

CTC Board Meeting

March 19, 2013

CTC President, Chas Webb called the meeting to order at 6:04 pm. Jane Webb read the mission statement.

Members present: Chas Webb, Jason Liggins, Jane Webb, Samantha Pryor, John Crawley, Mike Leary, Joe Dumas, Sue Barlow, Bill Brock, Brian Santin, Steve Tompkins, Steve Smalling, Marco Bianchini, Brad Harvey, Sujeel Taj, Pam Cuzzort

I. Minutes/Approval

The Minutes were approved unanimously.

II. Financial Reports

The financial reports were approved unanimously.

III. Membership Committee Report

- A. Update from committee – 604 as of last night
- B. Spring Social
 - a. We have reserved Champy's, Sweet Peppers Deli and Monkey Town
 - b. Promoting on Facebook and web site, want to increase numbers from last year
 - c. To be held after the Chattanooga Chase
 - d. Something to draw people in
 - e. Move food closer to pavilion
 - i. Separating those that have paid for food and those that haven't
 - f. Having food available after race
 - g. Must be member for this event?
 - h. Charging \$5 for this event vs. \$6 last year
 - i. Possibly have free entry for members with increase cost for non members
- C. Membership Drive
 - a. Striding for 1000 members
 - b. Join CTC between April 1st and Chickamauga Chase for give away
 - c. What we are doing for the current members
 - i. Possible raffle sell for the give away at Chickamauga Chase
 - ii. Free race entry voucher
 - iii. Give away at Scenic City
- D. New Member Welcome Packet
 - a. A way of getting new members information about what it means to be a member of the CTC and what is included in that
 - i. Welcome e-mail to new members
 - ii. List of the races
 - iii. Benefits of becoming a CTC member

The next Membership Committee Meeting will be held April 9 at 5:30pm at YMCA Downtown.

IV. Races Committee Report

- A. Update on Spring Races
 - a. Progressing leases in place for ROY
 - b. Update given on 3rd party races
 - c. 150th anniversary this year of the battle of Chickamauga
 - d. Large race day registration, back up plans
 - i. 65 roses
 - e. Roy races
 - i. Chickamauga Chase Trail run is not part of this
- B. Chickamauga Chase
 - a. George is adding the trail run, managed by rock/creek, cap of 2000
 - b. Donation to friends of the park
 - c. Outline to be emailed for approval

The next Races Committee Meeting will be held April 4 at YMCA.

V. Communications Committee Report

- A. Jogging Around Update
 - a. Soliciting articles for June
 - i. May 8th deadline
 - b. Biography's of kids for June JA
- B. Meet the Governing Board
 - a. Waiting for biography's from board members with photograph
 - b. Sue to e-mail outline
- C. Pizza Pallooza advertising in Fall JA

The Next Communications Committee Meeting to be determined.

VII. New Business

- A. Club Manager (Executive Director)
 - a. Title changed from Executive Director to Club Manager
 - b. Interview process
 - i. Hiring committee to be a panel
 - ii. Qualifications
 - 1. Someone that knows the CTC well enough to keep things from falling through the cracks
 - 2. Characteristics of the person to be hired
 - a. Self starter
 - b. Like checklist
 - c. Organizational skills
 - d. Multitasking
 - e. Strong written and verbal communication skills
 - f. Reliable references
 - g. Background check including criminal
 - h. Drug testing
 - i. Clean driving record
 - c. How are they evaluated – see documentation for details
 - i. Accountable to entire board

- ii. Directly managed by president
 - iii. Is this person allowed to have another job?
 - 1. As long as they get the job done and performance isn't affected
- d. Expectations of Club Manager
 - i. 3-4 most critical components of the Job
 - 1. Managing the Club: E-mail, Mail, Phone
 - 2. Creating Unity/Consistency within the Club
 - a. Communication within the club to volunteers and members
 - 3. Providing Outreach
 - 4. Attending every committee meeting
 - a. By doing this, the president is not required to attend every meeting.
 - 5. Marketing races
 - a. Increase number of participants in races
 - b. Marketing races first before membership
 - 6. Growing membership
 - a. With quality races, membership will grow
 - b. Growth in race numbers vs. Growth in Membership
 - 7. Membership satisfaction
 - 8. Sponsorship
 - a. Thanking sponsorship and making them feel good about their investment
 - 9. Volunteers
 - a. Assisting race director with tasks
 - i. Helping with a back up plan should problems occur during races
 - ii. How to direct their attention towards more important tasks?
 - 1. Training
 - 2. Experience requirements
 - 3. Breakdown of hours – see documentation
- e. Termination
 - i. Minimal number of board members to vote for termination of Club Manager
 - 1. 50% + 1 of the full board vote for termination
 - a. Presidents veto can override the vote of the board
 - b. 2/3 majority of the full board can override the president's veto
- f. Characteristics of the person to be hired?
 - 1. Self started
 - 2. Like checklist
 - 3. Organizational skills
 - 4. Multitasking
 - 5. Strong written and verbal skills
 - a. Communication skills
 - 6. Reliable references
 - a. Background check including criminal
 - b. Drug testing – should these be required
 - c. Clean driving record
- g. Compensation
 - i. Vacation/roll over vacation time

1. Amount of time required before requesting vacation
 - a. 6 months of work required before taking 1 week off
2. Approval by president
3. Carry over 1 week of vacation a year
4. Compensation for a percentage of PTO for unused vacation days
- ii. Overtime
 1. Limit their work to 40 hours a week to prevent overtime
 2. Exempt – not entitled to overtime
 - a. Hourly vs. salary
- iii. Salary
 1. \$30,000-45,000/ year
 - a. Marketed at \$30-40,000
 2. Advertisement including a range for salary, depending on experience
 - a. Flexible schedule
 3. Connie to do payroll
- iv. Cost – to be deducted from estimated salary
 1. Is workers compensation covered by insurance?
 2. Paying social security
 3. Start up cost \$2200
 - a. Printer, cell phone, computer
 4. Annual cost \$55,220

Movement to approve budget for Club Manager, Movement approved unanimously

- B. Courtney Bird
 - a. Opportunities to grow events
 - i. Chattanooga needs a marathon besides 7 bridges
 - ii. She would be willing to co-direct a race
 - iii. Chattanooga race to bring people to Chattanooga
 - iv. Hamilton Place
 1. Getting the city to support the race
 2. For the community rather than in the community
 - v. Growth in scenic city
 1. Changing Scenic city to a full marathon vs half
 - vi. Branding of a race
 - vii. Shuttling people around during the race
 - viii. Sponsorship Advertising
 - ix. Educating new members about what becoming a member of the CTC means
- C. Marketing students to be at April board meeting
- D. Ryan Davis – partnering with “Get Out Chattanooga”

IX. Next Meeting

The next CTC meeting will be held YMCA at 6:00pm on 4/9/13. The motion was made to adjourn; it was seconded and all agreed. The meeting was adjourned at 7:56pm.