



**Sunday, February 8th, 3:00 PM
Run Muskegon Board of Directors
at Aldea Coffee
Meeting Agenda**

I. Routine Business:

- Calling to order at: 2:58 pm
- Present: Sidney Long, Nicole Bush, Shirita Williams, Rich Cater, Rachel Kent, David Engblom, Ali Brogen
- Approval of January meeting minutes:
 - Motion: Sidney Long Second: David Engblom Carries 7/0

II. Committee reports:

[Committee Chair Selection](#)

- Nicole would like to stay with Chair of Outreach and co-chair of Race being the Treasurer
- Rachel as the secretary Chair Communications and Chair Scholarship as connection to school districts in county, still part of Outreach and Race but only as a participant on those committees
- Shirita would like to continue to Chair Gift Giving she is passionate about that and Chairing the coaches breakout, would like to stay on race and outreach because she likes being involved
- Ali would like to join the communications and membership committee, Co-Chair Membership Committee
- Rich would like to continue to chair Race committee and co-chair of Outreach committee, stay on Gift Giving as a participant
- David would like to still chair the Membership committee, on outreach would like to do more as a partner in that committee, stay in communications for the purpose of the website
- Sid will help with help Coaching Breakout and Chair Seaway breakout and helping with Kids Run Nation breakout

- Treasurer report
 - Checkings 21,018.94
 - Savings 23,735.41
 - Total- 44,754.35
 - Check deposits
- Race Committee
 - 143 registered for Shamrock
 - Getting ready for a couple email and FB post
- Communications Committee
 - Met on Feb. 8
 - Lindsey will keep up socials
 - Tom will keep doing Runner Spotlight
 - Tag runner in socials so easy to find their post
 - David continue website
 - Looking into tripod to take pictures with
 - Looking at updating runners resources on website
 - Good Articles to share
 - Sharing out weather updates when necessary via email to membership that will be approved and verified first from the weather watch committee

- Membership
 - Can we announce Saturday runs, pop-ups, track sessions etc. through the website, on our calendar etc.? Whether those are “official” run muskegon runs or not.
 - Heavy Medal night 2/18/26 at Rake. We'll all meet there instead of PH that night. Needs to be announced this week.
- Scholarship Breakout
 - 4 individuals have applied for Jen VanderStelt award
 - Applications close Feb. 15
 - Asking to approve 4 scholarship recipients as long as they meet rubric requirements
- Community Outreach
 - Race expo April 22nd (Earth Day and Trail Clean-up)
 - Adopt a highway dates set for the year
- Seaway Run Partnership
 - Meeting Monday, Feb. 9 @ the Y offices
- Gift Giving:
 - No update
 - Meeting February 16th 6:00 pm at Pigeon Hill
- Kids Run the Nation
 - No update

- **Unfinished/Old Business**

- Committee Budget Selection
 - *2025 Budgets for reference*
 - *Race: \$8,000*
 - *\$10,000 previously approved for this year**
 - *Communications: \$350*
 - *Asking for \$100 increase for \$450 total*
 - *Membership: \$300*
 - *Asking for an increase to \$3000 it goes back into membership events*
 - *Community Outreach: \$600*
 - *Asking for an increase to \$1000 it helps pay for booth rental and items for give aways at parade, etc.. purchase of more grabbers for clean-up*
 - *Gift Giving: \$300*
 - *Stay \$300 (invite to meetings with food and possible \$10 gift card to get more participants in the committee)*
 - *Treasurer: \$150*
 - *\$50 proposed for 2026*
 - *Scholarship Breakout: \$100*
 - *Keep pays for cake*
 - *President's Budget: \$100*
 - *Keep \$100*
 - *Coaching Breakout: \$1000 proposing would cover RRCA coaching certificate (\$350/certificate)*

*new budget already approved for 2026

III. **New Business**

- Committee Goals and Accountability - Let's discuss the best way to establish some goals and accountability for each committee. An initial idea found [here](#).
 - Use the worksheet as needed to keep our goals and accountable
 - If overwhelmed bring up sooner than later to get support with committee
- From City of Muskegon in regards to COI's and approvals. (I will send conditional approvals for each individual event asking for the COI with the date of each run. I will accept one certificate with all 3 dates listed if that's easier.) Is this what we want done?
 - Will keep single, can't ask for multiple COI's for one entity

- Information for membership committee. Promoting races not sponsored by Run Muskegon to membership should we? How about if they give us a discount code, should we promote? How are the codes then distributed to membership?
 - We will post as members and on our google calendar which will update on the website with when the races are.
 - Most codes are linked to RunSignup if you are a member
 - Working on a system to distribute unlinked codes to members
- Conversation around getting more involvement from membership to attend board meetings? Idea if membership received agenda before meeting would this help encourage attendance or public comment?
 - Not sending agenda to members ahead of meeting
 - When meeting minutes go out, committee dates and a TLDr in the message of the email that goes out with board minutes attached will highlight the bullets of the meeting.

IV. **Public Comment**

The purpose of this meeting is to conduct Run Muskegon Business. There will typically be no attempt to comment or give answers at this meeting. Public who wish to make comments are invited to make their comment at this time in the meeting. Each speaker has a maximum of three (3) minutes to address the board. Inquiries requiring a response will be referred to the Board President in the cases where contact information is provided.

● **Action Items:**

- Recommendation and cleanup RunMuskegon gmail account by board. How long should emails be held? Labels and appropriate emails to keep in each label? (Inbox 878 emails dating back to 2017)
 - Motion archive emails by year:
 Motion: Rachel Kent Second: David Engblom Carries 7/0
- Scholarship committee would like to propose 2-\$1000 and 2-\$500 scholarships (Jennifer VanderStelt Memorial Scholarship) awardees since there are 4 applicants and the Run Muskegon Scholarship was put on hold.
 - Motion up to 2- \$1,000 and 2-\$500 up:
 Motion: Rachel Kent Second: Rich Cater Carries 7/0

- Approve committee budgets for 2026, budgets recommended above:
 - Motion to approve the 2026 committee budget

Motion: Sidney Long Second: Shirita Williams Carries 7/0

V. RunSignUp news

VI. RRCA news:

VII. Announcements:

- Sharing message from Toby Fredericksen, Deputy Supervisor Code Compliance Department Director Muskegon Charter Township ***“I really appreciate all the work Run Muskegon does in our community.”*** This was in response to a message that was sent regarding the Adopt-A-Park process and trail signage for Riverside Park in Reeths-Puffer. (RPEL is looking into this and Run Muskegon’s name was referenced).

VIII. Adjournment: 4:15pm

Upcoming Dates to Remember:

Gift giving – February 16	6:00 pm Pigeon Hill
Outreach meeting- February 22	2:00 pm Aldea Coffee (Pine Street)
Race committee-March 8th.	2:00 pm Aldea Coffee (Pine Street)
Membership committee - March 12	6:00 pm Odd Sides Social Brews (Fruitport)
Board Meeting - March 26	6:00 pm Odd Sides Social Brews (Fruitport)
Communication Committee April 18	10:00 am Coffee Factory