



Head, Clara and Maria Townships

50-60's Dance Committee

Meeting Minutes for July 16, 2015 held at

10:00 a.m. – HCM Municipal Hall

Roll Call

Committee: Rec. Rep - Gayle Watters

Committee Members: Albert Chartier, Sue Giroux, Noella LeBreton, John Reith, June Vaughan, Jim Watters

Event Volunteers: Rosanne Boudreau, Betty Condie, Linda Chartrand, Winston Chartrand, Trang Ton

Absent: John Reith & Jim Watters

Guests:

The committee did not have an official agenda for this meeting but in its place we reviewed the subsequent list of action items from last meeting.

Actions Items Incomplete from last meeting

Decorations

Action: Sue Giroux & June Vaughan - to follow up re: theme, table cloths, napkins, etc.

- ***In progress*** – Sue will purchase this coming week

Bar

- Setup & order liquor

Action: Paul & Rosanne to work together on setup & order re liquor.

In progress – Paul submitted the order to Yates Store & I will arrange to pay with Twp credit card

- Rosanne & Betty will volunteer at the bar for the whole evening

Designated Drivers

- We are still looking for at least 1 Designated Driver.

Action: Albert will follow up with his sister, Sharon to see if she would be a DD

Food

Action: John to commence purchasing.

Action: John to check with North Renfrew Long Term Care re roadhouse burgers cost

Menu

- ***Completed***

1 – “Any agenda items etc. please have them to me or Gayle by the Friday before the meeting date for inclusion for the next meeting.”

Fryer

Action: June & Sue to ask Fran Chamberlain for her fryer

- ***Completed***

Volunteers

of volunteers required the evening of the function

- 2 persons at the door re tickets – **Albert & I will work the door from 7:30-8:15 & Helen & Bernie with work from 8:15-9:00**
- 1 taking food orders & accept payment
- 2 volunteers to prepare the food/ 1serve
- 2 dish washers – to start at by 9pm – Winston & Gayle will be a spare
- 2 bartenders – ***Rosanne & Betty***
- 2-4 people re clean off tables after the event

Action: Jim W. to look for volunteers.

- ***None Available***

Action: June & Sue will make up a work schedule once they have the list of volunteers for the event. The schedule will be given to Noella prior to posting

Action: All committee members are to provide Noella with their volunteer list as soon as possible so the names can be forward to June & Sue re schedule.

- ***Completed***
- Volunteers needed the day before re food prep & setup
 - Noella, Albert, Gayle, Jim, June, Sue, John R., Joanne C. & Eunice Holmes

Hall Rental Agreement

Action: Noella LeBreton to complete Hall Rental Agreement.

In progress

Prizes

Action: Jim Watters to follow up with getting the prizes.

- Jim will work along with Gayle re 4 gift certificates for prizes (2 spot dances & 2 best costume re men & ladies) –

In motion

- 1 - \$25 gift certificate from Yates General Store
- 1 - \$25 gift certificate from Fifth Avenue Jewellers
- 1 - \$25 gift certificate from The Bear's Den

Action: Gayle to follow up with Freddy's re gift certificate

Action: June will check with Lance's Convenience store

New Business

1. Records

- to hang from the ceiling

2 – “Any agenda items etc. please have them to me or Gayle by the Friday before the meeting date for inclusion for the next meeting.”

2. Ball

- Sue to bring next week for Terry to hang

3. Bar

- Noella to contact Paul re payment of liquor

4. Decorating the hall on July 31st

Action: Noella to contact Joanne & Eunice with time

- Friday morning at 10:30 am
- Noella, Albert, Gayle, Jim, June, Sue, John R., Joanne C. & Eunice Holmes

5. Helping in the kitchen on July 31st

- Friday morning at 10:30am
- Gayle & Noella to help John in kitchen

6. Who will take care of the spot dances & best men's/ladies costume

- Albert will arrange with Band to announce

7. Get the Band to announce Best Men's/Ladies costume & spot dances

- June to do up list for the Band

Has everyone had a chance to review the Social Programming Committee Terms of Reference provided?

- Not determined as meeting went over the scheduled time. It will be confirmed at next committee meeting.
- **Completed**

Questions & Answers - NONE

*Remember - this is a **FUNDRAISING** Event!*

Adjournment – 11:00 am – Next meeting: – NONE before the event, but will set up a debriefing date after our event.