

## Meeting #2 Agenda

1. Review goals from past meeting and how managers have completed them
  - a. Autumn: Worked on logo. Considering a black background for the logo if we decide to to white shirts. Registered website for Google analytics.
  - b. Belton: Working on and updating the RegFox website from last year. Working with a black theme, more sleek. The shirt design would work with the registration site.
  - c. Gabby: Made a new sponsor card and got it approved. Working with Shane on a new tactic of reaching out to sponsors. Trying to get each phase done by a specific time and should be completely done by August ()
  - d. Tony: Working with older brothers and past brothers on reaching out to past drum majors. Projecting this for the end of the spring semester. Talked to the past volunteer manager about the volunteer form format; Google form looking like the best lay out. Thinking about using Slack for this year, more organized.
  - e. Shane: Received contact information for Port-a-potty company, will meet with Race director and co-race director about adding more potties and getting in contact with FSU PD. Starting to work on GoPro information. Maybe have one of the directors use the GoPro on the route. Have someone use the GoPro to update people on day of race information like registration, route information etc..
2. New goals to discuss
  - a. Fancy virtual packs
  - b. Reach out to band directors around the US that went to FSU, create a flyer aimed at virtual race to send to them to give to their students (maybe reach out to past Music Ed people or Hayden to get the word out within the alumni association.)
  - c. Drum major virtual package unboxing (in uniform)
  - d. Rebrand virtual race, make it clear that the virtual packs will be there BEFORE the race (put in FAQ) (Maybe a contest but with the hashtags, similar to the photo contest idea from the last meeting)
3. Talk about contingency plan if fall semester gets cancelled or we have a hurricane
  - a. Hurricane, rain, coronavirus preparedness plans
    - i. Make statement in FAQs on website
  - b. Refunds up until the date everything is ordered
  - c. Fall cancelled (mostly for Registration and PR)
    - i. Send out email to those already registered with options
      - Pick up pack in tallahassee
      - Move to virtual and pay for shipping cost
      - Full refund
4. Our goals for individual positions
  - a. Course Marshal: Reach out to Plack (or Chandler), ask if he'll run the 5K route for the livestream (if the race is virtual or not) (after I speak to Plack about the 5K plan, I will text you when you can start to reach out), meet with Felecia and I

about contacting FSUPD for race. Look into a way that we can upload video to the internet via livestream besides using a phone if we can (maybe a newer version of GoPro)

- b. Registration: Have 5K registration posted by the date the website is posted (May 20th), add a portion to the regFox that asks if they were a brother of Gamma Nu or sister of Alpha Omega, reach out to Gulfwinds (meet with Felecia and I first, before May 22nd)
  - c. PR: Continue to update the website(website finalized May 12th), add this past years youtube promo videos that are in the google drive onto the Gamma Nu youtube(before May 12th), prepare Facebook page and post regarding website(May 19th), registration, and response to COVID-19, reach out to all races sites(May 15th)
  - d. Sponsor Manager: Compile list of seminole clubs(May 15th), finalize the Sponsor Card font and reapprove(May 8th), approve list of businesses (email to Felecia and I)
  - e. Volunteer: Keep working to get the contact info for past drum majors(ongoing), possibly older ones too, figure out how you will have chiefs sign up to volunteer (i.e. google form, doodle poll, or something else before next meeting) (Done before pre-season, end of July/early August)
  - f. Felecia is working on the website with Autumn and researching Google Suite for nonprofits
5. Update on domain email
- a. Looking into Google for Nonprofits to try and get a domain email, if it doesn't work out, we will just have gmail accounts
    - i. We could get GSuite and \$10,000 of ad space per month so we could reach a larger audience. Finding a contact person to help us apply.
6. Talk about what to expect as far as registration
- a. More virtual runners
    - i. Can use an adobe product to edit a chiefs recording as if the person was running the route if we were to be online
    - ii. Could potentially have a pep band if there are enough people in town that want to participate.
  - b. Less overall registration
  - c. A different wave for registration
7. Questions from committee
- a. How do we notify sponsors about our contingency plan?
    - i. We can post about the plan on the sponsor tab on the website or email and let them know that we have a plan and if they have questions, they can ask us. Can also come up with a script.
  - b. What is the cut off day for registration?
    - i. People can register all the way until the day of the race, but after October 18 they aren't guaranteed a shirt and the price goes up.

- c. Is the video of the route new for this year?
  - i. We have done the video of the route before but it was at the end of the race, so you can use this video as a template and you can edit it.

8. Tasks

- a. Find out the date that we started asking chiefs to sign up last year from Steven.
- b. Maybe invite Lady Spearhunters on the day of to do face paint
- c. Having pep bands go around campus to hype up the 5K

9. Other comments from discussion

- a. Mevo - camera for Facebook live could potentially work. Costs \$400. GoPro that can live stream anywhere from \$350-\$500. Can communicate with the film school to see if we can borrow some of their equipment
- b. Deadlines help!

**10. Next meeting will be on May 11th, 2020 at 6:00pm**