

SHADOWCHASE RUNNING CLUB

BOARD MEETING AGENDA - MEETING

5/15/17 7:00PM 1101 M Street, Modesto, CA

Call To Order

Secretary

- Review/Approval of Minutes – Postponed pending advance distribution of the minutes to be approved

Program Director Reports

- Vickie Chu-Hermis – Modesto Marathon
 - Status Report on Training Survey
- Barbara Miller – Modesto Memorial Classic
- Mike Mason – Modesto Marathon Adult Training Group and Race Series

Guest Forum

Treasurer

- Finance Report (Motion)

Monthly Department Reports

- Review and Discussion

New Business

- Budgets
 - RRCA's Guidelines:
 - When drafting your budget, it is also important to review your accounting system. Your budget categories should match your chart of accounts or accounting categories. It is also important to account for income and expenses how they are outlined in a budget. If the two systems do not match, then you will not be able to generate financial statements that match your budget. The result is that your board may not get an accurate picture of the income and expenses compared to the budget. The actual budget should consist of three important elements:
 - The budget period i.e. January 1–December 31, 2008 ([July 1, 2017 to June 30, 2018 in our case](#))
 - Two-year income and expense comparison (You may need to use projections for the immediate previous year) ([July 1, 2015 to June 30, 2016 and July 1, 2016 to June 30, 2017 in our case](#))

- The budget for the coming year which includes income, expenses, and budgeted profit or loss with notes outlining significant variances compared to previous years
- Escalon Park Fete Community Contribution – Kelly Short, Race Director, is proposing an ongoing 15% of Net Proceeds (Revenue minus expenses) be designated to a community organization. The recipient would be designated annually.
 - Upon approval, she would like the Board to designate El Portal Middle School Track as the recipient.

Discussion Items

Old Business

- Clarifying from last meeting, all proceeds from any event, will be counted by at least two members at the conclusion of the event, a summary sheet signed by the members counting will be photographed and sent to the President, the Treasurer, and the leader of the event prior to the funds leaving the venue. Preferably a deposit will be filled out at the same time.
 - This does not apply do non-event activities like receipts in the mail. For off-site raffle tickets sales, a log will be maintained of tickets handed out and updated with counts of money and unsold tickets returned, along with the date returned.
- 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. This is carried over since January.
- Incident Reporting – The Safety Committee will report on considerations and the appropriateness of reporting incidents
- Status Report of Conflict of Interest filings by Board
 - Received
 - Robert Serpa
 - Dale Ghaner
 - Heidi Ryan
 - Mike Araiza
 - Vicki Chu-Hermis
 - Thomas Lopes
 - Outstanding
 - Laura Nance
 - Jerome Hicks
 - Danielle Meyers
 - Mike Mason
 - Barbara Miller
 - Susan Cooper
 - Fred Myetich
 - Debbie Myetich
 - Karen Lozano

- Gabriela Guerrini
- Kelly Short
- Al Miller
- Chad Johnson
- Status Report on Training Survey
- Status of submission of draft Guidelines for Departments and events:

Function	Responsible	Requested	Received
Adult Training	Mike Mason	2/20/2017	
Grand Prix	Heidi Ryan	2/20/2017	4/17/2017
Membership	Heidi Ryan	2/20/2017	4/17/2017
Modesto Marathon	Vickie Chu-Hermis	2/20/2017	
Promotions	Jerome Hicks	2/20/2017	2/20/2017
Runs	Mike Araiza	2/20/2017	
Modesto Memorial Classic			1/13/17
Escalon Park Fete			4/18/17
Riverbank Run for Cheese			
Safety Committee	Danielle Myers	2/20/2017	
Field Trips	Robert Serpa	2/20/2017	2/20/2017
Social	Gina Lopes	2/20/2017	
Technology	Thomas Lopes	2/20/2017	
Teens Run Modesto	Mike Araiza	2/20/2017	
Western States	Heidi Ryan/Carey Greg	2/20/2017	
Finance	Susan Cooper	2/20/2017	

- Community Project Update
 - It has been presented to the city in a formal meeting with Jerome and Thomas.
 - ShadowChase has received an agreement that will needs to be discussed and signed by the President if appropriate.

Open Forum

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Upcoming Dates

- Newsletter Cutoff – May 23 ,2017
- Modesto Memorial Classic – May 27, 2017 Johannsen High School
- Club Run, May 21, 2017 – Yosemite National Park
- Chocolate Festival Run – May 20, 2017 Oakdale, CA
- May General Meeting, June 1, 2017, at East La Loma Park
- Department Updates for June Business Meeting due June 11, 2017
- Agenda Cutoff for June Business Meeting due June 12, 2017

- Next Business Meeting, June 12, 2017, 7:00 PM at the ShadowChase Office
- Western States Aid Stations, June 24, 2017 – Cool Fire Station, Cool, CA

Temporarily Shelved Items