

**FTC BOD Meeting
March 14, 2017
Minutes**

Meeting convened at Falmouth Track Club office and called to order at 6:35 PM

BOD members present: Helen Kennedy, Jessica Whritenour, Steve Morris, Courtney Bird, Carl Gustafson, Jim Preisig, Jack Carroll, Ken Gartner

Minutes from February approved (motion and second)

Budget Discussion - Jessica

Review FTC Overview Budget – Jessica: Net positive budget by \$6,584

Jessica explanation of changes and how items are credited to FTC general budget. Trail Race credits a fixed amount to the club each year (\$2500), FTC youth program surpluses at the end of the year are carried over to subsequent years for those programs.

General Club Budget – Jessica: Discussion of adjustments based upon investigations that Jessica made to items that were questioned or uncertain at the last meeting. General discuss of many items on the budget.

We increased Leslie's salary sometime in 2016. This needs to be properly factored into the 2017 budget based upon whether or not it is reflected in the 2016 P&L. Discussion of when this was implemented. Jessica will followed up.

Office Space rent is going up in 2017 from \$10,200/year to \$11,208/year.

Club Reserve is somewhere between \$60K and \$115K (estimates of people at the meeting) in a Money Market account. Jessica will get figures from the bookkeeper on our balances in various accounts immediately before each meeting.

Marathon Weekend Budget – Helen:

Several adjustments of inconsistencies in the budget identified at the last meeting. Primary is that community donations are moved off the marathon budget and into the general club budget. Projected Net Income for 2017 is \$40,800.

Discussion of Special Events Budget – This year we have only 6 people running Boston Marathon. Last year we split costs of the Lenox hotel room/food with the CCAC. Lenox wants a 3 night minimum @ \$800/night. Carl commentary – diminishing participation in Boston Marathon is reflective of general trend of younger athletes doing other types of events. We need to consider that in a future meeting. Discussion. Not worth the cost for the club this year. The club will send an announcement to members letting them know that the room is available but individuals must put down a credit card and arrange with CCAC to pay for the room.

Modification to Special Events Budget - Budget will be reduced by \$600. \$200 will stay in Special Events Budget with specific expenditure to be determined later.

Misc. in the special events budget will go up to \$700 to reflect this extra \$200.

Falmouth Road Race Party – Last year there was a shortfall between what the club contributed and what was collected in donations. Courtney is encouraged to look at reducing expenses by looking for a less expensive option for the band.

Mount Washington Trip – There was no net expense to the club.

General Picnics and Cookouts – All events reimbursed by the track club (Picnics and Cookouts line item) need to be open and advertised to the entire club membership.

Motion and second to accept the modified Special Events Budget and Net Profit of Club is increased by \$600. Motion passed.

Motion and second to accept the overall FTC budget including all subprogram budgets. Motion passed.

New Budget Procedures

Reimbursement requests are handled on the 1st and 15th of the month. Include Event, Account Number and an indication which event coordinator has approved the budget. Jessica or Courtney will sign for general club expenditures. Jessica will write up the new procedures and hand out at next meeting. Leslie should do all the deposits. Bring into office with totals and a summary and give to Leslie.

Trail Race Report

Coming up. Last sponsors are in. Sweatshirts are fixed and ready for printing. New drink sponsor on course. Medical is on track. Food is done. No big fires. Everything is on track. Filming for Community TV show will be done on-course.

Other - FTC is the sponsored Charity at the Business After Hours. Good Publicity for Club.

Seagull Six – On track. Number are down a bit but nothing serious.

Cape Cod Marathon Weekend:

358 runners- up 75 from last month

Leslie and Helen went to USA Running Conference last month. Great event. There were lots of contacts made there. This is a very good event for getting everything done in one place. We will partner with the Vermont City Marathon and work together to help bring numbers at both races up.

We need to get a “music license” for our event. BMI and ASCAP are the two organizations that collect the license fees. Will cost \$850 for this year. Check with attorney to get recommendation on this.

FOCUS on the running conference on how to deal with slide in marathon participation – Take the best possible care of the runners that you get. Possibly add a 5K next year.

Crave Beef Jerkey (\$ and product)

Tesla (\$)

Centerplate (\$ and product)

Other sponsors in the works.

Committee Kick-off meeting beginning of April.

Meeting Adjourned at 8:02 PM