

Head, Clara and Maria Townships
Canada Day Committee - Minutes for April 20, 2015
9 a.m. HCM Municipal Office

Roll Call

Committee Members: Melinda Reith, Gayle Watters, Linda Chartrand, Debbi Grills, Marlene Gibson, Jim Gibson, Noella LeBreton, Roseanne Boudreau

Absent: John Reith, Betty Condie

Event Volunteers - June Vaughan, Marion Chaput, Gerald Chaput,

The Canada Day theme this year is the celebration of Canada's flag as it is it's 25 anniversary.

The meeting started with acknowledging that David Balla-Boudreau has resigned from all Recreation events effective immediately. It is assumed that Cathy is no longer interested in assisting.

The committee did not have a formal agenda for this meeting but instead reviewed the following list of action items from last meeting and the list of "missed" items at the end of these notes.

Follow up on Action Items from last meeting

Action: Linda Chartrand to contact Roseanne Boudreau about sitting on committee and volunteering for the event. Linda to contact Trang Tron to see if she will volunteer for the event.

- Roseanne is now a committee member. Linda to follow up with Trang to work for the event.

Action: Melinda to bring to Council – use of municipal staff to move materials, set up and tear down as well as the hiring of short term help to help with set up and tear down.

- approved

Action: Melinda to contact high school to recruit volunteers.

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- Still need to create and forward a poster. Wade has asked one classmate. Need to confirm. Marion to confirm her boys.

Action: Gayle to contact Nick to see if he is interested and if there are others from Swisha.

Action: Clerk to bring to Council – permission for someone to camp at OMP to provide security for materials.

- approved

Action: David Balla-Boudreau to contact Kevin Waito about tent use. If allowed David will be responsible for pick up and return.

- Discussed and determined that with new tents and pavilion extra tents might not be needed.

Action: Debbi to contact the OPP for participation. Has left voice mail with Constable Ethier. Mayor Gibson to provide email address to Debbi and to speak with Beth later this month.

Action: Melinda to contact paramedics for participation.

- (Email contact made will follow up with phone call.)

Action: Linda to contact Peter Boudreau to determine ability to participate. If he is not able, ask for contact info for others involved. Have funding for up to two displays.

Action: Marlene to contact Carl Lentz with invitation to participate but no pressure.

- Carl not likely to have supplies available but we will hold a table for him.

Action: Marlene to contact Omar for interest.

- Contacted but needs to follow up for June 6 and July 1 dates.

Action: Melinda/Debbi/Jim to create a map which will be used to hand out to visitors outlining locations of all exhibits/activities in conjunction with the agenda.

Action: Jim to contact Brent and Nicole about a maple syrup display and/or products to provide to attendees.

- Contacted, Nicole will ask her family and get back to us to see if they will have product to sell.
- Gayle to contact Albert Chartier about a trapping display.

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Action: Marlene to contact Danny Charbonneau.

- Yes, original interest confirmed.

Action: Marlene to determine requirements for trailer. Linda to determine if Tom's trailer will be available.

Action: Linda to ask Winston about bannock.

- Yes, and anything else we might need.

Action: Need butter, syrup and/or jam/jellies to spread on bannock. Print copies of history and/or recipes to hand out.

Action: David to attempt to locate photos and create a temporary display.

- Determined that this issue will be brought to Council for a long term project. Perhaps a 2017 unveiling?

Action: Melinda to take to Council in future.

Action: Melinda to get portable dunk tank created.

- In progress.

Action: David to ask about individual who provides instruction (on foraging) and ask about involvement.

- Postpone! Possibility of a focused fall activity?

Action: Gayle to use list from ROAR conference, use a phrase "Canada Day" or "maple leaf" or some other to create a list of items.

- In progress.

Action: John and Jim to work out details of materials/thicknesses and plans for bird houses.

- If we cannot find wood to make birdhouses, we will not go with this activity. Was to be a simple project with found materials.

Action: Debbi to contact Sue Giroux about bringing her washer toss game.

- Sue has two (or more games) and will be in charge of organizing teams to play.

Action: Linda to bring her games – washer toss and bean bag throw.

- confirmed

Action: Melinda to bring to Council – need to relocate the horseshoe pits at OMP due to parking issues. Need a map of area.

- Approved. Melinda, Debbi, Jim and Calvin to review OMP and come up with a plan for parking, relocation of pits, removal of trees and location of pavilion.

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Action: Linda to organize Food service.

- Confirmed. Also, Hank Van der Horn volunteered to cook. Contact to BBQ.

Action: Marlene to order, purchase, pick up cakes at Costco.

- confirmed

Action: Debbi to contact Jim Murphy about photos.

- Confirmed. Decided that it would be a great idea to document our events and have our seniors pose for photos in a specific location – beside monument? Etc? Have photos from previous events posted to display in future years.

Action: Melinda to take to Council – staff on the clock to set up tents, tables etc. Hire community members?

- approved

Action: Melinda to take to Council – purchase of community shelters/tents.

- Approved and purchased.

Action: Melinda to take to Council – Permission to have someone camp overnight at OMP.

- approved

Action: Melinda to take to Council – purchase of larger flag.

- Approved and purchased

Action: Melinda to create wooden “flags” with volunteers.

- In progress.

Action: Gayle to contact Jennifer at OPG about 200 bags w/ w/o OPG materials.

- Approved, bags on the way.

Action: Committee members to review documents provided for this meeting – suggest topics for discussion at next meeting – issues missed, to be added, or deleted. There will not be an agenda for next meeting, simply a review of action/activity to date.

Action: Committee members to attempt to recruit volunteers for event to be discussed at the next meeting.

Marion Chaput, Gerald Chaput, Paula Fischer – open mic, Debbi to contact an individual about playing, someone to contact Kurt Penny

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Items Incomplete from last meeting

1. Entertainment – confirmed Gerald, Paula?

Action: Debbi to contact someone about playing

Action: Melinda to contact Gerald and Paula re: organizing open mic session

Action: Gayle to contact Gerald re: fee or volunteer; we understand weather permitting.

Action: Debbi to contact Trang and Hope about face painting

2. Emcee – to get attention – boat horn? Bell? Use the speakers and mics from the hall purchased for this purpose. Mayor Gibson will be emcee. Need to get attention of the crowd prior to making announcements. Flag raising/O Canada, Food ready, Thank you to sponsors. Send kids out to spread the word/message to pay attention.
3. Decorations – flags, balloons and ribbons along Jennings Road. Red/white flower baskets for personal use – bring to OMP for decoration. See if we can pound posts/stakes the night before.

Action: announcement to help us keep costs down and please leave decorations intact. Jim to speak with Mel about when flags were put up?

Action: install large posts/poles for larger flags around OMP for this year of the flag.

Action: Gayle to contact OPG and TransCanada re: banner for advertisement. Otherwise laminate signs for sponsors.

Action: Debbi to price large banner to bring to Council to use for multiple municipal events. “Welcome to HCM – A Natural Playground” Melinda to bring to Council.

Action: Need to recruit help to install stakes for balloons/flags, hopefully the night before.

4. Prizes

- a. Reith’s to donate a “host basket” as a door prize
- b. \$ donated specifically for children’s prizes – to be used for fish pond prizes

Action: Everyone to consider “flag” themed prizes for fish pond

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- c. Flags provided by Cheryl Gallant's office to be used as "door prize"
- 5. Handouts – decided that handouts be eliminated aside from re-useable items from OPG, water bottles, and maple suckers as Traditional Food item. Decided that ballots be created so that each person fills in their name and phone number to be eligible for draw prizes. Decided that we would not ask for prizes for 2015. Decided that a "Thank you" letter be sent to those who gave previously.

Action: Staff to create ballots – make use of flag theme on ballot. Double rolled tickets to be used for raffle if required.

Action: Check prizes from 2014 and prior. Staff to take down boxes to complete inventory prior to next meeting.

- 6. Traditional Food – bannock, maple candy, display of jams/jellies/preserves if anyone has any ready by that time. Betty? Linda?

Action: Melinda to follow up with candy producer to determine if we could get a discount if we buy direct.

- 7. Parking – signage, barricades, marking tape to delineate parking areas. Decided that a handicap area be set up. Suggested that direction be provided for an hour or so but then leave people to park where they can.

Action: Linda to ask Jonathon Desjardins to assist with parking.

- 8. Welcome Table – Debbi to coordinate and staff – door prize draw, program/schedule, OPG bag, water bottles. No guessing games. Table in case Omar donated prize again. Water station set up. Purchase water bottles from Freddie's – lower cost. Debbi has a pump. Jim/Marlene have a cooler.

Action: Debbi to coordinate and operate Welcome Table.

- 9. Adult Activities – Sue Giroux to coordinate washer toss.

Action: Linda to contact Lawrence to organize horse shoe tournament.

- 10. Children's parade – decided to eliminate it. Face painting a hit. Piniata – suggesting of pulley system.

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Action: Melinda/Jim/Debbi - Determine location for piniata while creating map of OMP.

Action: Marlene to purchase wrapped candy for piniata.

11. Volunteer recognition – on site, at day's end. Signed card, Canadian Flag pin, HCM pin. Heartfelt thank you.

12. Formalize Budget

13. Other exhibits?

Action: Gayle to contact Albert Chartier re: trapping display. Alternatives for maple syrup.

Action: Everyone, speak with friends, neighbours to determine additional exhibitors.

Action: Someone to ensure that photos are provided to the NRT of our event the day after.

To be considered at May meeting

1. Review of these minutes
2. Review of draft budget document
3. Review of Action items
4. Begin agenda – with schedule consider legal size paper – logos in footer
5. Event day volunteers – Judy Johnstone? Pat Peters? Wanda Baril – face painting?
6. Draft Poster – to review suggest amendments?
7. Getting supplies to park – person responsible for activity, responsible for supplies?
8. Clean up – responsible for activity, responsible for packing up supplies and returning to the hall **OR** have someone responsible to transfer a load of materials to be returned?
9. Debrief meeting – set date and time.

Additional Items of Concern – Q & A

Next Meeting – Friday, May 1, 2015 - 9:00 a.m.

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