

NS Marathon Committee Meeting

November 17, 2021

6:30pm, MoB Multi-Purpose Room

MINUTES

Attendance: Joel d'Entremont, Misty James, Colin Wickens, Amanda Nippard, Gerylin Crowell, Scott Symmonds, Suzy Atwood, Chris Frotten, Talent Wilson

Regrets: Jenifer Shand, Brandi Nickerson, Jody Crook, Eddie Nickerson, Crystal Stoddart, Sasha Crowell, Melanie d'Entremont, Shaun Hatfield, Andrea Mood Nickerson

1. **Call to Order:** Meeting was called at 6:31pm
2. **Additions to the Agenda:** No additions to the agenda
3. **Approval of the Agenda:** Agenda approved
4. **Approval of the Minutes:** Approved
5. **Terms of Reference and Organizational Chart**
 - A. The committee viewed the terms of reference. Committee agreed that there only needs to be 1 member of council, but if there is more that is ok. The group reviewed the "scope of work" draft: The committee wants to add monthly emails+ special event giveaways, and extra promotion a month ahead of race, Weekly social media posts. Also add "post race clean up", and add finish line hospitality. Misty will send out a refreshed terms of reference to the committee.
 - B. The committee will be comprised of a president and vice president, treasurer, and secretary that will be in the role for two years and be elected in September. The deadline for the application of hiring a company to administer the race is December 3rd. We will make a motion to say on race roster that if you do not show up to the race then you do not receive your kit.
 - C. Looked over the current organizational chart and discussed what each sub committee would oversee. Financing- Budget is staff, fundraising and sponsorship is committee. We will eliminate the "program" box. We will make sure to have peoples name under each committee, and have defined roles.
6. **Budget:** Next meeting we will go over the budget in more detail.
7. **Other:** we will wait to announce race date once registration opens. For swag- have a shirt and other options ready to present in January. The deadline for getting a medal will be for February
8. **Adjournment:** 7:56 pm

Next meeting date: December 8, 2021, in the Multi-purpose Room