



UNITED TOWNSHIPS OF HEAD, CLARA & MARIA
HCM Recreation Committee Meeting

Aug 20th, 2014,

1. Roll Call

Committee Members: Paul Sarrazin, Marlene Gibson, Betty Condie, Carl Lentz, Marion Chaput, Dave Balla-Boudreau, Linda Chartrand, RP Assist. Nathaniel Chaput

Council rep: Councillor Grills

Staff: Melinda Reith, Gayle Watters

Excused: Merredith Line, Jim Watters, Councillor B. Reid

Guests: Patricia Peters, John Reith

2. New business

Melinda Reith spoke to SOPs (Special Occasion permits) with particular attention paid to outdoor events to ensure we are good to go for the Music Fest being planned for Sept. 27th 2014. Each member received a copy of the SOP agreement for their files and future reference. It was determined that the applications should always state "Main Hall" for event at the HCM Township hall for uniformity. The person applying for SOPS should be the chair, co-chair or their delegate and the SOP issued under "HCM Recreation Committee" if the event is sponsored by the committee or a sub-committee.

Action: Melinda Reith to create a template notice/form letter of persons to notify (OPP, CAO, Fire) of an event for future reference.

Recreation budget account update to be prepared for each meeting showing committee what is to date/left.

Action: Noella LeBreton

Gayle Watters – had a list of current events for each member to review and offer corrections so we can have a complete list of items that will and will not require budgeting action for 2014. The list was also a planning tool for hall availability and will be updated and given to members at the next meeting for which some know budgeting numbers will be included. List of current events; for review and additions.

Action: Worksheet of events currently held in the townships. Gayle Watters

Budget numbers – **moved to the next meeting**

Hall orientation; exits, muster area, washrooms, defib machine. - **moved to the next meeting**

Kitchen orientation; dishwasher, kettle, bar and gas stoves. - **moved to the next meeting**

Rental Fees- Nathaniel Chaput is working on a worksheet which will sort fee information for the committee and it will be available for the next meeting. After the Recreation Committee makes recommendations it will go to Council for review and approval.

Action: Nathaniel Chaput to complete fee rental worksheet.

3. Nathaniel Chaput– Recreation Programming Assistant – reviewed his report of which each member was given a copy and was available to answer any questions. Nathaniel felt that a gaming night may not work in our community due to the transportation issues but that a group with boarder age range may work better. A Family Game Night was discussed.

Action: The group will review this at a future meeting.

4. Old Business - ROAR Conference Sept 22, 2014 Gayle Watters, David Balla-Boudreau and Debbi Grills have offered to attend the Roar Conference with David and Debbi attending 23 & 24 respectively and Gayle attending both days. The matter was to be brought before council for approval before proceeding.

Action: Melinda Reith Recommendation to council for approval.

Action: Melinda to create business cards for Chair and Co-chair to be used at ROAR.

5. Events

Sept 6/14, Breakfast & Ball Tournament

Event Volunteers; Marlene & Jim Gibson, Debbi & Bob Grills, Melinda & John Reith, Betty Condie

Menu: Eggs, bacon, sausages, pancakes, beans, potatoes, toast, juice, tea and coffee

Dishes- High School Students

Action: Melinda to locate volunteers.

Action: Marlene to purchase food for breakfast and lunch.

Action: Marlene Gibson to be responsible for the Event Accounting Workbook.

Posters: Melinda Reith - suggested pricing was \$10.00 with Kids \$5.00 and toddlers \$2.00

Action: Melinda to create and distribute posters as well as mailouts.

Lunch

Volunteers: Marion Chaput, Patricia Peters, Gayle Watters, Melinda & John Reith (part day) Bob Grills

Menu: Sausage, Hotdogs, Catsup, Mustard, Relish, Sauerkraut, Burgers

Posters: Melinda Reith will set up posters.

Action: *Melinda to create and distribute posters.*

Ball Tournament: Paul Sarrazin organizing - currently 6 teams with room for 8. Advertise on posters. Admission Fee – prize is ½ total, ½ to Recreation committee.

Committee agreed to print mailouts for each upcoming event for a cost of approximately \$25 each. Posters will also be put up on bulletin boards, on the internet and emailed to the Clerk's 'community contact' list.

Action: Paul to schedule and manage ball tournament.

Yates' Retirement September 13, 2014 from 8-12

A community event to celebrate the retirement of long-time residents Leanne and Richard Yates is being planned for the above date. It has been confirmed that Leanne and Richard will be available.

Event Volunteers: Laurel Lentz, Linda Chartrand, Gayle & Jim Watters, John Reith, Marlene Gibson, Debbi Grills

Action: Gayle to contact Wanda Baril

Music – it was decided that a background style of music would be played to allow for easy conversation and visiting with Leanne and Richard.

Action: Marlene Gibson will talk to Todd Dowser about his system and music should our own not be installed in time.

M.C. David Balla-Boudreau. David will look to others for help here.

Action: David Ball-Boudreau will canvas for one or two more MC's for this event.

Kids – It was felt the family of Leanne and Richard should be informed of the event in hopes that they can attend.

Action: Paul Sarrazin will contact the Yates family with event information.

Food – A true pot luck of finger foods will be arranged through posters, mail out and word of mouth requesting that attendees bring just enough finger food for two times their party size. The meal is planned for 10 p.m.

Action: Melinda Reith will ensure posters and mailouts will include the pot luck info.

Bar – Paul Sarrazin, Todd Dowser will arrange for the SOP.

Action: Paul to manage bar.

Memory Book- a collection of photos and stories will be requested from attendees to put into a memory book for Richard and Leanne. As well a power point presentation will be attempted.

Action: Debbi Grills will arrange a power point presentation if pics are sent to her in time.

Card Box – it was felt will make a card box up and will try make it in the likeness of “Yates General Store”.

Action: Gayle Watters to work on this item.

A final planning meeting will be held Sept 10th 7 p.m. at the township hall to finalize details.

Action: Gayle Watters to send a reminding email to committee members and volunteers for Sept. 10 meeting.

Music Fest September 27th 2014 (rain location Township Hall)

Event Committee & volunteers ; Cathy Balla-Boudreau, Dave Balla-Boudreau, Carl and Laurel Lentz, Marlene Gibson, Pat Playford, Marion Chaput, John Reith, Gayle Watters

The minutes submitted by Cathy Balla-Boudreau were discussed in detail to determine if there are any issues and resolution for them. Although some items surfaced while discussing SOPs all info will be reported here.

Board of health were contacted in regards to liquor at outdoor events and there were no issues prevalent with having a licensed event outdoors as there is no standard formal for the health unit but it was recommended we clear things with the CBO. Melinda Reith had spoken with CBO Bob Labre and there were no issues there with the exception of the fire pits which would need approval by council.

Action: Melinda Reith to seek council's approval for SOP and fire pits for the Music Fest outdoor event at old Mackey Park.

Action: Melinda to Contact Bob Labre re: portables for Old Mackey Park.

Action: Melinda to locate OPP contact name.

David Balla-Boudreau submitted a quote update for an addition to the shelter currently at the Old Mackey Park which was given to Melinda Reith for council approval.

Action: Melinda Reith to present extension to shelter at Old Mackey Park to council.

David Balla-Boudreau has sent information to a friend re: the speakers being researched for Old Mackey. As well solar lights are being considered as a source of lighting to pathways etc. for the event. Military tents will be sourced for the day of. A budget for food will be available at the next committee meeting.

Fire pits were discussed. Chiminea type or large bowl type pits will be used for this event and it will be checked out with the fire safety officer.

Financial Forms (Event Budget Worksheet) were handed to David Balla-Boudreau for completion.

The next meeting for the Music Fest committee will be Thursday Aug. 28th at 7 p.m. at the community centre.

6. Sub Committees

How do we want to set up these groups? What other subcommittee do we need to get organized? Youth, Funding/Grants, Bar and volunteer responsibilities.

Action: These items have been moved to the next meeting.

7. Questions and Answers

- Recreation budget sheet was requested so the group can monitor expenses as planning is progressing?
- Betty Condie asked if anyone had use of a large cooler and it was felt it would be great for Old Mackey events.
- Melinda Reith announced that the band for New Year's Eve had been booked at \$1000.00 and accommodations will be discussed at a later date.
- Outdoor speaker system has been sourced and pricing will be available shortly. The recommendation was instead of a permanent install at Old Mackey to use collapsible stands which will allow the units to be used at other venues.

- Carmen Goold, Regional Advisor Ministry of Tourism, Culture and Sport and Ministry of Citizenship and Immigration was is to meet our student (Nathaniel) and to enlighten us re potential upcoming grants and tips on how to apply and what to apply for.
- David Balla-Boudreau suggested a business card type item for members attending conferences etc. so people would have the contact info for events. Paul Sarrazin's and Gayle Watters' names and numbers will be listed with Melinda Reith's township email address.
- Meeting venues was brought forward for discussion by Debbi Grills as the terms of reference are specific in this matter it has been decided that all committee and sub-committee meetings will be held in the township hall. It was also noted that all meetings must be posted with 2 weeks' notice as these are in fact public meetings.

8. Recommendations list

At each meeting could the group review what recommendations have been made so we have not missed anything.

Action: This item moved to the next meeting.

9. Adjournment- next meeting will be Sept 17 2014 at 7 p.m.in the Township Hall.

"Any agenda items etc. please have them to me by the Friday before the meeting date for inclusion for the next meeting."