

Helena Vigilante Runners

Board Meeting #54

Meeting Minutes

February 15, 2021

-- action items bolded below --

I. Call to Order

Patrick Judge called the 54th meeting of the Helena Vigilante Runners to order at 7:04 pm on February 15, 2021 using the Zoom video conference platform. Pat welcomed all attendees (listed below). There were no changes to the draft agenda.

II. Roll call:

All 15 board members were present (8 needed for a quorum):

Pat Judge, President
Jeff Thomas, Vice President
Sarah Urban, Secretary
Ann Seifert, Treasurer
Julie Ackerlund, Board Member
Jason Brown, Board Member
Sean Connolly, Board Member
Beau Downing, Board Member
Joel Harris, Board Member
Erik Makus, Board Member
Abigail McLane, Board Member
Ben Quinones, Board Member
Christy Stergar, Board Member
Emily Thiessen, Board Member
Jesse Zentz, Board Member

Guests:

Daniel Bridge, Member
Jennifer Wilhoit, Member

Guest Appearance:

Anders Harris – congrats to Joel & Emily!

III. Minutes

- Jeff Thomas moved that the minutes from 11/16/20 be adopted as written. Em Thiessen seconded the motion, and the motion passed unanimously.
- Jeff also noted that he had left a voicemail with Litt'l Johns inquiring about the bill for last year and never heard back. Treasurer Seifert suspects it was someone else's reservation (HVR had limited access to the track in 2020).

IV. Board Election Report

- Erik & Abby – The election went smoothly. Once again, no issues.
- Most people voted within the first 12 hours of the election – we probably don't need a full month-long process. On the other hand, some folks might appreciate the extra time, especially at the beginning of the year following the holidays. The group did not feel a pressing need to shorten it, and left it to the discretion of future election committees.
- Pat thanked this year's election committee, and expressed particular gratitude for the thorough post-election analysis (graphs, etc. circulated to the board). Pat also thanked all candidates & participants in the election. The board congratulated Ben Quinones on his victory, and welcomed him as the newest member of the board.

V. Officer Elections

Pat reported that all current officers had indicated an interest/willingness to continue. No others expressed an interest. Em moved that the current leadership team be re-elected. Abby seconded the motion, and the motion passed unanimously.

VI. Board Orientation (COI Policy, etc.)

Pat suggested postponing this item. The Conflict of Interest policy can be signed later in the year when the group meets in person. Pat did send some orientation materials to Ben. Pat also suggested postponing the traditional "Year-in-Review" report. The long list of canceled events was rather depressing, but the club did manage to host 42 workouts (21 Tuesday, 21 Thursday), achieve a record Year-End Balance, and notch a number of other noteworthy accomplishments.

VII. Financial & Membership Report

- Current Checkbook Balance: \$29,578.68 – confirmed by Ann
- Current Membership: 142 (140 RRCA Year-End RRCA) – confirmed by Julie
 - better than last year, and higher average donation as well
 - all-in-all, an impressive show of support during a pandemic!
 - Ann noted the track sign invoices did finally arrive late last year (\$1000 paid)
- The 2021 "Big Ask" effort was successful! Thank you Sean, and thank you BCBS! (Jesse says it's good that we make a single annual request, have low fees, etc.)
 - \$1,500 JOXC
 - \$1,000 HEAT Meet
 - \$500 ATR
 - \$500 Mount Helena
 - \$500 Sun Run
 - \$500 MT Cup
 - =====
 - \$4,500
- **Em will send a thank you note. Jesse will post one on Novas and Vig Facebook.**
- As a follow-up from last meeting, Pat & Erik proposed pro-rating membership dues for "off-cycle" members to get everyone on the same Dec 15 renewal schedule. During renewal season, runsignup will be toggled back to charging everyone the normal amounts (\$25, \$50, \$100), with all memberships expiring Dec 15 the next year. There were no objections using to this approach.

VIII. 2021 Budget

- Jesse noted that his BCBS employee match would "only" be about \$1600 this year.
The club is very grateful for this support!
- Beau Downing moved approval of the 2021 draft budget as presented (see below). Jesse seconded the motion, and the motion passed unanimously.
- Note that the starting balance is not today's balance, but rather year-end 2020.
(HVR operates on a calendar-year accounting basis)

IX. Governance Calendar

- Pat sent the current status to the board – we're pretty on top of things:
RRCA insurance, Form 990-N tax return, MT SOS corporate filing, etc.
- **Pat and Jesse will work on facility access for adult and youth workouts.**
Also, workouts will be designed to minimize Covid risk, with spacing, etc.
- **Swag (caps) will be distributed at Tuesday workouts in the coming months.**

X. Novas Report -- Jesse

- Today is one year since Novas last competed in track (Simplot) – great photos JZ!
- The plan is to have a **low-key elementary/middle school age program this spring.**
(Teaching schedules under Covid make things difficult for teacher-coaches.)
(Lori Smith and Mr. Zepeda are the middle school coaches.)
- Things will **ramp up in mid-May**, if facilities are available, after the HS season ends.
- Junior Olympics **State Meet** will be June 18-19 in Bozeman at Gallatin High School.
- **Regionals** will be at BYU, July 8-10.
- Novas now has 4 coaches with USATF Level 1 certification:
Jesse Zentz, Scott Todorovich, Mike Kaiser, Mike Kauffman
(more than any other youth club in the state!)
- Sarah – **Make sure registration emails make it through spam filters.**
- Beau – We should **provide reimbursement for legitimate coaching expenses.**
(especially if they make it through the end of the season)
USATF coaching certification, background checks, SafeSport fees, etc.
The board supported this idea – the least we can do!
- Jesse will be stepping back until the end of May when HS season is over.
Other Novas coaches will be taking over (Scott, Mike, and Mike).
- Anyone who is interested in helping is welcome (but needs to be SafeSport certified).

XI. Program and Event Reports -- most were canceled

- Track Workouts (Tuesday, 3/16/21) – **Pat will work with the schools and post the Tuesday workout schedule on the club website.**
- Trail Workouts (Thursday, 3/18/21) – **Beau will get Pat the trail run schedule.**
- HEAT Meet (Thursday, 5/27/21) – Sean:
 - End of March is the "Go / No Go" decision date.
 - At this time, only 250 total people allowed by the county.
 - We could have a limited registration, and allow just one parent per kid.
Ben: try to get parents to help out as volunteers to further reduce numbers.
 - East Helena may have track availability.
 - We have money to pay for rental fees.

- Governor's Cup (Saturday, 6/12/21) – Jesse
 - April 1 is the deadline to make the decision.
 - There is currently a 250-person event limit in Lewis & Clark County.
(unworkable at that level – Missoula & Bozeman struggling as well)
 - Working with both Jefferson and Lewis & Clark Counties.
 - Races could be cut from 4 to 2 (half marathon & half 10k) with a big time delay.
 - May have to go virtual, like the 12 days of Christmas race.
(very successful, and good practice for hosting a virtual event)
 - The Christmas race will likely be continued, as an in-person race.
- August Trail Race (Thursday, 8/19/21) – Pat
 - As a small-ish race, it can probably (hopefully) be accommodated.
- Mount Helena Run (Saturday, 9/18/21) – Beau
 - It should work with 100 people.
 - It may need some adjustment or waves.
 - May go "cupless" this year and provide collapsible cups.
(reduce Covid risk AND environmental footprint of our events)
(Em has a lot of ideas about this – discuss at a future meeting)
- Sun Run (Saturday, 10/2/21) -- Joel
 - Currently nothing to report. Wait and see how things develop.
- MT Cup (Saturday, 10/30/21, Butte) – Pat
 - WEBSITE FEEDBACK:
 - Definitely an improvement.
 - Erik provided feedback via email. **Pat will get these to the web developer.**
 - **Jeff Comments:**
 - Homepage photo should show a compliant race with correct jerseys
(switch that photo with the Rules page photo, MC 2015)
 - Homepage photos for both men and women
 - The rules need to be updated (substance and formatting)
- JOXC State (Saturday, 11/6/21) – Jesse
 - Currently nothing to report. Wait and see how things develop.
- Community Night(s)?
 - Hold off for now. Wait and see how things develop.

XII. Closing Items

- Other Announcements & “Round Robin” Session
 - Jesse – Diamond City Mountain Relay July 9-10 – **Vig should have a team!**
- Next Meeting Date – Monday, May 17, 2021
- Adjournment – 8:30

Minutes prepared by Sarah Urban and Patrick Judge.

DRAFT HVR BUDGET (2/6/21)

STARTING CHECKBOOK BALANCE	\$30,164.38
Event & Program Proceeds	
HEAT Meet (2019 actual, includes \$1000 BCBS)	\$1,900.00
August Trail Race (2019 actual, includes \$500 BCBS)	\$1,700.00
Mount Helena Run (2019 actual, includes \$500 BCBS)	\$2,933.00
Sun Run (2019 actual RACE INCOME, includes \$500 BCBS)	\$3,429.17
Montana Cup (20 riders x \$25 + \$500 BCBS)	\$1,000.00
JOXC / Fall Classic (2019 actual, includes \$1500 BCBS)	\$3,150.00
Novas Youth XC & Track (estimate)	\$10,000.00
Contributions & Other Income	
Memberships (2020 actual)	\$6,631.59
SECGC (2020 actual)	\$381.17
TOTAL INCOME (keep under \$50,000!)	\$31,124.93
Event / Program Expenses	
HEAT Meet (matched to income)	-\$1,900.00
August Trail Race Expenses (2019 actual)	-\$313.83
August Trail Race High School Contributions (2019 actual)	-\$1,200.00
Mount Helena Run (matched to income)	-\$2,933.00
Helena Sun Run (matched to income)	-\$3,429.17
Montana Cup (2019 actual)	-\$1,744.00
Montana Cup Website Project	-\$1,000.00
JOXC / Fall Classic (2019 actual)	-\$1,751.65
Novas Youth XC & Track Operating Costs (matched to income)	-\$9,880.11
General & Administrative Expenses	
Advertising (Track Signs -- 2 x \$500 annual)	-\$1,000.00
RRCA Membership & Insurance (2019 actual)	-\$760.49
Porta-John for the Track (\$93 x 6 mo.)	-\$558.00
MT SOS Corporate Filing Fee (2020 actual)	-\$20.00
Volunteer Recognition (Two Awards)	-\$60.00
Web & Listserv Expenses (including MT Cup - 2019 actual)	-\$406.27
Office (PO Box, Postage, etc. - 2019 actual)	-\$260.13
Promotional Swag (2020 actual)	-\$1,620.00
Promotional: 200 Stickers (2019 actual)	-\$234.00
Brochures, Business Cards, Thank You Cards (2019 actual)	-\$298.95
SECGC Application (2020 actual)	-\$40.00
Facility Permit Fees (2020 actual)	-\$60.00
Equipment (including Novas - 2020 actual)	-\$1,000.02
Fundraising Expense (2019 actual)	-\$111.06
TOTAL EXPENSES	-\$30,580.68
NET PROFIT	\$544.25
BALANCE	\$30,708.63