Credit Union Cherry Blossom Committee Meeting Minutes  March 19, 2018
Renaissance Hotel 999 Ninth St NW, Washington DC

Race Director Phil Stewart opened the meeting at 7pm.

Attendees:

Call-ins:
Ed Hartwell Dennis Janey, Jim Marino, Bill Orr, Ryan Morris, Leah Rochelle, Donna Titus, Barri Winiarski (List may or may not include one anonymous toilet-flusher who forgot to silence his/her phone).

Random prizes were won by:
Text touch gloves: Joe Castro
CUSB cable adapter pack: Kim Westrich
Water bottle: Jean Arthur
Shoes: Candice Mothersille, Bruce Lung
Dog collar: Leslie Williams
Mug: Bee McLee
Notebook: Marlene Yenko
Ageless Strength book: Derek Honda
USATF bag: Nancy Betress

Phil Stewart

Phil circulated a notebook with (1) names and contact info for committee members, (2) the hotel accommodations list, (3) A facilities overview showing tents, tent outfit and locations on the Washington Monument Grounds; and (4) the event Time Line. Attendees were requested to review the lists, annotate their personal information with their committee function and make any other changes.

Update:
The commencement of construction on Memorial Bridge requires changing both courses. The Memorial Bridge work has been expected for a long time and alternate courses for the ten mile run have been previously certified in anticipation of this happening.

The ten mile course was adjusted by extending the north and West Potomac Park turn points to keep the course at ten miles without using Memorial Bridge. The adjustments keep the course on National Park Service land, avoiding the need to apply for new permits from the DC government.
The 5K course will run to the "old" ten mile turn around point. There are minor adjustments to the start and finish of the 5K. The 5K course was certified last weekend and mile marks are now painted on the road. The 5K starts after the ten mile run. On the new course, both runs share the road for an extra half mile. The 5K will start at 9 am instead of 08:40 am to allow the ten milers to clear the road that is shared by both races.

The line-up procedure has changed. Runners to one group of three corrals will move over one of two allowed sidewalks. Runners to the second group of three corrals will move over the other allowed sidewalk. There will be a break in the barricades at 15th street to facilitate moving runners into both sides of the corrals. In order to encourage runner movement to the corrals early, there is an incentive program. The tear-off tab on the bibs will be collected as runners enter the corrals. Those runners who enter their corral before 6:45 am will be eligible for random prizes. The prizes are significant - forty $50 Under Armour gift certificates and one $500 Visa card.

In addition to course changes, a new 150-foot wide "line of site zone" from the White House to Jefferson Memorial is required and this passes through the heart of the staging area. The staging area has been rearranged. A map package was distributed for review and comments. It shows the relocated tents and it was noted that Information tents are missing from the arrangement. Two Information tents are needed in the western quadrant of the staging area.

Some adjustments have also been made to the Kids' Run. (The proceedings were momentarily, but entertainingly disrupted at this point by the sound of a flushing toilet on the call-in line). The Kids' Run will use a wrist band system to assure secure child pickup after the run.

The Lost Child Protocol: announce the reported loss to Phil Pommerening in the Unified Command Center. Phil will notify the police to start a search. Lost child found: Take the child to the finish line medical tent and notify Phil Pommerening in the Unified Command Center.

Items to Note:
- The Runners' Happy Hour will be held Friday evening, from 5-7pm at the National Building Museum.
- The Volunteer Party will be held Friday evening, from 7-9pm Friday at the National Building Museum.
- The RRCA will hold their reception in the National Building Museum on Friday night. That event is separate from ours, but requires us to consolidate all race packet pickups in the room that has been the Ten Mile Run packet pickup room.
- Michelle Carter will coordinate committee member amenities pickup in the Expo office at the National Building Museum. Participant shirts will be available. Email Michelle if you want one and the size desired and she will include it in your amenity bag.
- Lunch will be provided at the National Building Museum on Saturday.
- Water and Gatorade will be delivered to the National Building Museum for volunteers working there.
The CUCB Ten Mile Run is a championship run for both the RRCA and the PRRO Circuit. There will be a very heavy elite runner presence. Bill Orr reported that currently there are 60 elite runners coming vs. the usual 45.

VIP parking will move from Jefferson Drive to Constitution Avenue between 15th and 17th streets, using both sides of Constitution Avenue. We have to reimburse the DC government for lost parking meter revenue. It was pointed out that it being a Sunday, the parking is usually free. The viewing stands in that area for the Cherry Blossom Pageant will be removed for Race Sunday and then put back up again, at our expense. We will have to procure road cones to close off Constitution Avenue parking and coordinate with the Park Police to determine the time that the cones can be placed.

**Becky:**

Garmin is the new technology sponsor. They will be sponsoring the Race App and Run Pix program. Garmin is also be participating in social media and will be giving away some watches.

Hood cottage cheese will be given away at the Expo and the 5K. The cheese will have to be moved from a refrigerator truck on Constitution Ave, close to 17th St. Extra hand trucks will be needed as the gators will have very restricted access.

Baroody Camps and Geico will be participating in the Kids’ Run.

Staging setup on the Washington Monument Grounds starts one minute after midnight on Thursday morning.

**Signage - Glenn Klenk:** Glenn needs road closure information, maps, schedule information and bios of clinic speakers for the signs. Runner movement instructions should also be placed on the Jumbotron. The deployment plan for the spinhead signs needs review. Ted Cochrane is developing the sign deployment schedule and it will be on the ADMIN Page. Signs will be delivered to the National Building Museum and the Washington Monument Grounds.

**Volunteers - Nita Roncone:** There are more volunteers signed up today than there were at race day last year. Nita is still recruiting and requests help in signing up more volunteers. Students volunteering for community hours will get their forms signed at the volunteer tent. Committee members should contact Nita for instructions on scanning in volunteers.

**Expo - Donna Titus and Barri Winiarski:** The Expo is sold out. There will be 18 new vendors. Cost has been a concern. Some previous vendors dropped out but some of those came back at the last minute.

**Nova Timing - Ed Hartwell:**

Ed Hartwell needs the timeline. The timeline will be updated on the ADMIN PAGE by Phil.

Ryan Morris needs an updated awards list. Phil will supply it.
**Medical - David Martin:** The major medical presence will be at the finish line. There will be a smaller medical presence in the staging area because of the distance from the finish line.

**Merchandise - Muffet Chatterton:** New merchandise, including two sizes of dog collars is being delivered. Web sales are in progress. This year's poster is an aerial view of the course changing from winter to spring based upon the CUCB Ten Mile Run as the "Runners Rite of Spring." It can be viewed on the web site, and is available in large and small sizes.

**Staging and Logistics - George Tarrico:** Final tent locations need to be reviewed by the committee members. Tents with colored tops can be arranged. Committee members should review the outfit list to be sure that we have the right number of tables and chairs.

**VIP Parking - Tom Filippone:** Elite busses should be able to park in the usual spot on Jefferson Drive. He expects to get Park Service confirmation tomorrow.

**Corrals - Rob Wolfe:** Bags are needed for bib tag collection for the random prizes. Volunteers will need to be assigned to collect the tags, then collect the bags and get them to Phil. The drawing will not take place on race day, and that should be noted in the publicity.

Planning is needed for the advanced women's start. There is a need to know who is in that group and who is not. A narrow entryway with single file check-in is recommended for accountability, but the athletes do not like that and are opposed to it. An off-line discussion and coordination with Ryan Morris is needed.

When the last ten mile runner crosses the start line there is only a nine minute gap before the first elite women runners arrive. There is a plan to maintain a pathway to the finish line for the lead women if there is a start delay.

**Safe Havens** - There are no established safe havens this year. The strategy will be to disperse. Extra megaphones will be needed for emergency announcements. Each emergency announcer should have a script so everyone says the same thing in a way that minimizes panic.

**NOTE TO ALL COMMITTEE MEMBERS**

The maps and tent outfit lists will be on the Admin Page and a blast email describing all changes will go out this week. Review that information and advise Phil or Becky of any needed changes ASAP!

The URL for the ADMIN page is [www.cherryblossom.org/admin](http://www.cherryblossom.org/admin)

Call the office if you need/have forgotten the password. Be sure to keep checking the ADMIN page for the latest information.

The meeting adjourned at 8:30 pm. The next meeting is April 30th, 7 pm at the Renaissance Hotel. If you are going to call in, please place your phone on MUTE unless you are speaking. That minimizes the noise on the system and makes it easier to
understand what is being said. The audio speaker is not very powerful so use your "outside voice" when you are speaking.

**Note:** Muffet and I will out of town attending a family wedding at the time of the next meeting. If one of you is willing to take notes at the April 30 meeting, please let Phil know.

Thanks!

Respectfully submitted,
Howard Chatterton
Recording Secretary

Please review the Action Items listed below:

**COMMITTEE MEMBERS**
1. Review the map and tent information on the ADMIN Page. Provide George Tarrico with any tent requirements, including any tent color requests. Notify Ken Donovan of any changes to tables and chairs being provided.
2. Review the timeline on the ADMIN Page and inform Phil of any changes.
3. Continue to look for opportunities to recruit volunteers.
4. Participant shirts will be available from Michelle. Email Michelle if you want one and the size desired and she will include it in your amenity bag.

**STAGING/LOGISTICS**
1. Two Information tents are needed in the western quadrant of the staging area.
2. Ken Donovan: verify the number of tables and chairs being provided.
3. Purchase/rent sufficient number of road cones to reserve parking on Constitution Avenue between 15th and 17th streets, both sides.
4. Coordinate with Park Police to find out what time the road cones can be placed on Constitution Avenue.
5. Reserve a parking spot for a refrigerator truck on Constitution Avenue, close to 17th St. Procure extra hand trucks for moving the cottage cheese to the staging area during the race. Coordinate timing of the movement.
6. Tom Filippone: Confirm ability to park elite busses on Jefferson Drive. Advise Phil as this impacts reserved parking arrangements on Constitution Avenue.

**SOCIAL MEDIA/COMMUNICATIONS**
1. Develop social media content, Jumbotron text, signage text and cue-cards for those with megaphones to provide consistent instructions to move runners to the corrals early.
2. In advertising the corral random prizes be sure to note that the drawings will take place after race day and winners will be notified by (email, phone call, letter?)
SIGNAGE
Ted Cochrane - Review the deployment plan for the spinhead signs. Develop the sign deployment schedule and place it on the ADMIN Page.

RACE DIRECTOR/DEPUTY DIRECTOR
1. Place the updated map, tent list and tables and chairs list on the ADMIN page.
2. Place an updated Timeline on the ADMIN page.
3. Provide Glenn Klenk with road closure information, maps, and schedule info for the signs.
4. Provide Glenn Klenk with the clinic speaker schedule and bio information for the signs.
5. Provide Ryan Morris and Nancy Betress with an updated awards list, including championship awards.
6. Obtain extra megaphones for emergency announcements. Determine who will give the order to disperse. Determine how volunteers with megaphones will get that order and how they will know it is real, as a hacked or faked order could be disastrous. Prepare a script so every emergency announcer says the same thing in a way to minimize panic.
7. Becky: Make sure recognition pins get to the volunteer party
9. Check to see if Constitution Avenue parking is free on Sunday. If so, we should not have to pay lost parking meter revenue.

CORRALS
1. Phil/Becky/Rob Wolfe: Planning is needed for the advanced women's start. There is a need to know who is in that group and who is not. A narrow entryway with single file check-in is recommended for accountability, but the athletes do not like that and are opposed to it. A discussion with Ryan Morris is needed.
2. Phil/Becky/Rob Wolfe: Review the plan to accommodate the lead women runners at the finish line if there is a ten mile run start delay. Determine the number of volunteers required to make that happen. Prepare instructions for those volunteers.
3. Determine the number of volunteers needed to collect the random drawing bib tags, then collect the bags and get them to Phil. Prepare instructions for those volunteers on when and how to stop the collection of bib tags.
4. Muffet Chatterton: Check on availability of bib tag collection bags and advise Becky if more need to be ordered.