insurance		964.44
Bank Charges	89.96	175.56
Club Awards	100.00	2,247.21
Website	228.62	692.26
Education & Seminars	450.00	
Office Supplies	18.40	18.40
Donations - Race		
Donations - Non-Race	4,101.25	
Total Expenses	<b>7,878.20</b>	<b>11,761.17</b>
Surplus (Deficit) May 31	<b>(4,013.20)</b>	<b>(4,032.27)</b>