Credit Union Cherry Blossom Committee Meeting Minutes          February 4, 2019
Renaissance Hotel 999 Ninth St NW, Washington DC

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

Attendees:

Call-ins:
Pam Balcke, Tom Filippone, Kim Nemire, Keith Peters, Eric Sinkeldam, Arlene Solbeck, Steve Solbeck, Chris Tatreau, Kim Westrich

Random Prizes:
Glenn Klenk and Ken Donovan were the shoe recipients. The detailed list of random prize winners was, regrettably, perhaps tragically lost in a software crash, denying the winners of those coveted items documented eternal fame.

Introductions and Announcements:
Laura Brown and Payal Thomas will be helping Nita Roncone with volunteer coordination.
Sarah Beth Hensley House will be helping Heather Mundwiler with Social Media
And:
Anna Dengler is now Anna Finlay.
Peggy Posey has welcomed a new grandchild.

Events since the November Meeting -
The Fall kickoff was a successful event. It was held at The State Room DC, formerly the 201 Bar. It has been renovated to be much more suitable for gatherings such as the kickoff. MedStar sponsored the event and was very pleased with the venue and the atmosphere of the event.

The lottery opened on December 1st and attracted 27,000 applicants. There will be 16,000-17,000 runners in the race. Those who have entered the lottery twice without success automatically receive guaranteed entries on the third try. There has been good response to the One Hundred Mile Club. Phil enjoyed taking a check for $1.3 million in registration fees to the bank for deposit.
6,000 runners have signed up for coaching. This year there are two groups. Beginning runners will be coached by Kirt West who has done all the coaching in the past. Intermediate and advanced runners will now be coached by RunCoach.

February 1st was the opening date for registration transfers, for those who received registrations but have determined they will not be able to run. February 1st was also the opening date for Capitol Hill staff registration, which attracts 600-800 Capitol Hill staffers. February 28th is the last day for transfers and Capitol Hill registrations.

Note: Guaranteed entry codes expire on February 28th. If you have an entry code be sure to use it before that date.

Bob Lane of Lane Accounting, a new non-profit accounting specialist, has been hired. The lease for the Bethesda office ends at the end of this year and an extension is being worked on.

Deena Kastor will be both a clinic speaker and a participant in the race. Deena is a candidate to set a new women's masters record for the Ten Mile Run.

Once again, we are working with Credit Union Miracle Day to provide more visibility for individual credit unions at the event. Various credit unions are sponsoring the wave starts and water stops. Some are the same sponsors as last year and there are some new ones. Obsolete cups stored at the shed will be donated to the Montgomery County Road Runners.

Sponsor Report, Becky Lambros.
Barri Winiariski and Donna Titus have been visiting other race expos to recruit potential exhibitors and sponsors. They have landed Honey Stingers as a new sponsor. Honey Stingers waffles will be provided for race finishers along with bananas and Gatorade. Garmin is returning as a sponsor. Garmin has provided codes for a 40% discount on their wearable merchandise for all committee members. Call Becky if you would like one of those codes.

Road ID has also provided codes for a free Road Id. Contact Becky if you would like one of those codes.

Under Armour is in the last year of sponsorship. Negotiations are underway to extend their sponsorship.

MedStar continues as a sponsor. They have a Twitter feed and will be supplying medical team volunteers.

Potomac River Running is in negotiations for extended sponsorship.

Credit Union Miracle Day has extended sponsorship through 2021. Negotiations are in process with United Parcel Service, which may make trucks available for bag check for the Ten Mile Run. Bag check for the 5K will remain in a tent.

National Park Service Report - Phil Stewart.
The National Park Service (NPS) has a program to rehab one half of the Monument grounds each year. Last year we were restricted to the west (17th Street) side of the grounds and this year will return to the east (15th Street side). Last year we established a
workable plan to get runners from the west side to the starting area, but it is much easier when we are staged on the 15th Street side. We will however be alternating sides each year for the foreseeable future.

Memorial Bridge is under reconstruction. Three reversible lanes remain open with lane control achieved by barrels. On race day we will be able to move the barrels just after the roads are closed for the race and we will have to replace them just before the roads reopen. That will require a significant number of volunteers.

A new pedestrian bridge is under construction over Rock Creek Parkway to provide access between the ferry landing and the Kennedy Center. That construction causes periodic weekend closures of the Parkway. Negotiations are underway to assure that the Parkway remains open on race day.

The 5K race will follow the ten mile route at the beginning. Both races will share the first water stop.

NPS has established levels of allowable matting on the grounds. We cannot use the heavy matting suitable for vehicles. All vehicles, including gators will be restricted to the roads and sidewalks.

Parking on Constitution Avenue will be very restricted. Plan on using other transportation if possible. A list of vehicles that will be parked on Constitution Avenue must be provided to NPS in advance. Contact Phil Stewart.

Good news: Neither the parade nor the kite festival coincide with race weekend this year.

If the government were shut down, we would not be able to hold the race on NPS property. We would explore holding the race on DC property. Becky and Phil are familiar with the DC Permitting process through their work on the Race for Every Child in the fall. If the government reopened at race time, the race will go on. Realistically, the Government would need to reopen by Thursday before race day to allow for our set-up to commence.

Operations Manual - Rob Wolfe
Rob is updating the Operations Manual. There is a need to have a written description of what each committee member does, including timelines, maps (where applicable), a list of contacts and vendors, etc.
A survey will be sent to each person and followed up by a phone call. The plan is to complete that by race day and have an updated manual by the end of the fiscal year. If you have multiple roles on the committee, please fill out a survey for each role.

Nita Roncone - Volunteers
Payal Thomas is assisting Nita in recruiting. As of today 876 volunteers have signed up. That is 1/3 of the requirement, but is ahead of the count at this time last year. Please tell Payal of any organizations that might be sources of volunteers. If you know of schools that require student service hours, provide her with a point of contact.
Laura Brown is working on instructions for volunteers. Draft instruction letters are out for comment. Please respond quickly with corrections and try to eliminate unnecessary wording. This year a list of volunteers and their contact information will be provided ahead of time.

QR codes will be used for volunteer check-in.

Anna Finlay is working on recognition of long-time volunteers. That recognition is not limited to committee members. There is a volunteer database that will be updated. Please provide Anna with the names of volunteers to be recognized.

Michelle Carter - Apparel
Apparel will be ordered electronically. You will receive a link. That link will take you to a form to enter your name and sizes. Contact Michelle if you need to order apparel for special volunteers.
Apparel will be distributed by Michelle at the Expo office in the National Building Museum. Apparel will not be shipped unless it is absolutely necessary.

Glenn Klenk - Signs
Go to the Admin Page for a list of the current sign inventory. There will be a lot of changes to signs resulting from new sponsors and speakers. All course signs have to remade. Sign input is needed ASAP and by the end of February at the latest.

Rachel Miller -- Medical
Rachel thanked everyone for condolences and support offered after her husband's death in November due to colon cancer.
There are currently 50 medical volunteers and 50 medical runners signed up. 120 volunteers with current medical licenses are needed.
There is a good stock of supplies at the shed. The Infield Medical and Finish Line Medical tents worked well last year and they will be called by those names this year. These tents will be equal in terms of service offered so neither will be called "Main Medical."
A course map is needed for each of the medical tents as runners come there seeking information.
Massage therapists for the elite runners are being recruited.
GW will provide medical support for the Kids' Run
A box of heat sheets is requested for each medical tent.

Round Table
Nova Timing has a new three-year contract. They may add a 5k split on the 10 mile course this year.

Merchandise is on the web site. Committee members get a discount. Some sizes have limited quantities. Committee members should talk to Muffet instead of ordering on line and do that soon for the best chance of getting your size.

Need to be sure that the toilets are unlocked before the race.

Kids Run Coordinators are Keri Keaton and Nancy Brooks
Tee shirts are being printed now. They will be delivered to the Expo on Thursday night.

Charlie Harr will be stationed at the National Building Museum to coordinate movement of equipment from the NBM to the Mall. Find a time to go to the shed and choose only what NEEDs to come to the NBM or the race site. Danny Talmadge has the shed organized. He will design a shipping label to identify what goes to the Mall and the NBM, and where it goes once it gets there. Suburban Solutions Movers will be assisting.

Irv Newman asked who is updating the crisis management plan. Bee McLeod is working on the scenarios. Safe havens are no longer available.

Marathon Photo is exiting the business. Potential photographers are being interviewed.

METRO will not be available again this year. Runners have not had great difficulty getting to the race and there have not been massive complaints.

A preliminary list of elite runners will be available in the next few weeks. There is a separate purse for RRCA RunPro Campers and Road Scholars. These programs provide support for young U.S. runners just out of college.

RunnerSpace and Salmini Films will be back to provide video coverage.

Les Kinion Award nominations are due by Feb 28th. Nominees can be long term volunteers in any capacity, not just committee members. The award comes with a $2500 (taxable) check.

The next meeting will be Monday, March 18th, 7pm at the Renaissance Hotel

The meeting adjourned at 8:40pm.

Action Items:
Becky Lambros - Discuss Kids Run Security Coordination
Arrange for toilets to be unlocked before the race

All Committee Members:

☐ Use guaranteed entries by Feb.28th
☐ Contact Becky for Garmin and Road ID discount codes.
☐ If you require parking on Constitution Ave, contact Phil Stewart
☐ Contact Payal Thomas with leads for any organizations that might be sources of volunteers. If you know of schools that require student service hours, provide her with a point of contact. Her email is payalthomas4@gmail.com
☐ Provide Anna Finlay with the names of volunteers to be recognized.
☐ Watch for an email link from Michelle and use that to provide her with your apparel sizes.
☐ Check the sign inventory on the Admin Page and advise Glenn Klenk of your signage ASAP and no later than Feb 28th.
If you want to purchase merchandise shown on the web page, contact Muffet Chatterton to get your discount and place your order.

Find a time to go to the shed and label only what NEEDs to come to the NBM and/or the Mall. Indicate on the label where the item is supposed to be delivered at the NBM or the Mall.