

# **MID-FLORIDA MILERS WALKING CLUB BOARD OF DIRECTORS' MEETING**

June 27,, 2020

## **CALL TO ORDER**

The MFM Board held a virtual meeting via Zoom. Current President Rosemary Barna called the meeting to order at 10:40 am. A quorum was present: Rosemary Barna, President, Dan Barnett, Vice President, Sharon Axelrod, Secretary and Sharon Predham, Treasurer. Also present were Cathy Metherell incoming 2020 President, Mike Lanpher, MFM Trailmaster, Jenny Thomas, YRE Coordinator, and Dave Piatt, Membership Chairperson.

The purpose of this meeting was to welcome Cathy Metherell as our new President who will be taking over the office as of today, as Rosemary steps down. Everyone thanked Cathy for offering to take over this position.

Cathy currently is the Route Monitor for the North Orlando YRE out of Marks St. Senior Center. The Club will advertise in eNews and Facebook for a member to relieve Cathy of those duties.

The members of The Board of Directors and the chairs of voluntary committees had written a summary of their responsibilities to share and review with Cathy. Included in the presentation were the following positions and committees:

- President
- Vice President
- Financial Committee led by the Vice President
- Secretary
- Treasurer
- Membership
- Publicity
- Routes & Trails
- Volunteer Coordinator
- Year Round Event Coordinator

The slides presented are included with these minutes.

## **NEXT BOARD MEETING**

The Board of Directors will hold their next quarterly meeting on Saturday, July 11, at 10:30am, via teleconference.

Meeting was adjourned at 11:30 am

Sharon Axelrod, Secretary, Mid-Florida Milers

## **President**

- Provide overall direction and control of the planning/conduct of scheduled events and all other Club activities;
- Preside over meetings of the general membership (once a year) and Board of Directors (at least quarterly)
- Represent MFM (or designate a representative) to the community, government bodies and to the AVA and IVV;
- Cause to be prepared all reports required either by the AVA or IVV as necessary (these requests usually come from John McClellan)
- Appoint chairpersons to Standing Committees (Publicity, Awards, Routes and Trails, Registrations, Special Activities, Memberships, and Social/Food Service, Volunteer Coordinator, Year-Round Event Coordinator, Year-Round Route Monitors, Newsletter Publisher, Web Master)
- Appoint special committees and working groups as deemed necessary;
- Attend the biennial AVA Convention representing MFM. In the event the President cannot attend, an alternative shall be selected from among the Board of Directors or the voting membership if no club official is able to attend.

- Vice President:
  - Assume the office of President during an absence and perform the duties of that office.
  - Succeed to the office of President when that office becomes vacant through resignation, recall, or death.
  - Assist the President in performing Club business at the discretion of the President.
  - Maintain and ensure inputs to online document and club data are made by officers and standing committees.
  - With the approval of the Board of Directors, coordinate design and contract for the obtaining of medals, patches, pins or other awards which provide an incentive for membership and public participation in Club sponsored walks and events.
  - Prepare programs as desired and appropriate for each Club-sponsored walk and attempt to gain financial sponsorship for the event to assist the membership by offsetting the cost of printing advertisements for the scheduled events.
  
- Web Master: maintain and update the MFM web site.

## Financial Committee

- As briefed at the MFM Annual Meeting, the Committee will review financial and walk data in order to provide recommendations to improve the MFM financial position and improve walk and club participation.
- Members:
  - Dan Barnett—Chair Person.
  - Jenny Thomas
  - Mark Johnson
  - John Hunter
- Chair Person has provided committee members with 5 year financial and walk data. Committee members are to provide recommendations to the Chair Person by 7 July.

## **The Secretary shall:**

- Record and maintain minutes of general membership and Board of Director's meetings
  - Minutes are written as soon after the meeting as possible
  - Minutes are distributed to the BOD, Trailmaster, YRE Coordinator, Membership Coordinator, Publicity Coordinator, Marcia Kepper, and YRE Route Monitors.
  - As Webmaster, VP Dan Barnett posts the minutes to the MFM website
  - I save the minutes to the Drop Box and post to the cloud in the MFM drive.
  - The minutes are approved, or not, at the next quarterly meeting.  
If changes are necessary, an addendum to the meeting is shared and posted with all above.
  
- Prepare and maintain a file of correspondence for The Club
  - This includes my own correspondence or any other that is shared with me.
  
- Archive correspondence data at a cloud storage location (MFM drive)
  
- In coordination with the Board set date for each Board meetings, set location and prepare agenda.
  - If possible, this will be decided at the end of current BOD meeting.

The Treasurer does:

- Receive payments from TE and YRE events.
- Report participation to AVA.
- Receive payments for membership dues.
- Report memberships, both new and renewals, to Dave Piatt & Letty Zook.
- Receive payments for distance / events books.
- Order inventory for same from AVA.
- Receive payments for name tags and tee shirts.
- Order same from suppliers.
- Make bank deposits.
- Pay bills.
- Prepare monthly financial statements for BOD meetings.
- Prepare annual financial statements for general meeting and for AVA.
- Prepare annual IRS tax statement.
- Prepare and sell Frequent Walker booklets.
- Prepare registration sheets for TEs.
- Update spreadsheet of every walker for every walk for every year.
- Copy all documents to Google drive.

**Membership Chairperson**  
**Dave**

- Process application forms for new members;
- Maintain current and historical membership lists;
- Conduct activities to attract new members at Club sponsored walks and other appropriate events;
- Make copies of The Club Constitution and By-Laws available on The club website or upon request by email or regular mail, if email is not available; and
- Archive membership data at a cloud storage location.
- Write articles for the newsletter and reports for the board as requested.
- Send a welcome e-mail to new members to introduce MFM and AVA.
- In June I lead a membership renewal campaign. Currently doing this campaign. I expect this year will be slow given the virus and people may not be walking as much.

Dave Piatt  
Membership Chair  
June 25, 2020

## **Publicity Letty**

1. I send out an eNews to MFM Members & Friends whenever I have walking news.
  - a. I do eNews 1-3 times a month, usually on Sunday or Monday.
  - b. I also try to send a second reminder of an upcoming walk.
2. I keep the Dropbox email lists (Friends & Members) up-to-date (see folder Publicity). Since this is just a block of emails, I keep a database with names for the Friends list.
  - a. The Members emails can be searched on the Membership database.
  - b. Sharon Predham emails me the names of all who sign up for the eNews at a walk. She sends this email to Dave P & Sharon A also.
  - c. She also sends the 3 of us whenever MFM Members join or renew. I add Members names to the eNews list.
3. I send publicity about walks to the Sentinel and a few on-line calendars.
  - a. I send a month before an event to Sentinel (required) and same to web calendars (though not required).



**Routes and Trails Coordinator**  
**Mike**

1. Routes and Trails Jobs
  - a. Manages event dates, locations, and timing; interface with business/park locations
  - b. Develops routes and prepares instructions (or asks members to do that)
  - c. Assist YRE Coordinator
  - d. Request Additional Insured requests from AVA when required
2. Timelines
  - a. Find locations 4-6 months before a Traditional Event (TE) and obtain business/park approval
  - b. Complete TE requests on AVA's MFM Club page for events 90 days in advance
  - c. Distribute MFM Event brochure 60 days in advance and provide to website/Facebook/Publicity
  - d. Completes Event Sanction Request detailed data & insurance request on AVA's MFM Club page 60 days in advance
  - e. Board approves & Renew/change all YRES 1 June-15 Sep (Jenny's effort except OSBs)
  - f. Accomplish prewalk 2-4+ weeks before event
  - g. Print walk instructions 6 days prior to event.
3. What are specific events actions needed in next 3 months?
  - a. By 20 July
    - i. WAF 30 decisions for TAW article
    - ii. TE selections September-October-November
    - iii. VPs Financial Discussions Committee inputs
  - b. YRE renewals decisions by 15 August - earlier is better

Next meeting in July ~ 15th for more detailed discussions.  
Can it / should it be in person?

## **The Volunteer Coordinator Sharon A.**

- Obtain volunteers to assist in running Club events and schedule volunteers to be at checkpoints and start/finish during the walks
  - MFM uses SignUpGenius.com: Free On Line Signup Service
- Keep a record of members, dates, events and hours that members have worked
  - This procedure has not been implemented as yet
- Explain volunteer responsibilities as required.

## **The Year-Round Event (YRE) Coordinator**

**Jenny**

1. Manage YRE operations, particularly renewals/new events, and coordinate with the Routes and Trails Chair;
  - a. Liaise with Route Monitors on their Walk Boxes and especially concerning openings/closings of locations connected with the current Coronavirus pandemic and its effects on Walk Box host venues;
2. Obtain supplies requested by YRE Route Monitors;
3. Update and distribute to Route Monitors (by email or via Drop Box) Walk Box documents where changes are made to AVA forms and walk instructions;
4. Sanction new YRE ESRs on AVA website as approved by the MFM Board;
  - a. This is done annually June-September;
5. Renew sanctions for YRE ESRs on the AVA website, including updating information on Special Programs;
  - b. This is done annually June-September;
6. Update or add YRE ESR descriptions on changes to walk instructions or directions;
  - a. As they occur
7. Review and update the annual YRE Brochure and ensure correlation with data on the MFM website;
  - a. I do this throughout the year, with emphasis on finalizing by early December;
8. Keep the Webmaster abreast of changes needed on the website: temporary closings or re-routings in the directions to a Walk Box location.
  - a. As they occur