

## **MINUTES ARE NOT OFFICIAL UNTIL NEXT SUBSEQUENT MEETING**

Triathlon Planning Committee

6/19/17 6:30pm

Present: Kayla Zimmerman, Jerry Landmark, Anthony Edge, Megan Scheele, Chris Sachs, Travis Thompson, Christine James, Shelly Truttman, Jon Ziltner, Judy Ziltner, Kristina Ziltner

Agenda:

Call to order 6:32

1. Approval of agenda: Jerry Landmark, Anthony Edge
2. Approve minutes of last meeting: Chris Sachs, Megan Scheele
3. Discussion 2017 Event (Jerry presented info from discussion with Racedayevents rep- Autumn)
  - A. Media Contact/Information- no new business
  - B. Tshirt- no new business
  - C. Volunteers- new committee members- Jon Ziltner, Judy Ziltner, Kristina Ziltner, Shelly Truttman. Will need volunteers after race (same as years past). Will also need a volunteer at LeGros with computer to input finisher bib numbers prior to crossing finish. Alphorns will begin at 7am, pre-race brief immediately following.
  - D. Pool- pool will open on race day at 6:45 am for warmups. First wave at 7:30 in water. All Relay chips will be handed out at poolside. Last year the last swimmer was out of the water at 9:23. Will send email to racers to notify of time lag for starts.
  - E. Bike- Shelly Truttman and Brenda Bright will help to coordinate bike volunteers
  - F. Run- same route. New members will help organize volunteers for route. Aid station at Funseths driveway again.
  - G. Registrations- Online registration will close on 8/3/17 at midnight. Currently asve 29 indiv, 2 relays, and 6 kids registered. Paper registration will be available to print from webpage, or copies will be sent to Village Hall. All on-site registrations will swim last. No exceptions, as to not disrupt the bib/# system. Packet pickup will be Saturday night 5-6:30pm and Sunday 6-7am.
  - H. Marketing/Post race- twitter and facebook accounts are active. Medal ceremony at 10:45.
  - I. Public Works/Safety- need to mark cones with "tri" and organize all supplies/equip in one area. (cones are at Vets garage)
  - J. Kids Tri- flyers have been included in area races to promote both races. An email will go out from school in July to remind local kids. Race will begin at 10:45am. Oldest kids will go first.
4. Adjournment- Chris Sachs, Christine James 7:35p.m.

Next meetings:

July 10, 6:30, Aug 2, 5:30, Aug 5, 1pm

**TRIATHLON PLANNING COMMITTEE**  
**5/22/17 5:30 P.M.**

**Committee Members Present:** Jerry Landmark, Christine James, Megan Scheele, Anthony Edge

**AGENDA:**

1. Approval of Agenda – Motion by Anthony, seconded by Jerry, all in favor
2. Approve Minutes of Last Meeting - Motion by Jerry, seconded by Christine, all in favor
3. Discussion: 2017 Event
  - A. Media Contact/Information – no updates
  - B. T-Shirt Design and Sponsors – will go with Race Day for t-shirts again, women's sizes are being offered, 10<sup>th</sup> Annual will be added to the shirt design
  - C. Volunteers – Current committee members are encouraged to continue asking other people in the community to join the committee and attend the meeting.
  - D. Pool – no updates
  - E. Bike – Hopefully we have found a couple of individuals to help take on coordinating the bike route for this year as Jill Starz will not be available that weekend. Will ask those individuals to attend the June 19<sup>th</sup> meeting. Cones have arrived and need to be painted with NG TRI to use for the course (run course as well).
  - F. Run – no updates
  - G. Registrations – Around the beginning of June a reminder will be emailed out to past participants about the upcoming triathlon. These email addresses can be found using Active.
    1. On-line Company – Roughly 20 adults registered and 3 children.
  - H. Marketing/Post Race – Race Day will put our flier in the bags for the Lake Mills Triathlon. About 800 will need to be printed and cut. Anthony will take care of printing and Christine will get them delivered. A handout should also be sent home in Communication Folders with all students in grade 4K thru 6<sup>th</sup>. Posters will be printed and distributed.
    1. Post Race Event
      - a. Temporary Operator License for Beer Serving – License has been taken care of. Matt Felt will hold the license again this year for the post-race event.
    2. Event Sponsors – Anthony brought copies of the sponsorship letter. Those in attendance took copies of the letters to distribute to businesses that they contacted last year and possibly some new ones for this year. Those not in attendance will need to get their letters to distribute.

I. Public Works/Safety – no updates

J. Kids Triathlon – Discussion took place regarding making sure we have the kid's run course sufficiently marked and enough volunteers present, especially on the corners of the park.

4. Adjournment – Motion by Anthony, seconded by Christine, all in favor  
Next Meeting to be held on **Monday, June 19<sup>th</sup> at 6:30 pm** in the Village Board Room

## TRIATHLON PLANNING COMMITTEE MINUTES

4/25/17 5:30 P.M.

**AGENDA: Present: Anthony Edge, Jerry Landmark, Kayla Zimmerman, Christine James**

1. Approval of Agenda: A.E., J.L.
  2. Approve Minutes of Last Meeting: J.L., A.E.
  3. Discussion: 2017 Event
    - A. Media Contact/Information
    - B. T-Shirt Design and Sponsors: A.E. is working on rack card/flyers to distribute at upcoming events/locally, as well as through Race Day Events
    - C. Volunteers- continued discussion regarding bike route “director” since Jill is gone this year. Will need to get someone on board.
    - D. Pool- no new news
    - E. Bike- continued discussion from “C”.
    - F. Run- no new business
    - G. Registrations
      1. On-line Company- registrations are beginning to come in.
    - H. Marketing/Post Race
      1. Post Race Event
        - a. Temporary Operator License for Beer Serving - Matt Felt will do this again this year. Will get license paperwork done in June
        2. Event Sponsors- sponsor letters will go out in June. Cmte. Reviewed itemized revenue/expense report from Clerk Erb. Followed up regarding wages from triathlon for Village employees. Something to discuss for future races.
  - I. Public Works/Safety
  - J. Kids Triathlon- Anthony discussed details of routes. Will need to coordinate volunteers between the two events. He is creating rack/flyers to disperse for both races at triathlon events in the area.
4. Adjournment

## Triathlon Planning Committee Minutes

March 22, 2017

Committee Members in Attendance: Christine James, Travis Thompson, Jerry Landmark, Anthony Edge, Chris Sachs, Kayla Zimmerman

1. Approval of Agenda – Motion by Anthony Edge, Second by Chris Sachs, all in favor
2. Approve Minutes of Last Meeting – Motion by Anthony Edge, Second by Travis Thompson, all in favor
3. Discussion: 2017 Even
  - a. Media Contact/Information – Create new Facebook page using new triathlon gmail account and attempt to have old one eliminated. Look into event being shared using the Chamber. Flyers should be updated and printed for Lake Mills, Verona, Pardeeville, Freeport and Mt. Horeb triathlons. Get a banner with sponsors created for the event (possibly through FinishLine). For next year it was discussed that we should look into advertising in the Green County and New Glarus booklets that are printed annually.
  - b. T-Shirt Design and Sponsors – Stay with Race Day for printing shirts. This year we will have women's sizes as well. Shirts will be red and include 10<sup>th</sup> Anniversary along with logo. Sponsor letters need to be updated and will be distributed starting in May. Sponsors must have responded by July 15<sup>th</sup> in order to be on banner and shirts. Shirts should also be printed for sponsors this year. Participants will be asked to register by July 30<sup>th</sup> in order to ensure t-shirt size is available.
  - c. Volunteers – No updates.
  - d. Pool – No updates.
  - e. Bike – Someone will need to take over the responsibilities of the bike course. Jill will be out of town the weekend of the event. Steve Rossing, Steve Wehrle, Karl Lueschow and Mark Douma were discussed as possibilities. The route will return to the 2015 route and permits have been requested and approved.
  - f. Run – No updates or changes.
  - g. Registrations – 30ish registrations already. Discount has been created for Cancer Survivors group.
  - h. Marketing/Post Race
    1. Post Race Event – Matt Felt will again hold the permit for the event. Andy Beal has been contacted about using the Fire Dept. tent, Porta-Potty, etc.
    2. Event Sponsors – Goal to again raise \$1700 through sponsorships
  - i. Public Works/Safety – Discussion about further signage took place. Additional signs with arrows and directions, along with informing people of the upcoming race will be printed.

- j. Kids Triathlon – Event is included in the Summer Recreation Booklet. Anthony will discuss having information sent out using the school messenger before the end of the school year as well.
- 4. Discussion/Consideration: Triathlon Proceeds – Discussion continued about using the triathlon proceeds from last year’s event. \$200 donation was already approved for Maennerchor/Alphorns and check has been written. The cost of cones approved at the last meeting was \$922.50 for 150 cones. These will be painted when they arrive to indicate they belong to the triathlon. The clocks for the pool have been approved for purchase as well. This purchase will take place prior to the pool opening this summer. The committee discussed the following expenditures as well: \$250 for printing flyers/marketing, a \$250 donation for the Bike Rodeo bike helmets and a \$500 donation to the New Glarus School District to help cover the cost of bussing for YMCA swim lessons. Motion by Anthony Edge, second by Christine James to approve these expenditures, and all voted in favor.
- 5. Adjournment – Motion by Chris Sachs, second by Travis Thompson to adjourn. All in favor.

Next Triathlon committee meeting was set for Tuesday, April 25<sup>th</sup> at 7:00 pm.

### **VILLAGE OF NEW GLARUS TRIATHLON PLANNING COMMITTEE**

Date: 1/24/17

Time: 5:30 PM

Location: VILLAGE HALL BOARDROOM

Present: Jerry Landmark, Megan Scheele, Chris Sachs, and Anthony Edge

#### AGENDA:

- 1. Approval of Agenda: Anthony and Chris
- 2. Approve Minutes of Last Meeting: Anthony Edge and Megan Scheele
- 3. Rec Committee Meeting
  - A. Happy and Surprised with what the triathlon committee does. How it has grown.
  - B. Asked how we could spend proceeds: we have approval to spend money on what we want to spend it on.
  - C. Report to Rec Committee once a year on how the triathlon runs
- 4. Discussion: 2017 Event
  - A. Media Contact/Information
    - 1. Registration is open: We have two registrations thus far
    - 2. A way to put discounts online
      - a. Tri committee members- 100% paid- Coupon code will be given
      - b. Cancer Survivor group- 10% discount- Coupon code will be given

3. Will put out flyers to spread word about our event
- B. T-Shirt Design and Sponsors
  1. We do have women's sizes- already added to website
    - A. Need to make sure we have separate orders for men's and women's
  2. Looking into changing up the t-shirt design for the 10<sup>th</sup> anniversary- Anthony will look into and touch base with Kayla
- C. Volunteers
- D. Pool
- E. Bike-
  1. Double check with Travis to see if route from 2015 is on website
- F. Run
- G. Registrations
  1. On-line Company
- H. Marketing/Post Race
  1. Post Race Event
  2. Event Sponsors
- I. Public Works/Safety
  1. Need map of bike route to village- Travis please send to Jerry
- J. Kids Triathlon
  1. Already added to the Rec Brochure
5. Discussion/Consideration: Triathlon Proceeds
  1. For Sure Buys:
    - A. Cones- Bryan said we can buy through the village- Contact Jerry
      1. Buy 150 cones
    - B. Flags
    - C. Stacks for the Flags
    - D. Pace Clocks- 2 big version- \$700 (for both)- Contact- Megan
    - E. YMCA transportation for swim lessons- \$600- Contact Anthony
      1. Anthony will check to see who we write check to
    - F. Alphorn Man Donation to Manicore? (singers)- \$200- Contact Kayla
    - G. Bike Helmets for Bike Rodeo- Anthony will check with Police Department
6. Sponsorship Letters
  1. Deliver in May- tentative
7. Tent Sponsorship
  1. Silver level or above can bring tents
  2. Can put tents where Farmers Market tents are located
8. Next Meeting: Wednesday, February 22 at 5:30 PM
9. Adjournment: Chris Sachs and Anthony Edge

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