

US COAST GUARD RUNNING COMMITTEE



Attendees: Mr. Ken Burgess (Co-Captain), Mr. Jason Scott (Co-Captain/Acting Treasure), Mr. Nate Menefee (Webmaster), and Mr. Charlie Epperson (Acting Secretary)

Location: *The Trappist*, Oakland, CA

Time: 1930-2115

Date: Thursday 12 November 2009

Purpose: US Coast Guard Running Club Inaugural Meeting

Point/Issues:

- Call to order first meeting of the US Coast Guard Running Club (we need a gavel – action – Ken Burgess)
- Open discussion on growth of the club, developing chapters, sponsorship, club organization, and governing by-laws.
- Continue request for support from MWR for XMAS Relays, The Relay, Tahoe Relay, and the National USATF Cross Country Championships in Spokane, WA.
- Recommendation that members pursue the MWR’s “Sport Grant” for races in CY2010.
- Membership and dues recommendations/benefits:
 - Fee: \$30 for a calendar year
 - T-Shirt to all members
 - Discounted Entry into CG sponsored Race
 - Sport Grant Lottery Quarterly (NTE \$100)
 - Quarterly Newsletter – with member stories etc from all chapters
 - Ability to pass information through website, results etc.
 - RRCA coverage of \$1 million
- April 2010 Coast Guard Race at Middle Harbor Park
 - Race Director- Ken Burgess
 - Estimate 20 volunteers
 - Initial budget of \$1,000, projected earnings of \$3,000, net \$2k – goal.
- How do we promote developing running communities throughout the Coast Guard?
 - Outreach to CG Running communities in San Diego, Seattle, Atlantic Area, Washington, DC, and Boston
 - Assist the development of chapters through a central national running club based at CG Island in Alameda, CA
 - Allow them to utilize the tools (website and apparel) to promote membership in their areas
 - Webmaster tasking to determine if www.runuscg.org can have [www.runuscg.org/region\(s\)](http://www.runuscg.org/region(s)) and then their own separate portion of our domain.
 - Webmaster tasking – post forum to website for use by members.
 - Designate a Board Member to coordinate development of chapters.
 - Embrace runners of all calibers by providing training to assist and promote the sport
- Outreach to local Bay Area clubs to co-sponsor events and develop strategic partnerships.
 - West Valley Mile

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- XMAS Relays
- Wolfpack Co-ed Running Club
- Continued Website development
 - Add a locator map for members to assist identifying running partners, races, etc
 - Pursue Google Checkout and similar options for purchase of apparel, uniforms, and payment of dues
 - Supporting chapter pages
 - Private Policy requirements
- Set-up a checking account
 - Two members should have access
 - Non-profit status available through our RRCA membership – upon CY start.

Summary:

- Election of Officers and Leadership for the National Coast Guard Running Club
- Finalize By-laws and governing rules of the Club
- Sponsorship (Internal/External)
- Outreach to the CG Running community
- Purchase additional uniforms, t-shirts for membership, and hooded sweatshirts
- Web Site Development

Action/Follow-up:

- Ken Burgess
 - Finalize By Laws
 - Contact Greater CG Running Community on Orders before XMAS
 - Request current members participate in an election and submit BIOS for site.
 - Vote on chapter name (surveymonkey)
 - Submit RRCA application to establish club
 - POC's for all units within AOR
 - Google Checkout – develop interim paper applications for club
 - Club general tri-fold flyer for distribution.
 - Provide Nate with Sports Grant info for posting to Website
- Jason Scott
 - Pursue funding through MWR
 - Set-up checking account for club
 - Coordinate XMAS Relays (Flyer)
 - Dates for Spring Training in Tahoe

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- Nate Menefee
 - Set-up Runner Locator Map
 - Finalize and post Private Policy Statement
 - Assist in the development of club T-Shirt
 - Post online Forum for member use to website
 - Develop the ability to incorporate chapter; www.runuscg.org/chapter
 - If not possible, suggest another means by which to develop separate chapters and integrate to main website.
- Charlie Epperson
 - Order “CG Running Club” Sweatshirts
 - Distribute Meeting Minutes to members
 - Assist in the development of club T-Shirt
 - Outreach to national sponsorship via running contacts
 - Provide Ken with list of positions Board and Chapter Staff that we need filled.