

02 WGTC Board Meeting Minutes

August 13, 2019

Attendees

Anthony Nasser, President
Jonathan Burke, Vice President
Katelyn Buress, Director of Operations
Robert Blakemore, Treasurer
Brett Johnson, Marketing and Communications Director
John Crosby, Executive Administrator Absent
Terie Smith-Phillips, Membership Director
Benjamin Clarke, Website Manager
Cindy Cain, Merchandise Manager

Meeting Agenda Items

- Call Meeting to Order
- Roll Call
- Approve Agenda as presented
- Approve last Board meeting Minutes [Minutes](#)
- Financial Report July net income \$787.27 Reserve Account \$14,201.77

- Committee Reports [Committee Members](#)
 - [Form submissions](#)

- A. Race Management
 - West Georgia Road race 10k & 5k Jonathan Burke
 - Race Application 2020 with city.
 - West Georgia 10k & 5k Planning Kit
 - West Georgia 15K/5K Anthony Nasser
 - West Georgia 15k Planning Kit [Planning Kit](#)
 - Carrollton Half Marathon **NOTES BELOW** Tyler Woodard
 - Half Marathon Planning Kit [Planning Kit](#)
 - Participant instruction document
 - Race promotions to hit higher numbers

- C. Finance Committee No Report

- E. Greenbelt Adopt a Trail
 - Update from meeting.
 - Robert and John covered the Adopt A Trail meeting for next year.
 - Section #11 Castle Playground Spur will be our section to clean.

Month	Trash collected	Volunteers	Hours	Tasks Performed
July	1/2 bag	3	2hrs	Removed debris from trail, picked up litter beside the trail and in parking lot

- F. Move It Monday Fall More notes below
 - Natasha Dawkins will be at the meeting to update the Fall sessions.
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 - Board Member sign-up [Board Sign Up](#)
 - Start for Fall is (Meet and Greet - Aug 26 Week 1-Sept. 9, Week 8 - Oct. 28)
 - Meet and Greet is Aug 26 at Tanner
 - 8 Weeks
 - Nov 2 - Celebration Run
 - No Paper sign-in
 - Use Webscorer, only sign-in on phone
 - Only 1 master sign in, do not sign into pace groups
 - Will offer to take heart rate and blood pressure each week for participants**UWG/Tanner Nursing students responsibility
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- H. Pinhoti Activate Planning Committee
- I. Policy & Procedures NO Report Due
- J. Track Tuesday Progressing well
- L. Destination Run Two people signed up
- M. Special Committee
 - WGTC Birthday Party [Birthday Party Plan](#) Update
 - Group Run Training Topics Update
 - 2020 race series

OLD Business

- WGTC Club sponsorship [Club Sponsorship](#) Anthony will resend the form and develop a potential list of sponsors.
- Decide on shirt for Board member. Jonathan and Brett will present designs and price at the next meeting.

- Discuss The Carrollton City Health Fair (Aug. 23) 7am-1pm Dr. Teri and Robert will attend.
- New Business
 - City Station CFM3 on Nov 12 will not be available for our Board meeting. Jonathan and Katelyn will host the meeting at their home.
 - Trident Health Fair October 17. Set up 1:30 Event 2:00 to 4:00. Will discuss more at next meeting.
- Web Projects [Web Project List](#)

Monday Run Down Articles Aug

Training Tip -

Member Spotlight [Member Spotlight List](#)

Socials- the third Thursday of the month. [Social List](#)

Local Race Opportunities

Carrollton Half Marathon Sept 7 Adamson Square

Hero Run Sept 14 Hobbs Farm

Roopville Hornet 5k Sept. 21st Roopville GA.

Fall Dash West Metro Sept. 28th Hobbs Farm

Dawnbreaker Dash Sept. 28th City Station - set-up

UWG Presidential 5k Oct 18th UWG - set-up

Pink Santa Hat Movement Oct. 12th Douglas County High School

- **NEXT BOARD MEETING Sept 10, 2019 7:00 PM City Station**
 - Aug. 13, 2019 Board Meeting will be in Jonathan House.
 - Sept. 10, 2019 Board Meeting City Station.
 - Oct. 08, 2019 Board Meeting
 - Nov.12 we will need a new place for the board meeting.
 - Meeting below will only have one item on the agenda the Carrollton Half update
 - Aug.20,2019 Special Call Board Meeting 6:30pm CF3 - cancel
 - Aug.27,2019 Special Call Board Meeting 6:30pm CF3 - call and cancel!

Minutes

- MIM - Natasha
 - Meet and Greet is Aug 26 at Tanner - 5:30
 - 8 Weeks, 6pm, Tanner Track
 - No meeting sept 2
 - First meeting - Sept 9
 - Last Meeting Oct. 28
 - Nov 2 - Celebration Run
 - No Paper sign-in
 - Use Webscorer, only sign-in on phone
 - Only 1 master sign in, do not sign into pace groups
 - Will offer to take heart rate and blood pressure each week for participants**UWG/Tanner Nursing students responsibility
 - Grad student will track all progress
 - Help boost retention rate
 - Vitals
 - Raffles
 - Every attendance, get 1 raffle ticket
 - End of course, get prizes
 - WGTC Raffle Prizes
 - Membership
 - 2 Race Entries into 15K/5K
 - Hat
 - Meet and greet -5:30 start, 6pm meeting
 - WGTC Membership signups at Meet n Greet
 - Anthony, Brett, Dr. T, Cindy, Robert (No Turtle peeps)
 - Track Club Overview - Anthony;)
 - Gear overview - Anthony/Natasha
 - Testimonial - Robert
 - Not printing Homework
 - Creating ?FB? account for MIM, post Homework on Monday nights
 - Option of emailing weekly HM?
 - WGTC Help

- Find Volunteers
 - Post on SM?
 - 6 nursing students each session
 - 3-4 WGTC Members needed weekly
- Board Members to cover
 - Oct. 7
 - Oct. 28
- Supplies
 - WGTC Sign
- Half-Marathon - Tyler
 - Mile Markers
 - Sponsorship
 - Orange Theory??
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 - Mile Markers - 13 with WGTC
 - Relay Exchanges - 3 with HM
 - 5Ks - 4
 - 20
 - Arrows
 - 6 Plain Arrows
 - Race Day signs
 - Packet pickup
 - Gear Check
 - Volunteer Check-in
 - Relay buses
 - Race morning
 - Volunteer Check-in
 - Packet Pick-up
 - A-M, N-Z, Relay
 - Packet-pickup - at least 6 people needed
 - Thursday 4-8pm - City Workers
 - Friday 12-8pm - City Workers
 - Saturday 6-7AM - Volunteers
 - WGTC Board Member - Katelyn
 - Have bags and t-shirts separate
 - Sort into 3 categories
 - City providing bags
 - Sponsor stuff
 - Track Club info

- Future race dates
 - Bag stuff party date?
- Volunteer Check-in
 - Aid stations and course volunteers check in at aid stations
 - Amp volunteers check in at amp
- Half Meeting
 - Tuesday Sept 3 6-8pm
 - Aid station Captains
 - Medical Volunteers
 - WGTC peeps
 - Possibly stuff bags
- Race day Communication
 - What's App
- Week of 26-31
 - Put out yard signs
 - Door hangers on all houses along the course
 - Tuesday Aug 27, replace track
- Week of race
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- Friday Set-up
 - Friday evening set-up cones and Mile Markers with City
 - Bill set-up
 - Bill - 325 cones
 - Soleroots - 100 cones
 - City
 - UWG???
 - Bike course and clear course?
 - Parks Dept clear Greenbelt
- Saturday AM
 - Square shut-down at 2am
 - Start at 4am
 - Confirm with City who helping set-up course
 - Tyler confirm with Erica
 - 3 volunteers to sit with mats
- Course Set-up
 - Friday evening on Greenbelt
 - Saturday morning for Road sections
 - Go a week before and brighten mile markers
- Start line setup

- Bill set-up Arch with custom banner
 - Will need help with Set-up and tear down
 - Katelyn team help Bill
- Finish line
 - Metal Truss system
 - HM Banner
 - Ben and Tyler help Bill, plus volunteer teams
 - Bill MC and anyone involved
 - Marriott handling refreshments
 - Bananas and Granola Bars
 - Hand out medal team
 - Brett, Cindy, volunteers
 - Barricades
 - Leading to finish
 - Center Street to finish, both sides
 - After finish
 - Barricade to sound booth
 - Police help with security
- Meeting with Police on Monday Sept 19 @ 3pm
- Sweeping the course
 - Ben Clarke help sweep course and clean up mats
- Race course nutrition/aid stations
 - **Gels - need to be purchased - done**
 - Gatorade liquid mix - city providing
 - Water - superior, 20oz bottles
 - **Cup - need to be purchased**
 - Cardboard trash cans
 - Bananas and oranges @ City Station fitness
 - 2 cardboard sheets for stacking cups
 - 2 tables
- Aid stations
 - 1 - Hobbs Entrance - Jenn
 - 2 - Hobbs - Anchor
 - 3 - MLK - Orange Theory(Oranges)
 - 4 - Alabama - GA Power/Joanna
 - 5 - Fire - Cady (GU x250)
 - 6 - City Station - Eddie (Oranges/Bananas)
 - 7 - Hayes - Anchor
 - 8 - S. Carroll - Marian/Addison smith

- Post race festivities
 - Groove Gypsies at 9am
 - Festival at 12 - Pippen
 - Awards - 10am start
 - OA
 - Then age
- Pacers
 - Carry signs
 - Make signs
 - 1:45, 2:00...3:00
 - Discount code PACER
- Relay
 - Order race belts - WGTC
 - Ordered 60 - 8/13/19
 - Exchange race belts
 - Collect at finish
 - If want to finish together, will have to enter course at Center St.
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 - Montrell - Transportation (City Schools)
 - Use City School buses
 - 3 buses, 1 for each Relay exchange
 - Park on Presbyterian or in front of Sam's house - TBD
 - Leave from square at 7am
 - Hobbs - 7:00am Leave at 8:30
 - Alabama - 7:30 Leave at 9:30
 - City Station - 7:30 Leave at 10:30
 - Bethany Church van for late runners
 - Gear Check
 - Tent with tables
 - Bring own bag?
 - Assign at least 2 workers at gear check
 - Talk to police about bomb dog
 - Zip tie big tag
 - Order zip ties
 - Under a tent, tables?
 - Must pick-up by 12:30pm
 - Rain Contingency Plan

- Where put everything
 - How serve at aid stations
 - Use Hudson Mill?
 - To buy
 - Aid station cups
 - Reflective tape?
 - To Do
- Meeting
 - WGTC 10K/5K - JB
 - Follow up with Police
 - Update logo on everything
 - Make a 2020 race series
 - Medal or Jacket
 - March 14??
 - WG 15K/5K
 - Logo
 - Finance Statements
 - Passed
 - Adopt a trail
 - Same section adopted for next year
 - Catherine Monacayo and Donna McClendon on committee
 - Track Tuesdays
 - Confirm locations
 - Not host track on Aug 26, encourage to help at houses on course
 - Sept 3, short workout
 - Birthday Party
 - American Pie - reserve party room, Ben calling Wednesday
 - 7(7:30-8:30) - 9
 - Katie, good cake
 - WGTC provide some cheese sticks and butter balls
 - Group run training topics
 - Tabled
 - 2020 race series
 - Brett sending ideas
 - Circuit
 - JB Updating
 - Sponsorships
 - Send out signup sheet
 - Board Member shirts

- JB price shirts
- Royal blue, tech
- City Health Fair
 - Aug 23, 7am-1pm
 - Robert, Dr. Terie
- Nov 12 meeting
 - At Turtle Pointe
 - Anthony bring Macarones?
- Cancel rooms on Aug 20 and 27
- Website
 - Ben keep up to date
 - Look over sheet and make updates
- Trident seafood convention - Oct 17
- Flash sale of T-shirts
 - Offer through email
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