



Skagit Runners Board Meeting Minutes
Jan. 31, 2017

1. Conflict of interest policy and disclosure statement

Insurance provider has suggestions and recommendations for Skagit runners. Legal obligations and finances are highlighted. Important to have a conflict of interest policy with board members and race directors. Doesn't mean that all things must have 3 bids or all conflicts are absolute. Everyone signed COI documents. No particular concerns with current membership. This is prospective and to be in compliance with insurance

2. Treasurer/Finance

DOR: No response from state regarding binding tax ruling. Not sure why. Perhaps because we are more complicated. We may not be eligible for fund raising exemption. May have to get business license for each of our events--at the location of the event--different locations have different rules. Won't know until state determines our status.

Financial access Discussion. Skagit State Bank needs updated signature cards. Concerns that too many people have access to our account and debit/credit cards. Concerns that debit cards don't have the same safeguards as credit cards when it comes to fraud and reimbursements. Discussion regarding not using debit cards and moving just to credit cards con: credit cards more work, require treasurer to make monthly payments. pro: more safeguards for fraud with credit cards
Flags for audits even number amounts of invoices with no receipt are red flags for audits as they look suspicious.

Conversation around which bank we should get the credit card through.

Turn off debit cards. Race directors can call Kim for purchases with credit card.

Insurance company prefers 2 signatures and always a receipt for all purchases for reimbursement. No receipt no reimbursement. If more than one card each will have a number so can track purchases based on who has checked out the card.

Tax preparation. Current guy cheap but not particularly knowledgeable regarding our concerns. Should we get new accountant? Larson Gross Bellingham guy expert in non-profit and can do due diligence. Group agrees to change accountant

3. Equipment update

We should do an inventory of what we have to figure out how much room we need.

Can/should we park a container down the street in Eaglemont as well as the new trailer.

We need 24/7 access to storage. We can keep some supplies that are needed for all races in trailers like cups.

April 24 heated unit is lease up. Need to give notice 10 days prior to canceling lease
New timing clock super cool

4. Webpage We don't use all of its potential. Steve says he can do more. We should look into putting more information on the site to get more attention. Maybe have online membership and on line access to volunteer for races etc

5. RRCA update. Terry will send access to Mike. Fee is based on number of members. We have about 70 to 80 members.

6. Social events group runs community involvement. Often charities approach is for help on putting on their races. Discussion around expansion of group runs and group events

7. Promotional items. Put Skagit Runners table out at races with merch and info. Welcome letter/email to new members.

8. Tulip run. We need new race director.

Other items. Background checks for anyone who has access to money as recommended by insurance company.