

Mid-Pacific Road Runners Executive Committee Meeting
November 14, 2017

Call to Order: By Ron Alford

Time: 6:08 p.m.

Present: Sam Aucoin, Chris Mewhort, Joan Davis, Halina Zaleski, Paula Carroll, Judith Inazu, Ron Alford, Betty Gail Alford (BG), Craig Knohl

I. Approval of Minutes of October 3, 2017 Executive Committee Meeting

- Approved.

II. Financial Report – Chris Mewhort

- Approved.

III Membership Report (October 2017) Paula Carroll

- ██████ has been updating the membership list to delete inactive members.

122 family memberships for the month of October 2017 (+2 since 9/30)

137 individual memberships for the month of October 2017 (+5 since 9/30)

5 junior membership for the month of October 2017 (+0 since 9/30)

144 lifetime memberships (-2 since 9/30)

Total: 408 memberships

(Net gain of 26 family, 31 individual, 1 junior and -49 lifetime memberships since July)

IV. Unfinished Business

A. 2018 Race Committee Update/2018 Race Schedule – Ron/Joan

Windward Half Marathon

- Sponsors: Still pursuing sponsors/partners – Request to A&B and the Harold Castle Foundation are still pending. ██████ will follow-up with ██████. ██████ reports that HTC will contribute gift cards for random drawing.
- Packet Pick-up: ██████ will contact Runner's HI and Running Room regarding packet pick-ups at their stores, possibly Runner's HI on Thursday, Running Room on Friday, and HTC on Saturday.
- Race Promotion: Still planning to have a table-top event at the Windward Mall, probably during December to promote both the Windward Half Marathon Series and the half marathon itself. ██████ will schedule a meeting of the Volunteer Committee (November 3rd meeting was cancelled) to get volunteers.
- Race Logo: Unable to determine the origin of the logo. The Shirt Shop will be requested to update the logo from 2013. ██████ will send the electronic version to ██████ to follow-up.
- Entry Form: The race is already up on RunSignUp and ██████ has developed a draft paper entry form. We will need the updated logo and packet pick-ups to finish the entry form for publication.
- Expo: Need to start recruiting expo vendors and organizations. Target sports and health-related organizations, especially on the Windward side. ██████ will organize games and activities. ██████ will check on pony rides. We need a shave ice truck – ██████ will reach out.
- Community Relations: Still need community relations director as well as military liaison. ██████ emailed ██████, Kaneohe MCB, on 10-30-17 (contact name provided by ██████ at Ride Kailua) but got no reply. ██████ got the name of a sports coordinator in the MC Base Community Services from ██████ – will try to contact her this week.

- Course issues: There is already a detailed course layout from prior races with aid station placement, coning plan, police instructions, and course marshal placements. [REDACTED] will forward these documents via email to the committee for review. A race instruction sheet will also be developed to send runners prior to the race as well as for stuffing in packets.
- Photos: Contact with potential photographers is still pending.
- Awards and medals: Need to design and order finisher medals as well as arrange for top finishers awards. Propose using existing club medals for age group awards. Finishers for both the 5K and Half marathon get medals.
- Shirts: Need a shirt design. [REDACTED] will forward logo to [REDACTED] for follow-up with Honolulu Shirt Shop.
- Bib Numbers: Need a design – probably involving the logo.

Windward Half Marathon Readiness Series

- Packet pick-ups are all scheduled at the Running Room. May need to add a packet pick-up on the Windward side for the 10-miler.
- Awards – Need to arrange awards for the top finishers and use current MPRRC medals for age group winners. [REDACTED] will inventory the medals during the next trip to the storage locker.
- Shirt – Need a shirt design. [REDACTED] will follow-up with the Honolulu Shirt Shop. [REDACTED] also urged that we re-emphasize with members and participants that there is only one shirt for the series as this is a significant change from prior years.
- Race 1: Bob & Ron's Manoa 5K: [REDACTED] will verify that we have permission to use the Manoa Rec. Center facilities.
 - There are restrooms but it was recommended that we get 2 portable toilets to supplement.
 - Coning – directional coning only.
 - Police – Joan will set it up with the permit.
- Race 2: Chapson Diamond Head Dash 8K: [REDACTED] will speak with [REDACTED] regarding permission to use the facilities at KCC. [REDACTED] to check on access to bathrooms.
 - There are rest rooms but it was recommended that we get 2 portable toilets.
 - Coning – [REDACTED] will follow-up with a coning plan as well as potential Bus rerouting on race day.
 - Police – [REDACTED] will follow-up. Probably need more than 10.
- Race 3: Johnny Faerber 10K: Nothing new here – same as last year.
- Race 4: Kailua 10-miler:
 - School use permit is tentatively approved pending certificate of insurance.
 - Course – The course is set but need a coning plan, aid station locations, course marshal locations, and police instructions. Maybe [REDACTED] can help. [REDACTED] will run the course in the next couple of weeks to get ideas about these issues. [REDACTED] has agreed to certify the course for about \$800.
 - It was approved to spend a maximum of \$800 plus tax to certify the new Kailua 10 mile race course.
- **Holiday 5K and Keiki Run in Honor of Silvia Martz**

- Shirt: Design was shared with the committee. Shirts will be printed and delivered to packet pick-up by the Honolulu Shirt Shop.
- Course – [REDACTED] will contact GP Roadway Systems regarding the coning plan and cost.
- Awards – [REDACTED] to order trophies for top finishers. Plan to use MPRRC medals for age groups and for the kids in the Keiki run.
- Need goodie bags for the kids – will ask [REDACTED] to follow-up.
- Plaque – [REDACTED] will get the Silvia A. Martz plaque from Running Room and clean and post it on the telephone pole, with a lei.
- Race promotion – Several suggestions were made: a table-top event at Kahala Mall and Windward Mall for all races. Public service announcement in the Newspaper, and a newspaper ad. Also, [REDACTED] will follow-up to see if Silvia's son has been contacted and if he is coming to the race.

B. Governance Committee Update – Halina

- A membership meeting will be held after the Nov. 26 Holiday 5K race to vote on the proposed changes to the ByLaws.
- The new ByLaws combine the Club's Constitution with the Bylaws to create one document.
- After the race, members will be given a ballot and asked to vote aye or nay on the revisions. A brief summary of the changes will be made before the voting. During race instructions before the race, members will be reminded of the meeting. Those who vote will be entered into a raffle for a free race entry or some other prize.

C. Tantalus Run recap – Joan/Ron

- Next year, we should explore the possibility of using the garden area for the finish and for parking. Should also consider an earlier start time for walkers.

D. Training Run Update – Ron

- Still continuing on Friday evenings at Magic Island.
- Board members are invited.

E. Age-graded Awards – Craig

- Awards to the top 5 of each sex; [REDACTED] will crunch the numbers.

F. Public Affairs Update – Betty Gail

- BG has created flyers, posted on FB, sent a newsletter, placed flyers in marathon series packets, and got new magnets for the 2018 races.

G. Social Committee Update/Annual Meeting & Dinner – Betty Gail

- The committee is recommending that the dinner be held at the Japanese Cultural Center on March 2. The Club will not be subsidizing parking this year (\$6.00).
- Awards should be given to the top five volunteers – similar type of awards given to the runners.

H. Web Site Review – Ron

- Some changes have been made; others still pending.

I. Storage Locker – Ron

- [REDACTED] plans to buy and set up the shelves in the locker room over Thanksgiving weekend.

J. Club Phone/Voicemail – Ron

- Chris volunteered to use his business phone for club activities. The phone will rotate among members so Board members will take turns responding to phone messages.

K. HM Expo and Marathon tent – Ron

- [REDACTED] to query the membership about volunteering to staff the MPRRC booth at the Honolulu marathon and the marathon tent on race day.
- A truck will be needed to haul equipment, food, and chairs for the tent; Jack Scaff will not be involved in our tent this year.

L. GAR Expo – Joan/Ron

- Decisions are pending.

M. Club RRCA Membership Renewal/Music License – Paula

- No response yet from RRCA about our renewal.

V. New Business

- A. A 1-page ad was placed in Sport magazine for races in early 2018 (\$350 for one page). Another 1-page ad will be placed for races coming up later in the year.
- B. Kapiolani Community College’s Massage Therapy School is offering free massages to MPRRC members. An email with more information will go out to members.

VI. Next Meeting

Date: December 12, 2017

Time: 6:00 p.m.

Place: Room 219

VII. Meeting Adjourned: Time 8:45 p.m.

