



Kalamazoo Area Runners Board Meeting

November 3, 2008

Attendees: Bonnie, Julie, Phil, Scott, Cristi, Phyllis, Vicki,

Absent: Giti

Meeting Time 6:42

Time	Agenda Item	Discussion	Follow-up Items
6:42	Congratulations on a successful Club Series Party!	<ul style="list-style-type: none"> All went well. Over 90 showed. 	
Moved to end of mtg.	Board Meeting Procedure - August Mtg. Decision		
6:45	Website Development Update	<ul style="list-style-type: none"> Phil provided a summary sheet from the survey responses. What does our site have to have for our members. RRCA Web Site Award is a possibility. Julie is not in favor of putting together access passwords for members. Keep access simple. Message boards are a high maintenance and not recommended for the site. What content needs to be updated? Course maps, rundown, training tips. Calendar format suggested involves 	<ul style="list-style-type: none"> Need a new host to accommodate the changes. Ease of implementation. We will need to learn the basic tags to be used to update and edit the site. Bonnie asks: Should we form a sub-committee to meet once a month to just discuss the web site? Phil, Bonnie, Vicki, and Julie can get involved in the sub-committee. Phil will chair the committee. Phil sees the meetings lasting between an hour or two.



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		<p>month to month display.</p> <ul style="list-style-type: none"> Maintenance needs to occur at a regular interval. 	<ul style="list-style-type: none"> Phil says there is a need for meeting soon. The committee will meet on Nov. 22 at 9:00 at West Main Panera Bread. Phil will put together an agenda.
7:22	KAR Brochure	<ul style="list-style-type: none"> \$599/2000 brochures at Allegra Glossy. \$708 at Portage Printers. \$720 at KalBlue Bonnie believes there is a need for 2000 brochures. There is concern about the “31” logo has altered our logo. Julie would like to see email addresses for family members. Even though space is at a premium. There is a problem with email address of children under 18. 	<ul style="list-style-type: none"> Look into getting reduced postage. Cristi will check into postage. The board decides to accept Allegra’s bid. Change 501(c)(3) Add a check box on the online sign up to confirm that the user is 18 or over. Julie will check into that. The board favors adding the waiver. Tweaking the appearance of the Training program section. Phil will do the tweaking and send it on to us. Vicki will send the template to everyone. Bonnie will check with Blaine to see when the brochures are needed for Borgess Run Camp.
7:50	Development of a KAR Annual Report for 2008	<ul style="list-style-type: none"> Bonnie showed us a sample of one done by MRC. Phil thinks getting sponsors and volunteers would be easier with an annual report. Bonnie says that most of the information 	<ul style="list-style-type: none"> The board is in favor of starting the report. Julie will get membership info together. Participants. Bonnie will do what she can on most of it. Scott will do a write up on the t-trot. Cristi will do the finance part of the



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		<p>on the outline is easy to get.</p> <ul style="list-style-type: none"> • Brian will lay it out for us in an Adobe format. 	<p>report.</p> <ul style="list-style-type: none"> • Julie can get the 2008 Klassic sponsors and their level. • December 15, 2008 is the target date to get Bonnie the information for the report.
8:06	Establish Date and Invite List for Strategic Planning Session	<ul style="list-style-type: none"> • Another sub committee may need to be assigned to this task. • Members of the committee can include individuals outside of the board. • We should open this to membership. • The task is to develop 5 year plans. 	<ul style="list-style-type: none"> • January meeting is the target. • January 11th at 12:00 noon is targeted for the first meeting. Site TBD.
8:31	October Income Statement	<ul style="list-style-type: none"> • Bonnie expects more to be spent in Beyond organization. • The budget looks much better this year. 	
8:37	Budget Process Update	<ul style="list-style-type: none"> • Budget the cost for a web site host. \$200 is plenty. • We should keep better track of sponsor donations. • Need to account for the revenue increase due to due increases. • We may have to establish a finance sub-committee. 	
8:45	Charitable Solicitation Registration Update	<ul style="list-style-type: none"> • Submit Charitable Solicitation Registration to the State of Michigan Attorney General's Office 	<ul style="list-style-type: none"> • Cristi started form and has given it to Bonnie for completion
	Run Through the	<ul style="list-style-type: none"> • Giti not present 	



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	Lights		
8:16 – followed strategic planning segment.	One One Run Expo	<ul style="list-style-type: none"> • \$100 budget • Raffle items, duffle bags, kids stuff. \$50 for raffle items. • We need two people between 11:00 and 4:00. • Mark Sigfrids may be able to help too. 	<ul style="list-style-type: none"> • Scott will help Phyllis at 11:00. • Scott will bring tables for the displays.
8:48	Beyond Training Party and Program-Final Details	<ul style="list-style-type: none"> • Giti has been working on the Yankee trade items. She needs more items. • Bring additional flyers and brochures. • The team is in place. 	<ul style="list-style-type: none"> • Cristi has food and drink. • Phil has got the meatballs. • Get there about 5:30 to help unload and set up. • Bonnie will continue to look for items. She will be spending an additional \$50.
9:00	2009 Club Series and Race Discount Program	<ul style="list-style-type: none"> • Include the races that were part of the 2008 series. • New events should be chip timed and they should give club discount, and occur prior to Sept. 30. 	<ul style="list-style-type: none"> • Bonnie is moving forward with the club series.
9:04	KAR T-Shirts for events, raffles and marketing - budget \$300 for 2009	<ul style="list-style-type: none"> • T shirts for certain volunteer events would be good exposure. 	<ul style="list-style-type: none"> • For now we can add it to the budget. We can check into its worth later.
9:08	KAR Banner KAR Banner	<ul style="list-style-type: none"> • The board is in favor of getting a new banner 	<ul style="list-style-type: none"> • Bonnie to follow up with vendor options



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		banner.	
9:09	Running Times Study	<ul style="list-style-type: none"> No study is necessary anymore. 	
9:09	Turkey Trot-Final Details	<ul style="list-style-type: none"> The rundown will request for volunteers. Bonnie will take care of raffle. 	<ul style="list-style-type: none"> Bonnie will follow up with Gazelle on finish line materials
9:12	Miscellaneous Items	<ul style="list-style-type: none"> Consider board positions for next year. KAR apparel seems to be getting stalled. Board Meeting Procedure – Reminder to the Board decision was made at August Mtg to use informal procedure at meetings. 	

**Meeting
adjourns
at 9:20**