

MID-FLORIDA MILERS WALKING CLUB
BOARD OF DIRECTORS' MEETING
March 20, 2021

CALL TO ORDER

The MFM Board meeting was held at the home of Mike & Joan Lanpher. President, Cathy Metherell called the meeting to order at 1:55 pm. A quorum was present: Cathy Metherell, President, Dan Barnett, Vice President, Sharon Axelrod, Secretary, and Sharon Predham, Treasurer. Also in attendance were Mike Lanpher, Trailmaster and Dave Piatt, Membership Chair.

Mike requested this meeting to review the items and issues he will be handing over to the BOD now that he is stepping down from his numerous responsibilities.

- MFM data, info, artifacts and processes:
Mike will create a flash drive which will contain digital files. There are already digital files on the Google Drive for many things such as registration, walks and correspondence.
- Year Round Events: OSBs (online start box) PSBs (physical start box)
 - PSB- configured to start at start point. OBS-needs an administration page with directions to the start.
 - Review of YRE walks for renewal of annual sanctions should be done by Route Monitors June 1 through end of August; no later than 9/15 for a January 1 effective date. Walk directions reviewed and changes to special programs
 - myava.org password is now your email
 - PSB Renewal is completed on the new web site; annual changes to special programs
 - OBS renewal is in new location in new system.
 - Jenny Thomas has a folder on the Dropbox of the YRE route instructions Master Copies. When more copies are needed for the PSBs, Route Monitors request copies from Jenny who in turn requests from the Keppers, using the master copy.
- Traditional Events: TEs
 - Determine an area you wish to have a walk.
 - Find a business from which to start or a park that has no fee. Start at a restaurant if we are going to eat there. Starbucks if enough parking. For Publix see letters that have been presented to managers in older files. No boonwalking (just setting up in a parking lot).
 - Draft map route on Plotamap or Gmap-pedometer. Draft Instructions
 - Plotamap app: first 5 are free and then you pay \$23 year. Mike has the password.
 - Walk route and update with any changes. Have someone else pre-walk the route and update with any changes.
 - Final copy goes to the Keppers for printing.
 - Marked trails are necessary always in the woods or natural settings without their own signs (i.e.; Wetlands has their own signs)
 - Arrows used at start when 5k and 10k start in different directions and at any areas on the trail that may be confusing.

- **Printing Management**
Mike has managed the printing process of the Walk instructions and Brochures and any other Club printing that may be needed. In their role as Operations Support, Mike and Marcia Kepper use their local Office Depot to do all the MFM printing. MFM does have a discounted Office Depot Club Card. Mike mentioned that there is a new POC for that Office Depot and he will find out the name and phone number. The BOD will need to create procedures to coordinate the printing with the Keppers. And possibly find a volunteer to manage/supervise the printing effort (timeliness, counts, etc.)
- **Newsletter Editor**
 - The 2nd quarter Newsletter has been started and Mike has put it in the Dropbox. BOD and Committee members should provide their inputs as soon as possible.
 - The 3rd quarter for July – September: Dan Barnett has volunteered to take responsibility.
 - Mike used Microsoft Publisher to layout the Newsletter (template is part of Microsoft Word)
- **Storage Management**
Mike has managed the storage and inventory. The MFM's walk event items (and other club items) are stored at Public Storage 7190 S US Highway 17/92, Fern Park, FL 32730. Phone 407-258-3060.
 - Mike's storage key will be passed on at the May 23rd walk. BOD decides to whom. The Lanphers will be leaving on 5/24 for a 6 week trip out west.
- **Walk Events**
Pick up items from storage; Setup start; Setup Checkpoint; Take down start; Take down CP; Return items to storage
 - BOD will be discussing this further to develop procedures. We will need volunteers with vehicles that are able to carry walk supplies. A number of volunteers will be needed to pitch in at different walks to cover this responsibility.
- **Brochure creation**
BOD needs to discuss this responsibility further.
AVA website, under Publications, has a list of 25 items that must be included in the brochure. Dan Barnett said he would take a look at this.
- **Group Works**
Mike currently puts information for each walk on Group Works. This is the same information that goes in the brochure, goes on the MFM website, and goes on eNews and MFM Facebook. Dave Piatt made a motion to suspend putting it on Group Works since we are communicating in other areas. Dan said he would check it out. If it is a simple copy process, we may as well continue and reach a wider audience. Decision still to be finalized.
- **MFM "Cloud" Management**
Mike will send ID and Password for those who do not already have it. BOD needs to discuss this responsibility further.
- **Zoom**
MFM has an account we pay for on an annual basis (no time limit on sessions). Mike will send us the ID and Password. BOD needs to review Zoom process to set up meetings.

- MFM Post Office Box
USPS is on Driggs Rd. in Winter Park.
Cathy has one key. Sharon Axelrod took the extra key that Mike had.

Mike had boxes of "MFM past stuff": picture books, data on walks, past awards, WAF awards Trailblazer Award, Ribbons and a box of files from 1989 to 1995. Cathy kindly took all this back to her house.

Next MFM meeting to discuss the 2021 Annual Meeting will be held Thursday, March 25, at 6:00, via Zoom.

MFM next quarterly BOD meeting is scheduled for Saturday, April 10 at 10:30am, to be held via Zoom.

This meeting adjourned at 3:45pm.

Many thanks to Mike and Joan for hosting the meeting and to Joan for the delicious lunch she prepared for all of us.

Sharon Axelrod, Secretary, Mid-Florida Milers