

CTC Board Meeting

February 12, 2013

CTC President, Chas Webb called the meeting to order at 6:05 pm. Jane Webb read the mission statement.

Members present: Jane Webb, Joe Dumas, John Crawley, Ron Branam, Sue Barlow, Steve Tompkins, Mike Leary, Jason Liggins, Steve Smalling, Brad Harvey, Sujeel Taj, Chas Webb, Samantha Pryor

I. Minutes/Approval

The Minutes were approved unanimously.

II. Financial Reports

- A. Budget approval
 - a. Increase 'Jogging Around' budget: \$6000 for the year
 - b. Motion for Budget of \$6000 for Jogging Around – Approved
 - c. Budget approved as presented

The financial reports were approved unanimously.

III. Membership Committee Report

- A. Current 562 members, 359 individuals and 203 family members
- B. Race entry vouchers are completed and will be mailed out on Wednesday
- C. New application designed and printed. Will be placing around town and at races.
- D. Scenic city half marathon – Giveaways: t shirts, ear muffs and gloves
- E. Spring social – after Chattanooga Chase May 18, 2013

The next Membership Committee Meeting will be held March 5, 2013 location to be determined.

IV. Races Committee Report

- A. Scenic City Half marathon
 - a. Warm foods (soup) for race – to be checked with Katie
- B. Revised ROY calendar
 - a. Chase has been moved May 18
 - b. Wauhatchie has changed to December 21
- C. Race Directors Meeting 1.5 weeks ago – getting everyone on the same page
 - a. How awards given, what works well...
 - b. Volunteers – how to get more
 - c. 5k's – day of registration, how to prepare for this
- D. Communications assistant – growing membership
 - a. Bridge children's races
 - b. Job Description discussed – yearly position, with 90 day probation period
 - i. 10-15 hours weekly \$8/hr.
 - ii. Effective 2013, Hopefully position filled by April 1, interviews in March

- iii. Focus of this position
 - 1. 25% youth, 75% overall outreach
 - 2. Assisting with communication between races
 - iv. Person may be terminated with board and presidential approval
 - v. Advertisement for position:
 - vi. Motion offered for this position – motion passed
- E. ROY Guidelines
- a. Currently top 10 ROY races, (past has been all 16 races)
 - b. Facebook Member Tally
 - i. 60% for cap, 40% not
 - c. Change for ROY to 13 races to qualify
 - i. Support mission statement
 - d. Variations for ROY
 - i. Dalton: 14 races, 1 volunteer, required to run 6
 - ii. Knoxville: mile/marathon, road/trail, may run as many or as few, points accumulate accordingly
 - e. Motion made for a maximum of 13 races to count towards ROY, with volunteering at 2 races. – 1 apposed, motion

The next Races Committee Meeting will be held February 26, 2013 at 6:30pm, Downtown YMCA.

V. Communications Committee Report

- A. Changes to website
 - a. All board members to submit brief blurb and photo to Sue for website
- B. E-news – road races will be on E-news
 - a. ROY awards – to be picked up, has been posted
- C. Gun time vs. net time, awards
- D. Email lists: email has been sent about how to forward for committees
- E. Logo's on website currently have 2012, need to update
- F. Dalton track club
 - a. Using CTC and Dalton's website to post each others races. Dalton was receptive to this idea. The Next Communications Committee Meeting will be held March 4, location to be determined.

VI. Old Business

- A. Board Retreat

VII. New Business

- A. Getting involved with members
 - a. March 2 5K – applications, shirts, web page
 - b. Support runners at smaller races
 - c. Get word out about CTC

VIII. President's Report

- A. Lee University
 - a. Students in Marketing class may email board members
- B. Executive Director

- a. What is an Executive director, why we need one, Assets (loss of NPO status)
- b. Growth in profit since the past
- c. Growth in the club
- d. Volunteers are tired
- e. Part time staff in addition to one full time position
- f. Knoxville track club – executive director/growth
 - i. Signal Mountain
- g. Qualifications for position – must be someone that knows the CTC
 - i. Must be at all CTC races and timed races
 - ii. \$35-40,000 yearly
 - iii. 3 month evaluations
 - iv. This person may be terminated at any time with board and presidential approval
- h. President elect/who to replace Mike?
- i. Discussion
 - i. Basic assets \$180,000 liquid \$75,000 equipment
 - 1. Reexamination of the budget at the time of decision
 - 2. 9-90: 2011 Knoxville paid executive director \$34,000 and \$38,000 with social security.
 - 3. Perhaps a slightly lower salary for CTC
 - 4. Ability to dismiss person with board and presidential approval, override with 2/3 vote
 - 5. Person to be evaluated every 3 months by executive officers
 - ii. Communication assistant vs. Executive director
 - 1. Discussion for whom to hire first, Executive Director or Communication Assistant. Do we need both?
 - 2. Hiring someone for executive director before communication assistant
 - iii. Advertisement for Job – Regional posting
 - iv. Why have we not filled this position earlier?
 - 1. 2006-2008 Sean Pfister, controversy
 - 2. Salary based on sponsorships
 - v. This person to have well defined tasks
 - vi. Decision making power?
 - 1. May recommend motions, but must have board approval
 - 2. Having a set amount for spending
 - 3. Feed back to board for spending
 - vii. Ideally the person pays for themselves, must see trend in positive improvement
 - viii. More detailed description of job by next meeting
 - 1. Salary, general job description
 - ix. Advertisement for position and interviews
 - x. Input on job description is welcome
- j. Motion to proceed forward for more detailed description to submit to board by March Meeting (possibly earlier) – motion passed

IX. Next Meeting

The next CTC meeting will be held March 19 at 6:00pm at YMCA. The motion was made to adjourn; it was seconded and all agreed. The meeting was adjourned at 7:42pm.