

SHADOWCHASE RUNNING CLUB

BOARD MEETING AGENDA - MEETING

1/16/17 1101 M Street, Modesto, CA

Call To Order

Secretary

- Review/Approval of Minutes

Annual Organizational Meeting

Officers for 2017

Robert Serpa	President	209-604-5552	President@shadowchase.org
Debbie Myetich	Vice-President		vicepresident@shadowchase.org
Jerome Hicks	Promotions Director		info@shadowchase.org
Gina Lopes	Social Director		ginapascan@gmail.com
Mike Araiza	Run Director		info@shadowchase.org
Heidi Ryan	Membership Director		info@shadowchase.org
Danielle Myers	Secretary		secretary@shadowchase.org
Susan Cooper	Treasurer		info@shadowchase.org
Laura Nance	Member-At-Large		info@shadowchase.org
Fred Myetich	Member-At-Large		info@shadowchase.org
Thomas Lopes	Past President		pastpresident@shadowchase.org

These individuals assume the basic legal duties of board members delineated by the National Council of Nonprofits:

“In sum, these legal duties require that nonprofit board members:

- Take care of the nonprofit by ensuring prudent use of all assets, including facility, people, and good will; and provide oversight for all activities that advance the nonprofit’s effectiveness and sustainability. (legal "Duty of due care")
- Make decisions in the best interest of the nonprofit corporation; not in his or her self-interest. (legal "Duty of loyalty")
- Ensure that the nonprofit obeys applicable laws and acts in accordance with ethical practices; that the nonprofit adheres to its stated corporate purposes, and that its activities advance its mission. (legal "Duty of obedience")”

- See more at: <https://www.councilofnonprofits.org/tools-resources/board-roles-and-responsibilities#sthash.tbboZFAN.dpuf>

Place of Business

ShadowChase Office: 1101 M Street, Modesto, CA 95352

Mailing Address:

ShadowChase Running Club, PO Box 3605, Modesto, CA 95354

Internet Contact

Info@ShadowChase.org

Corporate Registrations:

Tax ID # 94-2751030

California Corporate ID - Needed

City of Modesto Business License 1282420

Sales Tax Registration Number - Needed

Tax Preparation

Gary J. Browning CPA

1101 Sylvan Ave Suite B-26

Modesto, CA 95350

Attorney

Joshua Clayton

1509 K Street #173

Modesto CA 95354

Insurance Carrier

Star Insurance – Fort Wayne Office, 2103 East Dupont Road, Fort Wayne, IN 46825

Coverage dropped from \$2,000,000 to \$1,000,000

Operations Package

RRCA Invoice shows renewed – Need Certificate of Insurance

Bank Accounts and Authorized Signers

Bank of Stockton – General: Authorized signers: Heidi Ryan, Susan Cooper, Dale Ghaner

Bank of Stockton – Modesto Marathon: Authorized signers: Ghaner, Vickie Chu, Karen Lozano

Bank of Stockton – Teens Run Modesto: Authorized signers: Mike Ariaza, Dale Ghaner, Heidi Ryan

Chase Checking – ShadowChase: Authorized signers: Susan Cooper, Heidi Ryan, Danielle Meyers

Credit Cards and Authorized Signers

Bank of Stockton – Marathon: Authorized signers – Dale Ghaner, Karen Lozano, Vickie Chu

Bank of Stockton – Visa: Authorized signers – Heidi Ryan, Susan Cooper

Chase Debit Cards – ShadowChase: Authorized signers: Susan Cooper, Heidi Ryan

501(c)3 Status

Group Exemption through Road Runners Club of America Inc, 1501 Lee Hwy Suite 140, Arlington, VA 22209, EIN 23-7283854, Group Exemption #2702, ShadowChase Running Club #365

Office Lease

Landlord: CrossPoint Community Church, Contact Paul Andrew
Rent: \$700.00/month plus pro-rata share of sewer, water, garbage, electric and heating gas, based on sq footage
Term: Month to Month starting June 1, 2016 with 30 notice to cancel by either party
Insurance: Landlord name insured on policy with at least \$1,000,000 liability coverage.

Office Access – Keys issued to

Heidi Ryan
Vicki Chu-Hermis
Robert Serpa
Gina Lopes/Thomas Lopes

Mail Pickup at Post Office

Robert Serpa

Races

Modesto Marathon – March 19, 2017	Race Director - Vicki Chu-Hermis
Memorial Classic – May 27, 2017	Race Directors – Barbara Miller and Sheila Rose
Escalon Park Fete – July 15, 2017	Race Director – Kelly Short
Riverbank Run for the Cheese – October 14, 2017	Race Director – Bruce Edwards and Dale Ghaner

Committees

Finance Committee
Awards Committee
Social Committee
Health and Safety Committee
Teens Run Modesto Committee
Technology Committee
Grand Prix Committee
Timing Committee
Elections Committee
Race Committee
Western States Committee
Adult Training Committee

Chair

Susan Cooper
Heidi Ryan
Gina Lopes
Danielle Meyers and Leann Mason
Mike Araiza
Thomas Lopes
Heidi Ryan
Susan Cooper
Robert Serpa
Mike Araiza
Heidi and Carey
Mike Mason

Promotions Committee

Websites:	ShadowChase.com ModestoMarathon.com TeensRunModesto.com
Email promotions:	MailChimp
Social Media:	Facebook Twitter

Timing Committee

Easter Run
Run 4 Health
Spirit of Giving

Liaison

Danielle Meyers
Dale Ghaner
Barbara Miller and Mike Mason

Board Meeting Dates

Month	Meeting Date	Dept Reports Due	Agenda Cutoff
January	1/16/2017	1/8/2017	1/12/2017
February	2/20/2017	2/12/2017	2/13/2017
March	3/20/2017	3/12/2017	3/13/2017
April	4/17/2017	4/9/2017	4/10/2017
May	5/15/2017	5/7/2017	5/10/2017
June	6/19/2017	6/11/2017	6/12/2017
July	7/17/2017	7/9/2017	7/10/2017
August	8/21/2017	8/13/2017	8/14/2017
September	9/18/2017	9/10/2017	9/11/2017
October	10/16/2017	10/8/2017	10/9/2017
November	11/20/2017	11/12/2017	11/13/2017
December	12/18/2017	12/10/2017	12/11/2017

General/Social Meeting Dates

January	1/21/2017
February	2/2/2017
March	3/2/2017
April	4/6/2017
May	5/4/2017
June	6/1/2017
July	7/6/2017
August	8/3/2017
September	9/7/2017
October	10/5/2017
November	11/2/2017
December	12/7/2017

Newsletter

	Publication Date	Content Due
January	1/1/2017	12/21/2016
February	2/1/2017	1/22/2017

March	3/1/2017	2/19/2017
April	4/1/2017	3/22/2017
May	5/1/2017	4/22/2017
June	6/1/2017	5/23/2017
July	7/1/2017	6/21/2017
August	8/1/2017	7/22/2017
September	9/1/2017	8/22/2017
October	10/1/2017	9/21/2017
November	11/1/2017	10/22/2017
December	12/1/2017	11/21/2017

AED Inspection

Once per month

Park Clean Up Dates

3/12/2017	Fred/Debbie Myetich
5/6/2017	Laura Nance
8/3/2017	Laura Nance
12/10/2017	Fred/Debbie Myetich

Solicitation of New Board Members

October 1, 2017

New Board Member Candidate List Presented

November 1, 2017

Election of New Board Members

December 6, 2017

ShadowChase Email Accounts

president@ShadowChase.org
 vicepresident@ShadowChase.org
 social@ShadowChase.org
 membership@ShadowChase.org
 secretary@ShadowChase.org
 treasurer@ShadowChase.org
 promotions@ShadowChase.org
 member1@ShadowChase.org
 member2@ShadowChase.org
 races@ShadowChase.org
 treasurer@ShadowChase.org
 chad@ShadowChase.org (admin)

Group emails:

info@ShadowChase.org
feedback@ShadowChase.org
timing@ShadowChase.org

Program Director Reports

- Vickie Chu-Hermis
- Barbara Miller
- Mike Mason (Absent)

Guest Forum

Treasurer

- Finance Report (Motion) (Absent)

Monthly Department Reports

- Review and Discussion

New Business

- ~~The President has proposed to renew the operations insurance, at the same coverage amount as last year. Cost is \$2.55 per \$100 of value, estimated price of \$255.00 plus any fees. This will provide a basic level of coverage, there is none currently. Policy was renewed, need a copy of coverage~~
- The President has proposed to keep the liability insurance at \$2,000,000.00. The renewal came with only \$1,000,000.00. The additional coverage is necessary with the increased exposures with the Marathon, Teens Run, Training and the number of other activities the club is involved in. This is being returned to allow to increase in premium to be considered as part of the motion.
- The President is proposing to enhance the process of cashiering activities, increase the control over funds collected and the accounting for them. Deposit slips will be kept in each cash box and at the conclusion of each event or activity, the amounts collected will be summarized on an accounting record, then transferred to bank deposit slip, pictures will be taken of the record, the deposit slip and any checks, then the deposit bundled and either taken to the bank or the Treasurer. The pictures will be sent to the President, Treasurer, and the event director if that person desires. With the amount of the deposit declared prior to leaving the location of an event the organization will have significantly enhanced its control over cash and checks being handled.
- The Secretary has referred to a list of activities that are done as directed by prior boards. The current board should review these activities and ratify or update them.
- The Treasurer will bring the tax and regulatory filings made in 2016 for review by the Board to assist in fulfilling its duty of obedience.

- Safety – A policy statement regarding risk is to be considered in light of the current closing of East La Loma Park for flood risk. While posted as closed, the park is still accessible. The Board will consider establishing guidance for activities in adverse conditions for adults and activities involving minors.
- Incident Report – Injury during run January 14, 2017 in Livermore will be reviewed

Old Business

- Community Project Update
 - It was presented to the city in a formal meeting with Jerome and Thomas.
 - ShadowChase will need to sign a maintenance agreement.

Open Forum

- Center for Human Services Super Hero 10k/5k Race February 11, 2017
- Riverbank One Day, February 25, 2017

Good of the Order

Upcoming Dates

- Next General Meeting, January 21st, 2017, 6pm at the SOS Club
- February General Meeting, February 2, 2017, at the ShadowChase Office
- Out of Town Run, February 4, 2017
- TRM Kaiser Half Marathon, February 5, 2017, San Francisco
- Next Business Meeting, February 22, 2017, 7:00 PM at the ShadowChase Office
- Movie & Wine Matinee, February 12, 2017, State Theater, Modesto

Temporarily Shelved Items