



BURTON, MICHIGAN

DRAFT

BURTON PARK AND RECREATION COMMISSION MEETING

JULY 30, 2014

MINUTES

Community Room

Veterans Honor Run Committee

5:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Commissioner James Craig at 5:30 PM.

A. COMMITTEE MEMBERS PRESENT

B. APPROVAL OF MINUTES

1. Parks & Recreation Commission - Veterans Honor Run Committee - Jul 9, 2014 6:30 PM

C. AUDIENCE PARTICIPATION

D. COMMISSION DISCUSSION AND ACTION

1. Discussion on Veteran Honor Run

Participant Count: 32 as of today

Site Issues: There was discussion about the original venue and the impact that has on the race. It was decided as a committee it would be in the best interest of the committee to move the race and reconfigure the courses. Doing it now would cause less confusion later.

Course: 11K - remaining the same

5 K - move start line to cal du sac and 5k can go through Kelly Lake

Look for Large flag at finish line

Awards: Plaques: First over all (event/gender) resulted in a lot of positive feedback

(6 plaques).

Medals: 252 total for all event/gender/division. Due to those no runners in a given division, we still only need 167 this year.

Challenge Coins: Order 150 - 25 left (a few to sponsors/VIP).

Dog Tags: 300 (250 pre-reg, 50 sponsors/contingency).

Traffic Control: Bette checking with police department to make sure routes are ok.

Fire Station #2: Bette confirmed with Chief Epperson that the race could run through the fire station.

Sponsors: Need to get separate tent for our sponsors and determine optimal location.

Work on sign sponsors, create new sponsorships
ELGA on for shirts - in addition to cash, will provide \$750 commercial time

(based on their bargained rate) on ABC12.

Volunteers: Jim will reach out to contact at UM Flint again (25-30 last year)

Medical tent/ambulance this year

Bikers to lead/trail race: at least 4 (11k/5k 2 each, preferably 3).

Vaughn?

Race logo: DAV women's group - graphic designer had one for all but Medals

Mile Markers/signs: Have most of what we need, can sell \$100 sponsorships (start/finish, etc.)

Opening Ceremonies: Mayor start race? Confirm

Color Guard - Tom Salvador?



BURTON, MICHIGAN

BURTON PARK AND RECREATION COMMISSION MEETING

JULY 9, 2014

MINUTES

Community Room

Veterans Honor Run Committee

6:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by at 6:30 PM.

A. COMMITTEE MEMBERS PRESENT

Vaughn Smith
Jim Craig
Tony Newton
Sachin Desai
Bette Bigsby

Rene McMann
Mona Miron
Debbie Newton
Steve Welch

B. APPROVAL OF MINUTES

C. PURPOSE OF THE MEETING

1. Discussion on Veteran Honor Run

Participant Count: 32 as of today

Site Issues: there was discussion about the site that was used last year and the ongoing issue they are having with the County and the City. Committee will have further discussion after Mr. Craig tries to see if the issue can be resolved in time for the race to continue.

There is an alternate venue suggested and the committee will look further into that venue if the conversation with the original venue does not have a positive result.

Course: If the race stays at the original venue then the 11K race will remain the same and the 5 K race will move the start line to cul du sac and 5k can go through Kelly Lake.

Awards:

Plaques: First overall (event/gender) resulted in a lot of positive feedback (6 plaques). Sachin will get the website to Bette so that she can have the plaques ordered.

Medals: 252 total for all event/gender/division. Due to those no runners in a given division, we still only need 167 this year.

Challenge Coins: Order 150 - 25 left (a few to sponsors/VIP).

Dog Tags: 300 (250 pre-reg, 50 sponsors/contingency)

Traffic Control: Bette will check with the police department once the race route is defined and finalized to make sure roads can be closed.

Fire Station #2: Bette will confirm that the race can run through the fire station this year.

Minutes Acceptance: Minutes of Jul 9, 2014 6:30 PM (Approval of Minutes)

Sponsors: Need to get separate tent for our sponsors and determine optimal location.

Work on sign sponsors, create new sponsorships

ELGA on for shirts - in addition to cash, will provide \$750 commercial time (based on their bargained rate) on ABC12.

Volunteers: Jim will reach out to contact at UM Flint again (25-30 last year)

Medical tent/ambulance this year

Bikers to lead/trail race: at least 4 (11k/5k 2 each, preferably 3). Vaughn?

Race logo: DAV women's group - graphic designer had one for all but Medals

Mile Markers/signs: Have most of what we need, can sell \$100 sponsorships (start/finish, etc.)

Opening Ceremonies: Mayor start race? Confirm

Color Guard - Tom Salvador?

D. AUDIENCE PARTICIPATION

None

Minutes Acceptance: Minutes of Jul 9, 2014 6:30 PM (Approval of Minutes)



Burton Park and Recreation Commission

4303 S. Center Road
Burton, MI 48519

Meeting: 07/30/14 05:30 PM

Department: Clerk's Office

Category: Discussion

Prepared By: Teresa M. Karsney

Department Head: Teresa M. Karsney

D.1

SCHEDULED

AGENDA ITEM (ID # 1135)

DOC ID: 1135

Discussion on Veteran Honor Run

- Location
- Catering
- Notification to current registered participants if venue has changed
 - Mailed letter and email (for those who provide)
 - I will have draft letter for review/input
- Packet pickup - moved to Complete Runner, regardless of venue
- New course route
- New/potential sponsor/partnerships
- New race applications - will be available with updated info
- Next phase
 - Logo
 - Shirt pricing/design
 - Medals/Challenge Coins/Dog Tag pricing
 - Opening ceremony
 - Site logistics
- Other items