

Helena Vigilante Runners
Board Meeting #65 – Special Meeting
Meeting Minutes
October 9, 2023

-- action items bolded below --

I. Call to Order

Patrick Judge called the 65th meeting of the HVR Board of Directors to order at 7:02 pm on October 9, 2023 at “Vig World HQ” (107 W Lawrence, 2nd floor conference room).

II. Roll call:

The following board members were present (8 needed for a quorum):

Pat Judge, President
Jeff Thomas, Vice President
Michael French, Board Member
Joel Harris, Board Member
Mike Kaiser, Board Member
Erik Makus, Board Member
Abigail McLane, Board Member
Ben Quiñones, Board Member
Christy Stergar, Board Member
Emily Thiessen, Board Member
Cara Uribe, Board Member
Jesse Zentz, Board Member

Regrets:

Sarah Urban, Secretary
Ann Seifert, Treasurer
Mitch Young, Board Member

Guests:

Dave Stergar

III. Revised Budget

Em Thiessen moved adoption of Pat's proposed budget revisions, with the addition of \$1,000 for end-of-year social event(s). Jeff Thomas seconded the motion, and the motion passed unanimously. See Appendix 1 below.

IV. Membership Appeal Letter

Michael French volunteered to **author this year's fundraising appeal letter**. We typically launch our membership renewal drive shortly after the Montana Cup, so it can conclude by December 15 (ahead of the holidays).

Consensus was to stick with the current dues structure (\$25 Individual, \$50 Medalist, \$100 Champion). Other amounts (if desired by members) can be accommodated individually.

V. Work Session for Montana Cup

- site map (added to the website, do we need a better version?)
 - Erik thinks the current version is fine
 - **we do need to also have a zoom-in map showing start/finish & arena areas**
- course
 - Erik thinks we could finish in the grassy, former start area
or perhaps further up the dirt path
 - we might be slightly short of 5k currently, so this might help
 - look at it again during course preview day (distance proved accurate)
- equipment (rentals, etc.)
 - **Ben thinks he can accommodate the transport of tables & chairs
but will let us know if he needs assistance**
 - **Michael will make a sign for the entrance to Clausen Road**
 - **Em would like to order balloons (in MT Cup colors) for that location**
 - Michael will also ask Ray about how to notify the neighbors ahead of time
Ben suggested some signs before race day
(Michael prepared mail box flyers)
- **Elaine signs** (materials have been ordered)
 - 1) Welcome to the MT Cup!
Check-In, Awards Banquet, Kids Korral here
 - 2) Steep Drop Ahead!
 - 3) Watch Out for Waterbars! (and place cones there)
 - 4) Two-Way Traffic – Stay to Your Left (2)
 - 5) Rough Footing!
 - 6-7) course maps (one for the arena, one for the start/finish area)
 - 8-9) competitor information (schedule, rules, etc.)
 - 10-12) spirit signs?
- Sandwich Board signs
 - Jeff – No Parking on Road (2-3 signs)
 - Pat – 18 Vig sandwich boards for kilometer, mile, and directional markings
may have Allegra make us new signs (ours are getting ratty – done!)
- food & drink
 - Em – "meal ticket registration deadline is 10/23/23"
Pat will send out that message to prompt early entries (done!)
(but doesn't think we should actually enforce it)
remember to include volunteers in our count!
 - Em – **will organize light snacks just for volunteers**
 - Jeff – **will touch base with 1889 coffee again to see if same deadline works**
 - Pat – **will bring plenty of water for arena area & start/finish area
lemonade would be a nice addition too!**
 - Christy – it might be useful to have a big cooler of ice too – **she will bring it**
- promotion
 - we're right on track with last year's registration rate!
they ended with 268 and had 230 finishers
 - weekly facebook boosts are going well
 - two emails have also been sent to former competitors, and more planned

(especially the day-before informational email)

- several emails have also been sent to team captains
- bibs / Ms & Js
 - custom bibs should have arrived in Missoula – need to be picked up (done!)
 - Mike has ordered Ms & Js from Allegra – need to be picked up (done!)
- jersey loaner experiment
 - most people will be good about returning them, but we will tally the "shrink"
 - Jeff will make multiple announcements reminding people
 - need to figure out a way for folks to purchase them if they want
 - 1) cash box
 - 2) set up a Vig Venmo account, with QR code (not needed)
 - 3) set up a donation portal on RunSignUp (done!)
- media strategy (post-race write-up, etc.)
 - David Curd has submitted a draft article to the IR
 - Pat may send out an additional media release, and will do the post-race write-up (skipped, delegated to Joel & Jesse)
- volunteers (parking, check-in, jerseys, course guards, food)
 - No packets – just 3 items to pick-up: bib, M/J (if needed), jersey (if needed)
 - Other information on signs & announced
- announcer notes
 - thank you to Ray Zinn, BCBS (sponsor), partners & volunteers
 - event schedule (11:45 National Anthem, 12:00, 1:00, 2:00)
 - rules (no alcohol, tobacco, dogs)
 - cautions (steep descent, waterbars, rough grass)
 - return your loaner jerseys!
 - trivia / fun facts
- back-up course (in case of heavy snow)
 - consensus is we won't need it and should commit to current course (ha!)
- recruiting
 - (did an EXCELLENT job, with 113 Helena registrants! 265 total)
- what are we forgetting?
 - Day-before set-up will occur **12:00 - 5:00**
 - **need to figure out some combination of hand wagons, ATV, etc. to transport signs & cones to-and-from the course (actually, most of it is accessible with normal truck)**
 - **Erik suggests doing some minor course grooming the day before (remove pinecones, rake, level holes with shovel, etc.)**
 - **Pat needs to figure out a starting alley strategy (done! colored cones)**
 - **Em & Abigail will organize a "Kid's Korral" day care**
 - **Michael will alert Ray that most runners will arrive around 11:00 race day AND that some teams will likely erect tents near the finish line**
 - **Michael suggests increasing parking staff (4-6)**
 - **consensus for 6 porta-johns near start/finish & 4 at the arena**

VI. Closing Items, Other Announcements & “Round Robin” Session

- Round Robin

- Next Meeting Date – November 20, 2023
 - Adjourn – 8:11 pm
- Minutes prepared by Patrick Judge in Secretary Urban's absence.**

VII. Appendix 1: Revised Budget

2023 HVR BUDGET

	Adopted (10/9)
STARTING CHECKBOOK BALANCE	\$51,458.61
Event & Program Proceeds	
HEAT Meet (2022 actual, includes \$1000 BCBS)	\$2,000.00
Augúst Trail Race (2022 actual, includes \$500 BCBS)	\$3,327.50
Mount Helena Run (2022 actual, includes \$500 BCBS)	\$4,273.50
Sun Run (revised estimate)	\$10,000.00
Montana Cup Hosting Income (2015 actual, 2023 budget)	\$7,690.00
JOXC / Fall Classic (revised estimate)	\$2,300.00
Novas Youth XC & Track (revised estimate)	\$40,638.50
Contributions & Other Income	
Memberships & Contributions (revised estimate)	\$11,604.17
SECGC (2022 actual)	\$87.63
TOTAL INCOME	\$81,921.30
Event / Program Expenses	
HEAT Meet (matched to income)	\$2,068.24
Augúst Trail Race Expenses (2022 actual + \$20 PPLT)	\$1,066.00
Augúst Trail Race High School Contributions (2022 actual)	\$2,400.00
Mount Helena Run (matched to income)	\$2,104.36
Helena Sun Run (revised estimate)	\$10,000.00
Montana Cup Hosting Expenses (revised estimate)	\$10,000.00
JOXC / Fall Classic (revised estimate)	\$2,200.00
Novas Youth XC & Track Operating Costs (revised estimate)	\$38,601.69
Montana Women's Triathlon	\$5,000.00
General & Administrative Expenses	
Board Expenses (election software)	\$49.00
Advertising (Track Signs, 2 x \$500 annual)	\$1,000.00
RRCA Membership & Insurance (2022 actual)	\$895.84
Porta-John for the Track (\$93 x 6 mo, May-Oct)	\$558.00
MT SOS Corporate Filing Fee (2022 actual)	\$20.00
Awards (2022 actual)	\$60.00
Web & Listserv Expenses (2022 actual, including MT Cup)	\$452.98
Office (PO Box, Postage, etc., 2022 actual)	\$176.00
Promotional Swag (revised estimate)	\$3,500.00
SECGC Application Fee (2022 actual)	\$40.00
Facility Permit Fees - Tuesday at Noon (2022 actual)	\$55.00
Equipment & Supplies (including Novas - 2020 actual), 2 x AED in 2023	\$4,000.00
QuickBooks Subscription (2022 actual)	\$183.00
Tax Forms	\$3.49
Speaking of Running	\$100.00
Social Event(s)	\$1,000.00
TOTAL EXPENSES	\$85,533.60
NET PROFIT	-\$3,612.30
BALANCE	\$47,846.31

VIII. Addendum

- On October 26, in light of a significant weather event (~18 inches of snow + very cold temps predicted), the board decided (via email) to cancel this year's Montana Cup and instead host the race on November 2, 2024. There were no dissenting votes.
- On October 31, the board voted unanimously (via email) to host its 2023 end-of-year gathering at the Broadwater Hot Springs meeting space on December 1st from 5:00-8:00 pm. The event will be potluck style, with members bringing food and non-alcoholic drinks. HVR will provide each adult a ticket for one alcoholic beverage (beer/wine). Additional drinks may be purchased on a cash-basis from the bartender.
- On November 1, the board approved (via email) the End-of-Year Membership Drive appeal letter written by Michael French, with 10 affirmative votes from French, Judge, Kaiser, McLane, Quiñones, Stergar, Thiessen, Thomas, Urban, and Young, and no dissenting votes.