

Meeting #1 (5/8/2024)

Roles:

Micah: Race Director

Ethan: Co-Race Director

Jon: Volunteer Manager

Josh: Sponsor Manager

May: Registration Manager

Tyler: PR Manager

Kai: President of the Gamma Nu chapter of Kappa Kappa Psi, overseeing operations.

Sean: Treasurer of the Gamma Nu chapter of Kappa Kappa Psi, overseeing finances.

Overview

- Showing the Google Drive and how to access it.
- Sharing the purposes for the race and how it is benefitted by Kappa Kappa Psi.
- Going over roles and responsibilities for each committee member.

Website and Headshots Discussion

- Going through website and what information will be updated.
- Planning out headshots, discussion of potential remote sending in of headshots because members already home from Tallahassee.
- Website Focuses:
 - PR Manager: Photos on the website, needing to secure photographer
 - Co-Race Director: Maintaining and updating the website.

Email Sign-ins

- Let each member into their email accounts.
 - Director: Racedirector.mc5k@gmail.com
 - Co-Director: Coracedirector.mc5k@gmail.com
 - Public Relations: Prmanager.mc5k@gmail.com
 - Sponsor: Sponsormanager.mc5k@gmail.com
 - Registration: Regmanager.mc5k@gmail.com
 - Volunteer: volunteermanager.mc5k@gmail.com
- Keep up with your email
- Create your email signature at the bottom of each email.

Purchases/Receipts

- Should you need to report a receipt for things you buy in relation to the 5k, put it in the "Receipts" folder in the Google Drive.

Budget Overview

- Micah shares projections for this year's 5k budget, mentioning shirts budget that was overbought last year. Making attempts to buy closer to actual numbers.

Calendar

- Google calendar shared with each member.
- Specific dates and deadlines provided, with timelines to be thinking about each task.
- Co-race director will make an excel sheet with each task. **Now done in Co-race director folder in drive.**
- Mention of important dates such as shirt design being complete and hype video release.
- Weekly meetings for 5k committee expected for the start of the semester on Sunday.

Pricing Discussion

- Registration manager position discussed with regards to packet distribution
- Choosing prices, offering certain discounts.
- "Early Bird" pricing helps to get some profit in for the race early.

Post-Race Reflection Meeting and Feedback

- Co-race director runs the reflection meeting after the race.
- Discussion includes what went well, how things can be improved.
- Race feedback form sent to runners, last year's results discussed and shown to committee to see what to focus on.
- Big focus on day-of registration for this coming year, as it was the biggest source of feedback last year.

Goals by Position

- Race Director: Increase profit from the 5k, be able to evaluate expenses and mitigate them as much as possible. Acquire more sponsors. Goal Setting each month
- Co-Race Director: Committee communication, being able to support each other on tasks
- Sponsor Manager: Sponsor card by deadline, diversifying sponsors and consistently keeping communication open with them.
- President: Marching Chiefs being more invested in the 5k, plan for future success and look towards the future more with 5ks. Leave behind more resources such as guides for future brothers in your role.
- Registration Manager: Efficiency in packet pickup, plan out quantity of materials to reduce extra.
- PR Manager: Use available resources, use old and new markets to get greater success.
- Volunteer Manager: Mitigate confusion with volunteers, demonstrate professionalism on behalf of the Gamma Nu Chapter of Kappa Kappa Psi and Marching Chiefs.

Closing Questions and Goodbyes

- Excited for the year and the race with big expectations for what we can do.