

Special Kalamazoo Area Runners Board Meeting 1



Special KAR Board Meeting - Monday, October 17, 2016, at 7:00 p.m. at MRC Industries

**Attendees:** Bonnie Sexton, Chelsea Dilla, Carrie Hoch-Mortlock, Kirstin Simons, Amy Clark, Scott Struck, Jim Pollock, Shelbi Cummings, Fred Keister, Liz VandenHeede, Ferdi Hintze, Heather Woodbury

**Absent:** Kristen Mansfield

**Meeting Time 7:00 pm**

Time	Agenda Item	Discussion	Follow-up Items
7:00 p.m.	<b>Business Continuity Plan - Determination of Interim and Long Term Accountabilities</b>	<ul style="list-style-type: none"> <li>● See 2016-2017 Business Continuity Plan Spreadsheet</li> <li>● Re-examine Events - Great Training Programs</li> <li>● Joy offered to continue part time through WinterBlast (accounting, budget process, Turkey Trot, Run Through the Lights, WinterBlast)</li> <li>● Scott needs to set up his KAR email again - add Board to the membership group email</li> <li>● Board training needed: Constant Contact</li> </ul>	<ul style="list-style-type: none"> <li>● Individually assigned tasks detailed on spreadsheet.</li> </ul>
8:47 p.m.	<b>Define Staff Position(s)</b>	<ul style="list-style-type: none"> <li>● Event and Operations Manager</li> <li>● Event and Membership Manager</li> <li>● Event Manager - \$21,000 average</li> </ul>	<ul style="list-style-type: none"> <li>● Discussion only.</li> </ul>



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		<ul style="list-style-type: none"> <li>○ \$37,500 (<b>median of \$34,000</b>) - Organizations \$500,000-\$1MM</li> <li>● Bonnie to put together a job description of what needs to be done</li> </ul>	
	<b>Closed Session – Discuss extension of ED employment on a part-time, hourly basis.</b>	<ul style="list-style-type: none"> <li>● Not discussed</li> </ul>	
	<b>Next Board Meeting: November 7, 2016 at 7:30pm @Maple YMCA (Our final of the year!)</b>		
8:57	<b>Meeting Adjourned</b>		