

**SPACE COAST RUNNERS
MINUTES OF NOVEMBER 15, 2010 MEETING**

Board Members / Officers Present: Carol Ball, Cyndi Bergs, Cedric Ching, Linda Cowart, Nick Flint, Tammy Foster, Dave Hernandez, Robin Hernandez, Mo Johnson, Mary Ramba, Loran Serwin, Ed Springer, Tristan Webbe, Dick White, Marlene White, Christy Zieres

Board Members / Officers Absent: Charlie Van Etten, Marty Winkel

I. Meeting Called to Order: 7:05 PM, by Cyndi Bergs, president

II. Review / Modify Agenda:

- Timing Services – Mo
- Recycling Bins – Christy
- Upcoming Races – Marlene

III. Changes to Last Month's Minutes: (submitted electronically by C. Ching) none

- **MOTION:** Dave made a motion to accept last month's minutes. Mo seconded. Motion passed.

IV. Treasurer's Report: – Carol

A. SCR Certificate of Deposit Balance:	\$5,005.01
B. SCR Cash Balance forward from September 30, 2010:	\$14,429.60
C. SCR Total Deposits for October 2010:	\$1,376.00
D. SCR Total Disbursements for October 2010:	\$6,057.83
E. SCR Cash Balance as of October 31, 2010:	\$9,747.77
F. SCR Total Balance as of October 31, 2010:	\$14,752.78
G. SCR Open Invoice Balance as of October 31, 2010:	\$848.90

Notes: Disbursements include expenses for the SCC 15K and the Eye of the Dragon awards. RRCA dues and club insurance coming up.

V. Guests: Ty Bowen, Bob Rall

VI. Old Business

- A. Brevard Races since last meeting
1. 10/23/10 (7:30am): Slater Brothers Invitational 5K – Coconuts on the Beach – Cocoa Beach
 - 45 finishers (20 women, 25 men)
 2. 10/23/10 (6:00pm): Witch Way 5K – Nance Park – Indialantic
 - 575 finishers (342 women, 233 men)
 3. 10/30/10 (7:30am): Fall Into Winter 5K – A1A & Minuteman Cswy on the beach – Cocoa Beach
 - 99 finishers (45 women, 54 men)
 4. 10/30/10 (6:30pm): Ghostly Gecko 5K – Eau Gallie Civic Center – Melbourne – RZ #3
 - 723 finishers (373 women, 350 men)
 5. 11/06/10 (7:30am): Space Coast Classic 15K / 2-Miler – Windover Farms – Melbourne – SCR #3
 - 15K: 205 finishers (104 women, 101 men, 8 walkers)
 - 2-Mile: 37 finishers (20 women, 15 men, 2 walkers)
 6. 11/11/10 (7:00am): BYSO Freedom 5K – Wickham Park – Melbourne
 - 77 finishers (41 women, 36 men)
 - very nice turnout for a Veteran's Day race.
 - race director was very pleased with the timing (SCR/Dave).
 - next year, the race will be moved to the Saturday after Veteran's Day.
 7. 11/13/10 (7:30am): Saturn 5K – Kennedy Space Center Visitors Center – Titusville
 - 258 finishers (129 women, 129 men)
 8. 11/13/10 (9:00am): Nana's House 3rd annual walk-a-thon – Front Street Park – Melbourne
 - *no results at time of board meeting.*
 9. 11/13/10 (8:00am): Eagle Pride 5K – Wickham Park BCC Pavilion – Melbourne
 - 194 finishers (98 women, 96 men)
 10. 11/13/10 (7:30am): Cowboy River Run/Walk 5K – Riverview Park – Sebastian
 - *no results at time of board meeting.*

VII. New Business

- A. SCR Newsletter – Bob Rall

- Patti Sponsler and Bob Rall working on an article addressing the transition of editors.
 - Ideas for newsletter:
 - Organizations that the SCR donates to – Special Olympics Brevard, Diabetes Camp
 - SCR Board Member profiles, rotating article-writing duties
 - Carol suggested that the RRCA logo should be on front page for newsletter.
 - Linda suggested asking members of the Cocoa Beach Chamber of Commerce for articles/sponsorship.
- B. Sponsorship Letter
- Carol distributed hard copies of the SCR Sponsorship Letter draft, including the Sponsorship Agreement form and a list of SCR Donation Beneficiaries.
 - The letter directs community partnerships towards three of the SCR races – Space Coast Classic 15K, Eye of the Dragon 10K, and Space Walk of Fame 8K.
 - The letter touches on the benefits for sponsors but does not state what each level of sponsorship provides.
 - Linda mentioned that Space Coast Living Magazine includes a list of non-profit organizations (and their mission statements) that serve as a guide to those looking to make local donations; she has contacted SCLM about including SCR in this list.
 - **ACTION ITEM:** Carol to add Tammy's name as the contact and define benefits of each level of donation.
- C. 53rd Annual RRCA National Convention – Fredericksburg, VA – May 12-15, 2011
- Website: <http://www.rrcaconvention.org/>
 - Registration: \$250/person through April 1, 2011 – \$300/person from April 1 through May 1, 2011
 - Conference Race: Marine Corps Historic Half – Sunday, May 15, 2011
 - Anyone interested?
- D. Weight Watcher's Walk – Carol
- RRCA send out a survey about a Weight Watchers Walk-it Day 5K event in 2011, and Carol already sent in [a bid](#) for SCR to participate again. She also submitted an application to the Windover Farms neighborhood association.
 - The event is to be held Sunday, May 22, 2011. Clubs chosen to host events will be notified by December 31, 2010.
 - SCR made a \$1,000 donation to the Central Brevard Sharing Center from from the profits of the 2010 Weight Watchers Walk (source: 2010_07 SCR Meeting Minutes).
- E. SCR Meeting Location Update – Linda
- The SCR Board Meetings for the months of **December, January, & February** will be held at the Health First Pro-Health & Fitness Center in **Viera** [<http://www.healthfirstprohealth.com/viera/>].
 - For **March, April, and May**, the SCR Board Meetings will return to the Health First HealthPlex on **Merritt Island** [<http://www.healthfirstprohealth.com/merritt/>].
 - **ACTION ITEM:** Loran to update the SCR website to inform members the new meeting location schedule.
- F. Software for Website – Loran
- Adobe Dreamweaver software purchased.
 - 2 licenses acquired – for Loran & Tammy
 - The idea was brought up about changing the header image on the SCR website.
- G. Proposition by Hernan Garcia (owner of Daddy Ultra Runs in Cocoa Village) – Ed
- Ed was the messenger for a proposal by Hernan Garcia for him (Hernan/DaddyUltraRuns) to purchase an entire timing system (ChronoTrack/D-Chip/B-Chip) that he would loan to SCR to use for free. Hernan would still own the equipment and use it was a tax-write off. There would be the condition that a couple SCR Board members get properly trained on how to operate the equipment and to perhaps get his store logo on the race shirts. He does not mean to compete with Running Zone's race management/timing services; he makes this offer as a sincere gesture with the hope that this would keep the prices of some local races the same/reasonable.
 - One of the biggest concerns the Board has about the proposition is the requirement of getting a couple people trained to use the equipment. It has been difficult enough as is to find volunteers to handle the timing of races SCR has contracts for, and this proposition would require a high level of commitment. The Board needed more clarification and had requested Ed to set up a meeting with Hernan.
 - **(UPDATE 11/26/10:** Ed has arrange a meeting with Hernan Garcia, owner of Daddy Ultra Runs, to discuss the chip timing proposal – Wed., Dec. 1, 2010 @7:00pm at the Daddy Ultra Runs store in Cocoa Village; requested questions/concerns/comments from Board members for the meeting.)

- H. Space Coast Marathon Meeting
- *(these meeting minutes are being written after the SCM event; the information that would've been in this section is being omitted because it involved only the planning of SCR expo volunteers, and that is OBE [overcome by events/after-the-fact])*
 - The only other item concerning the SCM was that Running Zone had contracted GreenTown to handle the Recycling effort.
- I. January Social
- 2011 New Year's Fun Run/Walk Potluck Social
 - Sunday, January 2nd, 2011 – presented by SCR and DaddyUltraRuns
 - Run/Walk from the park at 6:30am then meet 8:00am at DaddyUltraRuns [602 Brevard Ave., Cocoa, FL 32922] for potluck breakfast; SCR providing coffee and juice.
 - Also, participants can bring a wrapped gift for a fun White Elephant gift exchange (re-gifting opportunity).
- J. Race Timing -- Upcoming Events
- Mo Johnson presented a proposed procedure for handling requests for SCR timing services (email and standard email boilerplate appended to the end of these minutes), and Cyndi Bergs passed out hard copies of the spreadsheet of upcoming SCR Race Timing events from Mo.
 1. 10/30/10 -- Fall Into Winter -- Cocoa Beach
 2. 11/11/10 -- BYSO Freedom 5K -- Melbourne
 3. 11/25/10 -- Art Festival/Turkey Trot -- Cocoa Beach
 4. 12/04/10 -- Reindeer Dash -- Viera
 5. 1/15/11 -- Sun n Fun Run -- Cape Canaveral
- K. Brevard Races before next meeting (11/16/10-12/20/10)
1. 11/20/10 (8:00am): Soar with the Eagles 5K – Apollo Elementary School – Titusville
 - **145 finishers (75 women, 70 men)**
 2. 11/20/10 (7:35am): VNA's Hustle for Home Health and Hospice 3.5-Mile Walk/Run – 1110 35th Lane – Vero Beach
 - **226 finishers (160 women, 66 men)**
 3. 11/20/10 (9:00am): Walk for Love – Avenue Viera – Viera
 4. 11/21/10 (8:00am): Space Coast Cancer Foundation 2-Mile Run/Walk – Chain of Lakes Park – Titusville
 5. 11/21/10 (6:00pm): Lightfest 5K – Wickham Park – Melbourne
 - **485 finishers (291 women, 194 men)**
 6. 11/25/10 (7:30am): Turkey Trot 5K – Baliwick Mall at Minuteman Causeway and Brevard Ave. – Cocoa Beach – Marlene
 - volunteers wanted to help coach other volunteers
 - 3 finish lines → 8 timers wanted
 - 425 already pre-registration → expecting 600+ runners
 - can borrow tables from Running Zone
 - Day-of-Race Registration 6:30am, Race Start 7:30am
 - Volunteers requested to be there at 7:00am
 - Registration and Timing: Cyndi, Tammy, Chris
 - **701 finishers (392 women, 309 men) + 36 teams of 4**
 7. 11/25/10 (8:30am): Suntree Turkey Trot 10K/5K – Suntree Country Club – Melbourne
 - **10K: 86 finishers (44 women, 42 men)**
 - **5K: 547 finishers (314 women, 233 men)**
 8. 11/25/10 (8:00am): Get up Gather Grove Give Thanks 3-Miler – Flutie Field – Melbourne Beach
 9. 11/27/10 (8:30am): Run to the Sun 4-Miler – Riverside Park – New Smyrna Beach
 10. 11/28/10 (6:15am): Space Coast Marathon Marathon/Half-Marathon – Riverside Park – Cocoa Village – SCR #4
 - **Marathon: 804 finishers (352 women, 452 men)**
 - **Half-Marathon: 1578 finishers (904 women, 674 men)**

- 11.12/04/10 (8:00am): Reindeer Dash 5K – Viera Regional Park – Viera
- 12.12/04/10 (9:30am): Parade Pacer 2-Miler – Edgewood Jr/Sr High School – Merritt Island
- 13.12/11/10 (8:00am): Reindeer Run 5K – Cherie Down Park – Cape Canaveral – SCR #5
- 14.12/12/10 (8:00am): Bayfront 5"K9" – Palm Bay Animal Clinic – Palm Bay
- 15.12/18/10 (7:00am): Ancient Oaks 100-Miler – Enchanted Forest – Titusville
- 16.12/18/10 (8:00am): YMCA Candy Cane 5K – Cocoa YMCA at BCC – Cocoa
- 17.12/18/10 (5:45pm): Jingle Bell 2-Miler – Satellite Beach Library – Satellite Beach
- 18.12/19/10 (7:45am): Star Kids Tri (ages 6-14) – Gleason Park – Indian Harbour Beach

L. Action Items:

- (from VII.B.) Carol to add Tammy's name as the contact and define benefits of each level of donation.
- (from VII.E.) Loran to update the SCR website to inform members the new meeting location schedule.

M. Summary of Motions

- (from III.) Dave made a motion to accept last month's minutes. Mo seconded. Motion passed

VIII. **Next Meeting:** Monday, December 20th, 2010, **Viera ProHealth**, @ 7:00 PM

IX. **Meeting Adjourned:** 8:40 PM

Notes from Mo Johnson concerning SCR Timing Services: (per 11/12/10 email)

PROPOSED PROCEDURE:

When we receive a request for timing services, I will send an email to the race director as in the attachment.

We will reserve the date.

The RD will be given a specific date (nominally 30 days) to provide both the Timing Services Agreement and COAI.

When we receive them we will commit to provide the services.

If we don't receive the Timing Services Agreement and the COAI by the specified date, I will advise the RD that SCR no longer is planning to provide the Services. (Depending on their reaction we can at our option provide additional time)

Problems encountered include:

Sending a statement that the race sponsor is insured (Not naming SCR)

Race Director on vacation

Effective date of COAI did not include the race date

Insurance agent could not be contacted

Mailed COAI to PO box (no copy to race director)

While none have been insurmountable, because of the closeness to the race date they require an excessive amount of coordination, hassle, and eventually will create a situation where SCR leaves a race with no timing, or we go ahead and do the timing without insurance coverage.

Standard Email Boilerplate for SCR Timing Services:

Hi [RD Name],

I have been advised that you are requesting Space Coast Runners to provide Timing Services for "Race Name", scheduled for mm/dd/yyyy.

In order for SCR to provide the requested services, your race must be insured, and that insurer must issue a "Certificate of Additional Insured (COAI)" naming Space Coast Runners.

Space Coast Runners will NOT confirm the planned Timing Services until we have received both the COAI and the Timing Services Agreement (Attached). These may be transmitted by Email, Fax, or Mail.

Email: TO: johnsonmr@acm.org

CC: cball1@cfl.rr.com

Fax: 321.783.9370

Mail: Space Coast Runners

C/O Morris Johnson

62 Danube River Drive

Cocoa Beach, FL

If the Timing Services Agreement and COAI are both received prior to mmddyy (normally 30 days), I will send a Confirmation Email which will indicate SCR's agreement to provide the Timing Services, and provide a contact point for the Timing Services for your event.

If the Timing Services Agreement and COAI are not received by (date), we will advise you that we are no longer planning to provide Timing Services for the "Race Name"

If I can be of any assistance, or if you no longer plan to use our services, please contact me:

Mo Johnson

johnsonmr@acm.org,

321.783.9370

321.698.2996 (Mobile)