



USA Track & Field

The national governing body for track & field, long-distance running, and race walking

Memorandum

To: Chuck Woodring, Andy Blondeau, Rod Cowan, Valerie Beesley, Dick Richards, Sam Kennedy, Richard Kerns, Rodney Allison

From: Terry Layton

Date: 04/25/03

Subject: 4/22/03 Meeting Minutes, Clemson Chamber of Commerce, Clemson, SC

Meeting Attendees: Chuck Woodring, Andy Blondeau, Rod Cowan, Val Beesley, Dick Richards, Terry Layton, Sam Kennedy

Agenda:

JO Meet, 6/21 – 6/22, Location: Clemson
Advertising
Host Hotel
Meet Packets (available coupons?)
Volunteers
Media Notification

SE Masters, 7/26. Location: Clemson
Advertising
Host Hotel
Meet Packets (available coupons?)
Volunteers
Media Notification

Discussion:

1. Discussion of SE Masters event was tabled until Chuck Woodring can determine if event is still scheduled for South Carolina.
2. Rod Cowan indicated that the purpose of the meeting with Clemson is to determine feasibility of having the June 2003 JO track meet at Clemson University facilities as opposed to having the meet at USC. Time is very short and the decision on the location must be made quickly.
3. About 300 participants expected for JO Meet on 6/21/03. This should require about 50 hotel rooms. May need more than one Host hotel, perhaps a primary Host hotel and 1 – 2 additional hotels.
4. Agreed to following schedule to support for the 6/21 – 6/22 JO Meet
5/1/03 - Target date for mailing Registration information to participants
6/7/03 – Cutoff date for accepting registrations
5. Packets mailed out by 5/1/03 should contain the following:
Cover letter
JO Registration form

April 25, 2003

Hotel information
Area Map
General Meet Information
Meet Event Schedule

6. Andy Bloudeau will be responsible for advertising the Clemson JO Event.

Action:

1. Andy Blondeau.
Provide Dick Richards with hotel information, i.e. names and contacts, by 4/24/03.
2. Dick Richards & Terry Layton.
Mail packets for JO Meet by 5/1/03.