



UTICA ROADRUNNERS BUSINESS MEETING

Monday, January 13, 2024 6:15 pm, Boilermaker Headquarters

Board Attendance: Melissa Barlett, James Kuny, Andrew Rubino, Andy Hartnett, Frank Vellone, David Dietz, Tommy Carlson, Lauren Culyer, Erik Winberg, Phil Trzcinski

Meeting called to order at: 6:20pm

Motion to accept minutes from last meeting: 1st D. Dietz 2nd T. Carlson

INITIAL BUSINESS

- Race Director Meeting - January 29 at 5:30pm @ Boilermaker Headquarters
 - About: Networking event and keeping in the loop with other race directors
 - Agenda: 5:30pm food and networking, 6pm start with regular business
 - Food suggestions: Price Chopper sub tray, salads - South Utica, Melissa volunteered to pick up food; Andrew will pick up drinks from Saranac
 - 20 have RSVP'ed so far; picking up food for 40 people
 - All the running groups and race directors come and discuss what they do and what resources are available, Syracuse Half, Nate Race, Sneaker Store, USA Racing, all clubs who are a part of the club cup invited and hopefully attending
- Checking UR Email – Name who should have access. Name main manager.
 - Gmail does not seem to be being checked regularly
 - In the past this has been responsibility of the treasurer
 - Current access - Andrew, Melissa, James
 - David said that with purchase of website we might have access to @uticaroadrunners email address, we can explore this further
 - Dual authentication required for logging in to emails, is an access challenge
 - At minimum would like email checked once per week
 - James agrees to sign in to check at least once weekly once he and Melissa set up the two factor authentication so he can access from his device

COMMITTEE REPORTS

- **Activities & Events – Erik Winberg**
 - **Races**
 - **Four Race Challenge - Andrew Rubino**
 - currently 20 signed up
 - Closes March 1st
 - Keep pushing, this is the lowest price to participate in all races of the four race challenge

- Group runs currently continuing from Forte at 8:30am Saturdays
 - BTP start date and location: Saturday March 1st, hoping for Family Fitness Mill, working on confirming. If unable to organize, might go back to Accelerate. May also consider using Forte as starting place. Erik working out final logistics and will have update in February
 - Looking for assistance for the Boilermaker Training Program, another set of hands consistently is really helpful. Lauren suggests reaching out to membership.
 - Boilermaker Expo table and volunteers
 - <https://kesslerpromotions.com/vendors>
 - No updates
 - Grand Prix - Gary LaShure
 - Need to determine the date which people need to be members in order to participate in the Grand Prix (possibly need to be members by end of January?)
 - Andy will check the handbook to confirm the date so reminders can be made by email and Facebook
 - CNY Running Club Cup - James Kuny
 - Club reps should be attending the upcoming Race Directors meeting at the end of the month
 - Cliff's Gift Card
 - Woodsmen's Run
 - Did Elizabeth Miller receive her card? Still in progress
 - Development Runs - Ashley Mancini
 - No updates
 - Erik will reach out to her to determine a start date and ask what her thoughts are on the upcoming season
 - Youth XC Training Program - Nate Getman & Abbie Sutliff
 - No report
- Activities - Ongoing
 - Volunteers - Rebecca LaPorte
 - Approximately 8 people getting red jackets -concern if Rayon is part of jacket materials; should be same jacket is a couple years ago which is polyester
 - Things due soon, will do final push
 - Jenna will person with Rayon concern before jacket ordering but anticipate it will not be an issue
 - Social - Melissa Barlett & Rebecca LaPorte
 - Delta Lake Inn Brunch Run - Rubino, Carlson, Lynskey
 - February 9th
 - Runs before the brunch starting at 9am
 - Brunch from 11am-2pm - cost \$30
 - All Clubs were invited - current RSVP? 6 total but interest on the Facebook group. Interest is in 5k and 10k but not half marathon at this time

- Keep spreading the word, we will also mention at the race directors meeting
 - Members meet up at Stride Coffee after Saturday morning run during BTP off season, seems to be fairly consistent attendance
 - February 21st Happy Hour at The Bunker - golf simulator 6 rooms, additional cost for that. They have a bar. Melissa will reach out to them for potential happy hour partnership. Will provide update in Feb, likely won't pay for golf experience but may contribute drinks.
 - Proposed March 19th Trivia at Grow (Tentative) - suggestion to buy and bring food instead of comping drinks for members. Maybe sub trays from Price Chopper
 - Banquet and Awards - Jenna Stefka/Melissa Barlett
 - March 8th, 2025 Club Monarch 6pm-10pm
 - Award nominations due January 15th
 - Awards committee will be reviewing all information after the deadline
 - Reminder to please nominate for awards
 - Community Partner and Hall of Fame in particular need nominations
 - Need to be member by end of January to get an award
 - Recognition of sponsors will also occur at the banquet
 - Racing team/Captains - Andrew Hartnett
 - 1/26/2025 - Chilly Chili 5K - Andy - carpool being organized and meeting at Meiers Creek after
 - 3/8/2025 - Tipperary Hill Shamrock Run - Andy
 - 3/23/2025 - Syracuse Half Marathon - Tommy
 - 5/4/2025 - Mountain Goat Run (Member Discount) - Andy
 - Brookfield Classic - Travis
- UR Supported Events
 - **Tunnel to Towers Utica 5k** - Phil Trzcinski/Alex Gonzalez
 - August 17, 2025
 - Starting preliminary stuff, shooting for 2k participants
 - No additional updates
 - **Trenton Fish and Game Club Trail Run-Rob Kapfer**
 - August 3, 2025
 - Erik will reach out to Rob and provide update at Feb. meeting
 - **Grateful for Graham 5k** - Amanda Robertello
 - Saturday May 3 on the Rayhill Trail
 - Reviewed feedback that the turn around point was a little bit crowded last year, Phil reports they are contemplating a wave start. Likely too late to change location but appreciates the feedback
- Committees
 - Diversity Committee - Melissa Barlett/Michelle Truett
 - On Hold no updates
 - Blood Drive - Andrew Rubino
 - MLK JR Day, Monday January 20, 2025
 - Give away pint glasses and shirts
 - Will be at the American legion in North Utica starting 12:30-5:30pm

- 8 Donors scheduled so far - lots of spots open, spread the word! Walk ins welcome!

- **Administration & Finance – Melissa Barlett**

- Financial - James Kuny

- Report submitted - currently missing \$9, investigating and will provide update
- Bank of Utica Check - Rubino will let bank know it was received
- Updates names on account - removing Rebecca and adding Erik
- There are a few outstanding invoices - Leone Timing and a few others. Will reach out to Travis to see if there are checks that were written or not
- Travis also will pass over the bank login information; James will work on getting that fixed at the bank
- Melissa will work on getting to the bank this week to reset the log in information
- There was a check for compensation that needs additional details - James will connect with Melissa to update the information for the finance report
- Budget meeting - pick date, location Tuesday 5:30pm-6:30pm in person at Babes. Inviting board and those with budget line. Andrew will propose some dates via email.

- Merchandise - Frank Vellone

- Coordination needed between Sneaker Store and USA Racing to stock UR Gear
- Option 1: Set up online store with USA Racing - if we got an order of 100 singlets can get cost per singlet down significantly. Unsure how we would select sizes and unisex vs gendered singlets to bulk order.
- Of note, online store route may delay an order vs. ordering in bulk
- Melissa recommends doing a store of things to print on demand
- Stocking custom items has 50 piece minimum
- Trying to get ahold of Josh at the Sneaker Store, Frank working on getting there this Wednesday to connect. Ben at Sneaker Store reported likely can get a good display spot in the store
- Phil also notes that A&P masterimages has also worked on other projects through RunSignUp or their own store for custom ordering and pick up at the event. Might be less for us to manage
- Melissa will connect with A&P when ordering banquet patches
- Additional Updates?
- Any Updates to prices below?

■ singlets (\$30)	■ hats (\$15) - dropping price to \$10
■ cow bells (\$3)	■ hoodie (\$40) - dropping price to \$20
■ blankets (\$25)	■ Can work to sell extra merch at various events - blood drive, banquet, brunch, SOS pickup

- tshirts (\$5)

- Equipment and Rental - Phil Trzcinski

- Padlock - Melissa still has the backup key to current lock, new lock in progress. When we get the new lock new board members will be added. Phil gave overview of lock, purpose, and how to use
 - Bullhorn - Phil plans to order this week
 - Rebekah Hedeem requested to borrow clock for May 17 - MMRI Lupus Race/Walk - is there an official process? Clock available at this time, she will be allowed to borrow. Rebecca will ensure connection to clock and make sure it's borrowed and back in a timeline that will not affect Wednesday Development Runs.
- Membership - Rebecca LaPorte
 - # members currently 327 down from 345 this time last year
 - 2 year membership in effect - feedback? Being utilized but exact numbers are unknown
- Webpage/Race Calendar - Melissa Barlett & Andy Hartnett
 - Add Board bios by next Feb - Rubino will send a template
 - If you notice something is out of date let Melissa and Andy know
 - Melissa will be updating her SOS page
 - Award nomination page has a form from 2022 that needs to be taken down - Melissa will check on this.
 - Will update four race challenge link
 - Send headshots to Andrew for updates to Board Member Bios and complete the template so the webpage can be updated by the next meeting
 - Will update the race calendar after the Race Directors meeting when all dates of upcoming races are collected and update accordingly
- Facebook & PR - Andy Hartnett
 - Facebook is running well
 - Melissa needs reimbursement for paid Facebook ads and boosts, will complete based on provided receipts
- Newsletter
 - deadline is 20th of each month - have been keeping up better with the timing
 - Michelle emailed SpliTimes procedure email
 - Nominate members for profiles - let George know; suggestions on who might be willing to fill out the profiles were made and will be reached out to. Reminder if you want to be profiled as a board member fill out the form and send to George. Will also include that info for members in the next newsletter. Profile information will also be shared on Facebook
 - David inquired if we highlight members on social media - club cup, Cliff's winners, results. We do not necessarily have a formal process
- Clubs & Organizations Liaisons - Melissa Barlett/Erik Winberg (USATF and RRCA)
 - RRCA Conference is April 24 – 27, 2025 Minneapolis, MN - any interest in attending this conference? Previously did fundraising events to raise money to help send someone to the conference. If you know someone interested and available to attend let Andrew know
 - Erik will work on updating USATF things

- We are up to date on RRCA for 2025
- Sponsorship - David Dietz
 - David working on connecting with Nimey's to provide information on sponsorship
 - DFAS has volunteered as in kind sponsorship for Falling Leaves
 - If you have a business interested in sponsoring please see David
 - If you know any organization or business who would like to help with volunteering please connect with David and Rebecca, in-kind help is helpful!
 - Cliff's Fuel Cards for Club Cup 2025 - Rubino working on
 - First Source Sponsorship - David has provided preliminary information but no updates yet
 - We now have a better version of sponsorship information - David will send digitally to all board members so we have it available
 - Check with David before reaching out to anyone to prevent duplication of efforts, he will track outreach efforts

OLD BUSINESS:

- Continue discuss of marketing materials, recognition, banners, etc for sponsors levels. Discussed under David's report
 - David will be sending out the final table to the group and let David know who you are reaching out to

NEW BUSINESS:

- Announcements
 - We received Christmas cards to pass around

Meeting adjourned at 8:14pm L. Culyer 1st P. Trzcinski 2nd

Next Meeting: February 10, 2025 at 6:15 at Boilermaker Headquarters

Future meeting dates:

March 10, 2025; April 14, 2025; May 12, 2025; June 9, 2025; July 14, 2025*; August 11, 2025; September 8, 2025; October 13, 2025; November 10, 2025; December 8, 2025