

Chattanooga Track Club
July Board Meeting
July 14, 2009

Charlene called the meeting to order. Members present included: Charlene Simmons, President, Sherilyn Johnson, Vice-President/ President-Elect, Ken Radley, Vice President of Races Committee, Lanise Hutchins, Vice President of Communications Committee, Kathy Fulton, Vice President of Membership Committee, Tim Holmes, CPA, Treasurer, Beth Ford, Secretary, and James Williams, Past President.

Directors with one year remaining on their term of service: Edwina Cohen, Bill Moran, and Theresa Sameulian. (Absent were Butch Cooke and Peter Murphy.)

Directors with two years remaining on their term of service: Flash Cunningham and Walt Sinor. (Absent were Lisa Barrett and Oliver Trimiew.)

Other Club Members present: Bill Brock, Doug Roselle, and Blaine Reese.

June 2009 Meeting Minutes and Financials

Charlene explained that \$322.00 cost for Insurance- Equipment, found under Operating Expenses, was for chip timing equipment and that Dues and Subscription fees was a late penalty to renew the club's USTAF membership. Waterfront Triathlon June 09 CTC Expenses are what the CTC is liable for but the CTC will be reimbursed for the Team Magic Expenses. Tim explained that the Jan-Jun 09 Payroll Expenses are negative because the IRS issued a refund. Theresa requested that we look into purchasing another CD since the checking balance was positive. Charlene will look into this and discuss at next meeting. With no further discussion, Flash motioned to approve the minutes and financials with Bill seconding the motion. Nine members present voted unanimously in agreement.

Review of Outstanding Invoices

Charlene mentioned that most races take several months to pay their invoices. The most outstanding invoice was the High Heel Race from 11/16/08. The director moved out of town without paying several repeat billings. Walt suggested we review signed contract and continue to attempt to collect \$584.00 delinquent balance. James and Bill recommended advance payments when collections are possibly an issue. This would not include the Chickamauga Chase. Charlene stated that even though they are one year behind, they have always paid their outstanding invoices.

Strategic Plan- Goals and Activities Review

James recommended removal of corporate employee programs but Lanise felt that this remained an important immediate goal. Several other suggestions were made for edits throughout the draft. Charlene will make the suggested edits the draft and board members will review again at August 2009 meeting.

Review of CTC by-laws

Charlene suggested that "Program Committee" be deleted because it is now the Membership Committee. It was suggested that rules need to be made regarding spending the endowment funds. Tim said he would check to ensure that the state of Tennessee will not require submitting a new charter if the original by-laws for the non-profit foundation changes. Charlene stated a final draft should be completed by the January banquet for members to vote approval.

July/August tasks for committee meetings

Charlene reminded members to begin to think of nominees to prepare ballots for 2010 November elections.

Other business

Bill stated he has the CTC banner.

Sherilyn needs an additional 10' X 15' storage for various equipment. Charlene will see if free storage is available and if not, she will have members vote in August for funds to purchase additional storage.

Flash questioned if funds were available to replace the blue broken pop-up tent which will cost approximately \$200-400. This will be addressed in August.

Bill Brock stated the July Waterfront Triathlon could net possibly up to \$15,000 in profits. He states \$13,100 of Triathlon sponsors were in cash, with approximately \$56,000 in additional donated services. Approximately 1170 of 1270 registered racers were present on race day. They feel they have reached the maximum number of participants for this location but he stated they could possibly increase profits and services with additional quality sponsorships.

Lanise requested information from the triathlon be submitted for the next Jogging Around. She also offered to promote CTC membership and races at the Minority Health Fair, at Eastgate Mall on 8/15/09. She is managing the Jogging Around and will have three issues published August, October and December.

Flash states volunteers are requesting a training date for RunScore. Charlene will work on future date because several races are on the same day and additional trainees are needed.

As no further issues were discussed, Bill Moran motioned that the meeting be adjourned.

Theresa seconded the motion and 12 members present agreed unanimously to close.

Next Meeting: August 11, 2009

Respectfully submitted,
Sarah E. Ford
CTC Secretary

**Chattanooga Track Club
July Communications Committee Meeting
July 15th**

Members present – Lanise Hutchins, Lisa Barrett, Edwina Cohen, Charlene Simmons

Topics discussed:

- August issue of JA – deadline August 1st
- Updating the CTC Web site
- Coordinating info between the Web site & e-news

**Chattanooga Track Club
July Membership Committee Meeting
July 30th, 2009**

Members present - Walt Sinor, Kathy Fulton, and Charlene Simmons

Topics discussed:

- Lookouts Game plans finalized
- Future need for membership card
- Need for some type of welcome letter for joining new members joining throughout the year

**Chattanooga Track Club
August Races Committee Meeting
August 4, 2009**

Present: Ken Radley, Sherilyn Johnson, Theresa Samuelian, Bill Moran, Rick & Jean (Symphony Classic)

Races Discussed:

Scenic City Half - Bill needs to change the registration process and is investigating other systems.

Symphony Classic – Interested in using the equipment and Runscore but needs to discuss the contract with the guild. Discussed ways to promote the event.

Committee Discussed:

Battle for Chattanooga

This is a proposal to the Board concerning the Battle for Chattanooga. The races for selection are run on a military-themed venue. The committee selected five races for consideration and proposes that three are selected for the first year and each subsequent year, one race is rotated off and another one is added. Bill Moran will develop a matrix to track this process. The races for selection are: Marathon, Chickamauga Chase (15K), Missionary Ridge, King of the Mountain and Wauhatchie Trail. There will be three categories (Overall M & F, Masters M & F, Grandmasters M & F) and the participant with the least total time will be considered the winner in each category. Awards will be presented at the last race.

2010 Race Directors

The race committee believes that a fee should be made available to race directors and will develop a training program. The training program will be provided to potential people interested in becoming a race director. Events that will need a director are: Marathon, Chattanooga Chase, Riverbend, and Raccoon Mountain. Bill thought that perhaps Joey Howe might be interested in Chattanooga Chase and Sherilyn was going to contact Tammy Sitton about the Riverbend. Ken Radley is considering the Marathon. Theresa was going to see if Melodie Thompson would be interested in Raccoon Mountain.

Next meeting is September 1, 2009, with the location of meeting changing

Chattanooga Track Club
Balance Sheet
As of July 31, 2009

	<u>Jul 31, 09</u>
ASSETS	
Current Assets	
Checking/Savings	
First TN CD - Add On	29,294.75
First TN Checking	17,149.80
Total Checking/Savings	<u>46,444.55</u>
Total Current Assets	46,444.55
Fixed Assets	
Equipment	40,721.31
Total Fixed Assets	40,721.31
Other Assets	
Endowment Fund - Est. 7/05/05	3,967.96
Total Other Assets	<u>3,967.96</u>
TOTAL ASSETS	<u>91,133.82</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
OROS Fees Payable	5.00
Total Other Current Liabilities	<u>5.00</u>
Total Current Liabilities	<u>5.00</u>
Total Liabilities	5.00
Equity	
Retained Earnings	76,447.96
Net Income	14,680.86
Total Equity	<u>91,128.82</u>
TOTAL LIABILITIES & EQUITY	<u>91,133.82</u>

7:33 AM
 08/04/09
 Cash Basis

Chattanooga Track Club
Profit & Loss YTD Comparison
 July 2009

	Jul 09	Jan - Jul 09
Ordinary Income/Expense		
Income		
Charity Checks - Half Marathon	0.00	1,000.00
Picnic Income	9.00	9.00
Endowment Fund Received	25.00	644.00
Promotional Item Sales	0.00	25.00
Donations	0.00	2,053.00
Membership Dues		
Individual & Families	438.00	7,088.00
Donor Family	0.00	1,050.00
Donor Individual	50.00	350.00
Corporate Membership	0.00	224.00
Membership Dues - Other	0.00	24.00
Total Membership Dues	488.00	8,736.00
Interest Income	0.00	105.75
Equipment Rental	2,527.47	5,465.67
Jogging Around		
JA Inserts	0.00	60.00
JA Advertising	0.00	1,190.00
Total Jogging Around	0.00	1,250.00
Banquet Income	0.00	2,076.00
CTC Race Receipts		
Expo Income		
Triathlon Expo Income	900.00	2,650.00
Total Expo Income	900.00	2,650.00
Triathlon Other Income	100.00	200.00
Race entry fees		
Half Marathon	0.00	22,130.92
Junior Marathon	95.00	230.00
Chattanooga Chase	0.00	4,088.50
Market Street Mile	0.00	1,180.00
Chick Marathon	6,385.00	17,080.00
Raccoon Mtn	228.00	228.00
Total Race entry fees	6,708.00	44,937.42
Race Sponsorships		
Youth Cross Country	0.00	500.00
Half Marathon	0.00	1,942.00
Jr. Marathon	2,000.00	2,000.00
Waterfront Triathlon	7,500.00	10,750.00
Chickamauga Marathon	0.00	2,100.00
Total Race Sponsorships	9,500.00	17,292.00
Total CTC Race Receipts	17,208.00	65,079.42

7:33 AM
 08/04/09
 Cash Basis

Chattanooga Track Club
Profit & Loss YTD Comparison
 July 2009

	Jul 09	Jan - Jul 09
Race Management fees \$2/Runner		
65 Roses Run	0.00	586.00
Chickamauga Chase	594.20	1,476.00
Karen Lawrence Run	0.00	608.00
Riverbend Run	3,613.00	3,613.00
	4,207.20	6,283.00
Total Race Management fees \$2/Runner		
	4,207.20	6,283.00
Total Income	24,464.67	92,726.84
Expense		
Authorize.Net Expenses	0.00	601.27
Race Director Fees		
Riverbend Run	0.00	0.00
Race Director Fees - Other	0.00	0.00
	0.00	0.00
Total Race Director Fees	0.00	0.00
Miscellaneous Race Expenses		
Race Supplies	0.00	85.45
Equipment Repairs/Purchases		
Equipment repairs	0.00	200.00
	0.00	200.00
Total Equipment Repairs/Purchases	0.00	200.00
Promotional Products	0.00	1,070.00
Equipment Manager	300.00	2,100.00
	300.00	3,455.45
Total Miscellaneous Race Expenses	300.00	3,455.45
Meetings & Events		
1st Qtr - Banquet	0.00	4,000.56
3rd Qtr - Picnic	0.00	795.35
	0.00	4,795.91
Total Meetings & Events	0.00	4,795.91
Operating Expenses		
Board Expense	0.00	45.00
Insurance - Equipment	0.00	322.00
Gains/Losses Endowment Fund	0.00	-354.35
Merchant Fees	0.00	19.95
PayPal Fees	20.51	259.14
Contract Labor	756.00	5,029.50
Marketing & Advertising	0.00	875.00
RRCA Convention	0.00	847.16
Mileage	0.00	269.66
Charitable Contribution	0.00	100.00
Payroll Expenses	0.00	-56.46
Administrative Supplies	141.33	141.33
Bank Service Charges	0.00	23.95
Dues & Subscriptions	0.00	150.00
Internet expense		
Website Maintenance Improvement	52.26	1,249.76
	52.26	1,249.76
Total Internet expense	52.26	1,249.76

7:33 AM
08/04/09
Cash Basis

Chattanooga Track Club
Profit & Loss YTD Comparison
July 2009

	<u>Jul 09</u>	<u>Jan - Jul 09</u>
Jogging Around Expense		
Contract Labor	0.00	640.00
Total Jogging Around Expense	0.00	640.00
Postage and Freight	9.67	615.37
Printing	0.00	51.75
Taxes,Licenses & Permits	0.00	20.00
Telephone	37.46	254.81
Total Operating Expenses	1,017.23	10,503.57
Race Disbursements		
Half Marathon	0.00	15,921.24
Jr. Marathon	0.00	192.07
Chattanooga Chase	2,218.13	2,862.13
Market Street Mile	0.00	3,251.95
Riverbend Run	0.00	3,613.00
Waterfront Triathlon		
CTC Expenses	7,109.32	8,742.27
Team Magic Expenses	18,884.87	19,210.83
Total Waterfront Triathlon	25,994.19	27,953.10
Chickamauga Marathon	1,426.00	4,896.29
Total Race Disbursements	29,638.32	58,689.78
Total Expense	30,955.55	78,045.98
Net Ordinary Income	-6,490.88	14,680.86
Net Income	<u><u>-6,490.88</u></u>	<u><u>14,680.86</u></u>