Event Director Phil Stewart opened the meeting with random prize drawings shortly before 7pm.

**Attendees:**
Phil Stewart, Becky Lambros, Jean Arthur, Nancy Betress, Michelle Carter, Howard Chatterton, Muffet Chatterton, Ted Cochrane, Valerie Connaughton, Jeff Darman, Ken Donovan, Tom Filippone, Derek Honda, Kari Keaton, Glenn Klenk, Bee McLeod, Rick Merryman, Rachel Miller, Candice Mothersille, Heather Mundwiler, Irv Newman, Bill Orr, Phil Pommerening, Peggy Posey, Nita Roncone, Donna Scott, Arlene Solbeck, Steve Solbeck, Dennis Steinauer, George Tarrico, Chris Tatreau, Marsha Way, Leslie Williams, Rob Wolfe, Marlene Yencho, Kenneth Younger

**Call-ins:**
(We did not do a roll-call of call-ins. This list of call-ins may not be complete)

Random prizes were won by:
- Kari Keaton - Cell phone fan
- Michelle Carter - Camouflage hat
- Bee McLeod - Sea Turtle
- Michelle Carter - Shoes
- Leslie Williams - Boston Marathon sack pack
- Jean Arthur - Water bottle
- Rob Wolfe - Cherry Blossom beach Towel
- Steve Solbeck - Stress reliever
- Steve Solbeck - Camouflage Hat
- Kari Keaton - Camouflage Hat
- Kari Keaton - shoes
- Tom Filippone - Insulated bag
- Marlene Yencho - Camouflage hat and bag
- Jeff Darman - Camouflage Hat

**Corporate Annual Meeting**

Event Director Phil Stewart pointed out that Cherry Blossom Inc. is a non-profit, 501(c)(3) corporation and that the corporation owns the race. Previously, board members were elected and corporate business conducted at the annual meeting held as part of the race committee meeting. The current board has 28 members. Serious research into contemporary non-profit Board of Directors structure made it clear that was too many members and the manner in which Board meetings were conducted in such close conjunction with the race committee meeting tended to be confusing. There was also concern that we ensure that our governance be in strict conformance with IRS regulations.
since they seem to be intensifying scrutiny of non-profits. Everyone was reminded that at this meeting, the only persons who can vote are the current board members.

CBI President Irv Newman convened the Annual Meeting of Cherry Blossom, Inc. at 7:05 P.M.

It was first certified that there was a quorum. Twenty board members were present and four had called in, satisfying that requirement.

President Irv Newman commenced with the first item on the agenda and stated that the requirement of seven days advance notice of a proposal to amend the corporation’s Bylaws had been met.

In expounding on the new Bylaws proposal he noted that it has been reviewed twice by legal counsel. It reduces the board from 28 to nine members, a more practical number. A two-tier structure has been adopted such that four of the new board members are elected for one year and five for two year terms. Subsequent elections will be for two year terms, replacing or reelecting approximately half of the board members each year. Board meetings will be held separately from race committee meetings. They will be held in the CBI office and focus on governance and policy. The new Bylaws give the Board the authority to explore creating new events if it makes sense and establishes a compensation committee to review the salaries of paid staff members. The new Bylaws clarify the use of more modern technology in operations and communications. For example, they eliminate specific reference to the use of fax machines. The new Bylaws will become effective on November 1, 2018 which is the start of the new fiscal year if adopted.

A motion to approve the new bylaws was made by Dennis Steinauer and seconded by Muffet Chatterton. There was no discussion and no objections. The motion passed unanimously.

Jeff Darman - Nominating Committee
The report of the Nominating Committee was accepted without objection.

The proposed slate of officers (as published on the Admin Page) was seconded without objections. The slate of officers was unanimously elected. The new officers and the number of years of their initial terms are Irv Newman, President (two years); Jean Arthur, Vice President (two years); Michelle Carter, Secretary (one year); Rob Wolfe, Treasurer (one year); Nita Roncone, At-large Director #1 (two years); George Tarrico, At-large Director #2 (two years); Rachel Miller, At-large Director #3 (one year); Eve Mills, At-large Director #4 (one year); Dennis Steinauer, At-Large Director #5 (one year).

President Irv Newman then moved through additional corporate business that is required annually:

A motion to certify the Event Director, Deputy Director, Treasurer and Controller as authorized to sign checks for the corporation was unanimously accepted without objection.
A motion to continue Kaiser, Scherer & Schlegel PLC of McLean, VA as auditors of corporate financial records was unanimously accepted without objection.

A motion to approve the Management Policies Manual (available on the Admin Page) was unanimously accepted without objection.

Irv discussed the requirement that non-profits have policies regarding Conflict of Interest and Harassment & Discrimination. He noted that we have developed new statements to satisfy this requirement and that the incoming Board members would be required to read and acknowledge the statements in the near future.

Irv expressed sincere appreciation to those who previously have served on the board and those who will serve in the future. Phil Stewart expressed sincere appreciation to Irv Newman and those who worked with Irv to develop the new Bylaws and Jeff Darman for heading the Nominating Committee.

This concluded the business of the corporate Annual Meeting, and the meeting was adjourned at 7:20 P.M.

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Phil Stewart - 2019 Race Changes, Challenges and Opportunities

1. We will return to the 15th Street staging area approximately as it was in 2016.
2. The U.S. Park Service will rehab one-half of the monument grounds each year so we will be alternating between the 15th and 17th street sites each year.
3. Memorial Bridge construction will continue to (at least) 2021.
4. The Major Dates list was distributed. That list can also be found on the Admin Page.
5. Credit Union sponsorship will continue at least through the 2021 race.
6. There will be a meeting with the Park Service on November 1 find out the current restrictions.

Becky Lambros - Sponsorships

MedStar signed a two year contract and will support the Fall Kickoff and provide staff doctors for the medical team.
A sponsorship proposal to has been sent to Garmin.
Gold's gym has signed on as a sponsor for 2019.
Mamma Lucia's will sponsor the Volunteer Appreciation Dinner
Under Armour is in its last year of sponsorship. Under Armour has expressed interest in continuing and has a sponsorship proposal in review.
Discussions are underway with Cabot and they may come back possibly as a sponsor for the Kids Run.
Potomac River Running will continue as the retail sponsor
Hood will not be coming back.

COSTCO, Harris Teeter and Wegmans are potential prospects for sponsorship. Anyone with suggestions for sponsors or who may have contacts, please let Becky know.
Rob Wolfe - 2019 Budget
Copies of the Budget and Budget Notes were passed out. There is a slight budget increase. Last year ended with a surplus, some of which has been spent on a credentials machine, leaving a $7,000 surplus. Current plans are for a $1,000 surplus for 2019. There are increases in entry fees, team fees, and transfer fees and packet mailing fees. The virtual goody bag has been eliminated as the minimal income did not justify the effort required.

Event Director and Deputy Director Salary discussion.
A $5,000 salary increase and a retirement contribution increase from 5% to 5.5% was proposed for the Event Director and the Deputy Director. A comment was made that a cap on salary be considered because the race is capped and not allowed to grow by order of the National Park Service. Counter to that is the ever-increasing complexity of regulations and negotiations with government agencies in managing the race. Irv Newman noted that the new board will include a compensation committee to review salary options. Irv also noted that the new board will be looking at a succession plan for the director and deputy director positions.

A motion to accept the budget was made and seconded. The budget was unanimously approved.

Irv Newman noted that the next budget will be developed by the new board in consultation with the race committee chairpersons.

Kerri Hill advised that she is available to answer questions from committee chairpersons regarding checks, refunds, expenditures, etc.

Phil Stewart - 2019 Race
A new three-year contract has been signed with NOVA Timing. The registration process is gearing up with preparation of entry forms and entry codes. Volunteer guaranteed entries will be ready on Monday after Thanksgiving (10/26). Registration for those entries opens that day. Thursday, 10/29 is the Fall kickoff. It will include unveiling of the 2019 Tee-shirt design and selection of the shirt color. Arlene Solbeck did a great job coordinating the design competition, with submissions from an unprecedented number of artists (35). The Fall Kickoff will be held either at the newly redesigned 201 Bar or the National Building Museum. A code for free entry will be sent to Race Committee members. The entrance fee for others is $15. The Kids' Run will occur on Saturday. 350 children participated in 2018. The run has a ceiling of 500 participants and the run will be promoted to try to reach that cap. This year we will have bibs with tear-off wrist number bands for the parents. We will put up a "step and repeat" banner for photos after the run.

Barri Winiarski - Expo
Barri is going to other races to try to recruit vendors for the Expo. Six vendors have signed up already.
The Volunteer Appreciation Party and happy hour will be held on Friday night. Packet Pickup will keep the 5K and 10 mile packet pickups together, as that worked well last year. There will be a separate table for Capitol Hill bibs.

Phil Stewart - Feedback from last year and reminders
A number of people could not get to the National Building Museum by closure at 5:00 P.M. on Saturday evening and there is no number pick-up on Sunday. Is there some way to make late pickup available? This needs off-line discussion.

QR codes still need work.

The Les Kinion award is coming up. Think about nominations.

We will be in the Renaissance Hotel through 2020. We will be in the Crystal Gateway in 2021 and 2022. We will be back in the Renaissance Hotel in 2023 and 2024.

Kim Nemire Sustainability
The 2018 race generated 20,000 pounds of waste. 80% of that waste was diverted from landfills. We are part of INSPIRE and mentor other events in sustainability. We are currently working with DC Girls on the Run. Kim has a video of facility operations that compost and recycle waste. Visits to those activities can be set up for those interested. The purpose of the Sustainability Survey is to help identify what each committee area is doing, what might be done, what would help the committee members improve sustainability. Kim hopes to place a liaison with the committees having large volunteer teams to assist those teams. There is a new initiative to recognize committee members who have been especially active in promoting sustainability.

Round Table

Michelle Carter - Committee gear requests will be solicited electronically vs. on paper.

Candice Mothersille - Baggage Check Issues:
No heavy duty matting is allowed on the monument grounds and that limits where tents can be placed. Tents have to ring sidewalks because vehicles can only go on sidewalks. Alternatives to baggage check tents that are being considered include school busses or UPS trucks. After Phil and Becky get guidance for the NPS, they will include Candice in discussions about options for bag check.

Howard Chatterton will create a new course map for the volunteer shirts. The course will be the same as last year. Check with Becky on shirt color

Becky introduced Heather Mundwiler, who will be the new Social Media Coordinator and Kim will become the Facebook lead. Four social media ambassadors will be selected from 107 applicants.

The meeting adjourned at 8:33pm.
Next Race Committee meetings are:

Monday Feb 4, 2019, 6:30 PM at the Renaissance Hotel
Monday March 18, 2019, 6:30 PM at the Renaissance Hotel

Respectfully submitted,

Howard Chatterton
Recording Secretary

Scribe's Note: The ultra-convenient PMI parking lot directly across from the hotel entrance will become a building site in January and no longer be available.