

## Mill Cities Relay Event Committee Meeting Minutes

29 May 2003

Present: Dave Camire, Dave LaBrode, Marshall McCloskey, Chip Mann, Jeff Gould, Bob Menzie, Ed Mahoney, Skip Cleaver, Rosa Tejada, Carol Zanni, Steve Grande, Sharon Yu

1. There is a change in venue for this year's event, from the Elks to the Knights of Columbus. We were unable to coordinate the use of the Elks for 12/7, as the new Grand Exalted Leader has her own agenda for that day. We were offered a storage area in the basement, but this was inadequate. LaBrode contacted the KOC and we met with their event co-coordinator in January. Use of the hall and kitchen is \$300. The hall is 80 X 120 feet. We also have use of a lounge adjacent to the hall. A deposit of \$150. was put down and a contract was signed. The price of the kegs will increase, but if all clubs could submit a letter detailing their donations to charity, this could help bring down the price of the kegs, as the KOC recognizes charitable donations. It was decided to sell beer tickets for \$1.00 a piece to help offset the price of the kegs. Previously the kegs were \$110. per keg, but may increase to \$250-300 this year.
2. There is \$3,203.69 in the budget, about \$2,000 more than last year at this time.
3. Marshall gave a merchandise report. There are mugs and shirts available. We will sell gloves leftover from last year. We will also sell leftover bottle openers and key clips. At the next meeting, we will vote on a new item to sell.
4. We discussed problems on the course from last year. The 3<sup>rd</sup> exchange zone was not covered and GLRR did not cover their spot. There will be more communication this year regarding this. There were a few people missed at the finish due to the change in starting people at 11 from the 4<sup>th</sup> exchange. It was decided to have a PA system and a clock at the last exchange point and to encourage clubs to communicate this change to their runners.
5. Skip will secure the YMCA in Nashua.
6. Chip will secure the insurance policy through RRCA for the Y, the Voke, and the town of Methuen.
7. LaBrode will obtain the permit from Methuen.
8. We will pay the Voke in Tyngsboro \$75. for use of their bathrooms and showers. The Greater Lawrence Vo-Tech is also open for showers.
9. The last leg will be changed and LaBrode has been working on this. The distance and type of course is about the same.
10. Dave C. will update the web site.
11. I will contact Jackie Sullivan regarding the cooking and Shaun, the DJ.
12. We discussed this year's give-away and it was decided to go with a t-shirt to commemorate the 20<sup>th</sup> anniversary of the race. 2 people will decide on the design of the shirt, keeping the basic logo, but adding "20<sup>th</sup> Year" somehow. It was decided to pursue sponsorship to cover the costs of the shirts.
13. Phil Quinn Award nominations are due at the next meeting.
14. The next meeting will be Thursday, August 7<sup>th</sup>, at the KOC. We will plan to run first, and it will also give everyone a chance to see the hall.

15. It was decided the relay will have it's own website, at a fee of \$90-125. Dave C. will set this up.
16. It was decided to offer both Phil Quinn and Jack Pierce airfare so that they can attend the 20<sup>th</sup> MCR. We would like to have all Phil Quinn award winners present, including Phil Quinn!
17. Dave C. proposed a more formal structure to the Mill Cities Committee, which was detailed in a handout. It would be similar to a board of directors but flexible and there was also a discussion regarding documenting how each task is done in the event of any of the original members of the committee no longer being around. This was felt to be important for the continuation of the event in the future. It will be discussed more at the August meeting.
18. This year there will be a digital clock at every exchange point.
19. Next meeting August 7<sup>th</sup>, KOC in Lawrence, time TBA.