

## Meeting #2 Minutes (5-15-22)

### CHECK-INS

- Avian: budget created, still waiting to hear from treasurer
  - Planning to reverse the race route, only issue is on the certification the race points a certain way; waiting to hear from certifier
  - Waivers uploaded to race director drive
  - Tasks are uploaded to the drive as well, stuff that is bolded has hard deadlines that shouldn't be moved without permission
  - We're taking inventory on old 5k shirts tomorrow, can sell them to donate profits to a non-profit organization; let me know if you find any organizations that can be deemed worthy
  - Want to look into a generalized bib design for future use
- Natalie: Alexea, Alexis, and I discussed the design of the new logo, decided on using circular laurels from 2020
  - The shirt color should be decided on, maybe not teal
  - First post on the instagram will be to announce that the website is online
- Alexea: I've been working on updating the website, how do coupons/discounts work? Alexa - sponsor tiers can determine discounts and free entries, along with chief status, can be coordinated with game wins and alumni band sign ups
  - Found someone to help coordinate race day timing and bibs, going to reach out to him
- Alexa: put in the Trader Joe's request banana request
  - Planning on finalizing the sponsor card with Alexea
  - Drafting email and phone script for sponsor calls, looking into a google number for making and taking sponsor related calls from
  - Looking into reaching out to FSU print for signs and other indicators
  - Looking into new options for sponsor photo boards, looking for reusability/cost effectiveness
- Alexis: logged into socials, still working on Twitter; updated dates on pages
  - Looking for isolated logo elements to work on designing/updating the logo
  - Upload bios and photos to the drive!
  - Facebook page to be updated once I am invited to the GammaNu Facebook account as a contributor (Ally needs to grant access)
- Jordan: originally planned on getting the route approved tomorrow, holding off until race direction is finalized

Tasks: Assistants, help Alexa with sponsor lists

- Reg, keep working on Regfox to, waivers on the drive
- PR, keep working on design
- Sponsor, keep working on business contact and sponsor card
- Volunteer, plan how to organize volunteers, can start mapping out stations during race