

Head, Clara and Maria Townships  
**Canada Day Committee - Minutes for Friday, June 15, 2015**  
7 p.m. HCM Municipal Office

## **Roll Call**

Committee Members: Melinda Reith, Linda Chartrand, Debbi Grills, Marlene Gibson, Jim Gibson, John Reith, Betty Condie

Absent: Gayle Watters, Noella LeBreton, Roseanne Boudreau,

Event Volunteers confirmed - June Vaughan, Marion Chaput, Gerald Chaput, Josh/Nathaniel, Wade Reith, Nick Rousseau, Brenda Desjardins, Sue Giroux, Paula Fischer,

***The Canada Day theme this year is the celebration of the Canadian flag's 25 anniversary!***

**The Group met and reviewed the action items from the last meeting. We determined that some activities would not take place as planned simply due to time limitations for preparation. This first section includes the decisions made at the meeting including a review of our Responsibility chart.**

1. Review of action items from previous meeting.

High school contacted to recruit volunteers. Poster and request sent.

Confirmed that Nathaniel and Josh will help set up, but not interested in assisting with games.

Peter Boudreau and Ruby Black confirmed.

Action: Melinda to contact paramedics for participation.

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

\*\*\*Received phone call on June 23. Paramedics will attempt to attend, depends on activity of the day.

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

Omar will participate, weather permitting.

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

Decided that we would not have a maple syrup display for 2015.

Eunice did not make jam this year.

**Action:** Print copies of history of bannock/traditional foods and/or recipes to hand out. - Melinda

Melinda to organize scavenger hunt and flag hunt.

**Action:** John, Winston and Jim to each cut supplies for 10 – 15 bird houses.

**Action:** Debbi to locate info about barn swallows. – Melinda

**Action:** Debbi to remind Sue Giroux about washer toss games.

**Action:** Need to create signage for Cambium. - Crystal

Gayle to contact Gerald re: fee or volunteer; we understand weather permitting. Done, what budget can afford, not set fee.

Hope confirmed for tattoos and face painting

Fence posts may not be needed for municipal garage.

Additional wooden post flags purchased. Total of 110.

**Action:** install large posts/poles for larger flags around OMP for this year of the flag. – Melinda and John will use aluminum poles from home, use two from hall. Betty has one we could borrow.

**Action:** Debbi priced large banner for use for multiple municipal events.

Vista-Print 2.5' x 6' - \$45; larger 2.5' x 10' - \$65. Were on for 40% off regular price. Committee OK'd to purchase whether sale continued or not.

“Welcome to HCM – A Natural Playground” – Crystal to order

Ballots created – make use of flag theme on ballot.

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**Action:** Double rolled tickets to be used for raffle if required. – Noella to get.

**Action:** Jim to coordinate parking.

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

**Action:** Debbi to investigate human energy/bike light bulb display. John may have a motor to be used.

**Action:** Debbi to request that Jim Murphy forward photos to the NRT of our event the day after.

**Action:** Linda to contact Lawrence and/or Lloyd about organizing horseshoe tournament.

**Action:** Jim to oversee completion of horseshoe pits.

**Action:** Noella to contact Judy Johnstone about volunteering.

**Action:** Marlene to ask Wanda Baril.

**Action:** Advertise ride from Deux Rivieres. Melinda to post and advertise via email.

2. Review of **Master List** for volunteers.

# Canada Day 2015

## Responsibility Chart – all areas - Name beside each activity.

1. Budget – direction by committee – Melinda/Gayle/Noella – done
2. Mapping – logistics – Melinda, Jim, Debbi
3. Exhibits direction for set up – Melinda, Jim, Debbi
  - a. Paramedics?
  - b. Omar's woodworking
  - c. Historical display – Peter Boudreau & Ruby Black
  - d. Traditional Food - Winston
  - e. Photos and model – Danny Charbonneau
  - f. Food and cooking areas – Linda C.
  - g. Children's activities – Marion C.
  - h. Adult activities – Sue Giroux **Action:** Debbi to remind Sue.

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- i. Music – Gerald C.
  - j. Welcome tent – Debbi G.
4. Tents – arrange to pick up, set up, tear down, return to hall – organize staff and access to garage – municipal staff to do work – Melinda to coordinate and **Action:** remind Terry and Vince
- a. Township (2)
  - b. Chartrand
  - c. Condie
  - d. Reith (2)
5. Music – Gerald
- a. Equipment - Gerald
  - b. Set up and take down - Gerald
  - c. Open Mic/Karaoke – Paula F – to set up karaoke.
  - d. **Action:** charge outdoor speakers.
  - e. Kurt Penny? – **Action:** John Reith to ask on the 27<sup>th</sup>.
  - f. **Action:** John to ask Gwen.
  - g. Lead O Canada – Councillor Grills and children
  - h. Distribute song sheets – words on Agenda/Schedule
6. Organize Flag Raising – Melinda – Jim to speak
- a. Install flag posts for large flags around the park – Melinda & John
  - b. Flag to OMP - Melinda
  - c. Check hardware - Jim and John
  - d. Coordinate youngest and oldest – Michael Sproule and Betty Condie
  - e. Crowd attention and respect for flag - emcee
  - f. Introduce and thank flag raisers – emcee
  - g. Thank supporters - emcee
  - h. Please leave decorations along Jennings’ Road – emcee
7. Generator – Jim Gibson
- a. Deliver, set up, return – Jim Gibson
8. Parking – Jim Gibson – Richard Baril, Jonathon Desjardins
- a. Pylons – municipal staff
  - b. Flagging tape - Jim
  - c. Vests – Debbi to take to Welcome Tent
  - d. Signs - Crystal
    - i. Accessible parking only
    - ii. Volunteer parking only
    - iii. One way

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- iv. No parking
  - v. shuttle
9. Picnic tables, umbrellas from/to Stonecliffe – municipal staff
    - a. Gibson – tables
    - b. Brills – tables
    - c. Wooden tables from garage – Terry/Vince
    - d. Wooden tables - Chartrands
  10. Tables, BBQs, propane from/to Stonecliffe – municipal staff
  11. Food Area – Linda, Brenda, Roseanne, Betty
    - a. Utensils, rags, aprons, BBQ lighters, garbage cans
    - b. Hand sanitizer, paper towels, hand-washing sink
    - c. Pick up - Chafing dishes – cookware – Marlene, Linda, Betty
    - d. return to hall, clean, put away - \_\_\_\_\_
    - e. Water – cooking/washing - Chartrands
    - f. Water – drinking – Gibsons
    - g. Coolers – Chartrand, Gibson, Reiths
    - h. Coffee/tea station, Cambros – Marlene/Linda
  12. Sound system
    - a. Speakers – municipal staff
    - b. karaoke equipment from hall – Paula Fischer
  13. Emcee – Jim Gibson
  14. Decorations – Winston Chartrand
    - a. Plants – red and white – Melinda
    - b. Fence posts to Mackey – may not need them!
    - c. Flags put up – Winston, Roseanne, Noella, Wade, Emily, Ashley, Leah, Laura
    - d. Flags, Balloons and ribbons to purchase - Melinda
    - e. Balloons and ribbons – blow up- Winston et. Al.
  15. Children’s Activities Event Day – Melinda and Gayle to plan activities - Marion to oversee high school volunteers at event
    - a. Bean Bag Game (Debbi) - \_\_\_\_\_
    - b. Scavenger hunt – Welcome table volunteers to provide instructions?
    - c. Fish pond (Winston to bring) - \_\_\_\_\_
    - d. Pool Noodle balloon basketball (Melinda) - \_\_\_\_\_
    - e. Piniata (Marlene) - \_\_\_\_\_
    - f. Tattoos - Face Painting – Hope

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- g. T-shirt making ( Melinda) – Hope, Wanda
  - h. Bird house making (Winston, Jim, John) – Richard
  - i. Hair ties (Melinda) – Emily and Ashley
  - j. Giant Jenga (Winston, Wade)– \_\_\_\_\_
  - k. Tarp bean bag toss (Melinda) – \_\_\_\_\_
  - l. Tug of war – \_\_\_\_\_
  - m. Lawn bowling (Melinda) – \_\_\_\_\_
  - n. Ring toss (Melinda) – \_\_\_\_\_
16. Adult Activities – Sue Giroux
- a. Horseshoe pits created – Jim G.
  - b. Organize horseshoe games – Lawrence D. or Lloyd
  - c. Organize washer toss and bean bag throw games – Sue Giroux
17. Food prep – Linda Chartrand
- a. Purchasing – Linda and Marlene
  - b. Precook sausage - Linda
  - c. BBQ/cook – John Reith, Hank VanderHorn,
    - i. Sausage
    - ii. Wieners
  - d. Buns
  - e. Condiments
  - f. Heat sauerkraut - \_\_\_\_\_
  - g. Prep Veggies – Linda, Trang, Roseanne, Brenda, Betty, Gerry, Donna Milkes, Sylvie Richey, Brenda Smith
    - i. Carrots
    - ii. Celery
    - iii. Cucumbers
  - h. Serve veggies - \_\_\_\_\_
  - i. Watermelon
    - i. Slice watermelon - \_\_\_\_\_
  - j. Cake
    - i. Purchase and bring to site – 2 chocolate/2 vanilla – Marlene
    - ii. Slice and serve – Jim and Debbi
18. Food Service Supplies
19. Purchase as required – Linda/Marlene
- a. Napkins
  - b. Plates – regular and dessert
  - c. Cutlery

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20. Food Clean up - \_\_\_\_\_
  - a. Wrap, store and dispose of/sell excess food - \_\_\_\_\_
  - b. Plastic wrap
  - c. Ziplocs - \_\_\_\_\_
  
21. Garbage and recycling - \_\_\_\_\_
  - a. Cans – municipal staff
  - b. Bags – municipal staff
  - c. Remove and take to dump - Ken?
  
22. Traditional Food
  - a. Bannock – Winston
  - b. Maple syrup – done
  - c. Butter – Melinda
  - d. Jams/preserves
    - i. Betty – chokecherry and high bush cranberry
    - ii. Linda – crab apple
    - iii. Eunice – strawberry? Noella to follow up.
  - e. Maple suckers – Melinda
  
23. Welcome tent – Debbi G., Marlene?, Noella, Betty
  - a. Set up - \_\_\_\_\_
  - b. Staffing – \_\_\_\_\_
  - c. Agenda - \_\_\_\_\_
  - d. Bag Handouts prior to event day – maple candy? Water bottles - \_\_\_\_\_
  - e. Water from Freddie's – Jim and Marlene
  - f. Pump for Water – Debbi
  - g. Cooler for Water – Gibson's
  - h. Tables - \_\_\_\_\_
  - i. Ballot jars - \_\_\_\_\_
  - j. Materials from OPG - \_\_\_\_\_
  - k. Pins - Melinda
  - l. Gifts - \_\_\_\_\_
  - m. Decorations - \_\_\_\_\_
  - n. Sign in book - \_\_\_\_\_
  - o. Pens - \_\_\_\_\_
  - p. Door Prizes – Flag from Gallant's office, Canadian Flag from Office, Canada Day Kit, HCM Sweater.
  - q. Door Prize ballots – Melinda - done
  - r. Double rolled Tickets for Omar donation if forthcoming – Noella
  - s. Picture taking – Jim Murphy

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- t. Other – **Action:** Jim to ask Dawn Jeffries if she would submit an article to the NRT.
24. Banners
- a. Investigate permanent “Welcome to HCM” banner – Debbi
  - b. Create laminates of Heritage Canada and Cambium logo’s - Crystal
  - c. Banners hung at OMP - Melinda
    - i. OPG - \_\_\_\_\_
    - ii. TransCanada - \_\_\_\_\_
    - iii. Cambium/Heritage Canada sign - \_\_\_\_\_
25. Tent signs at road – balloons and poster
- a. Drop off and pick up at Reith’s – municipal staff
  - b. Set out - John Reith
  - c. Prep posters in advance – Melinda and Emily
  - d. Balloons - Reith
26. Schedule – Deb/Melinda
- a. 12:00 flag raising
  - b. 12:15 lunch
  - c.
27. Posters/Ads/Notices
- a. Use Canada map with flag for posters and agenda – as a watermark if nothing else.
  - b. Need to make sure Heritage Canada, TransCanada, Cambium and OPG are recognized in all advertisements, Newsletters and on-line template. – Melinda/Gayle
  - c. Agenda one side – list and schedule of activities on the other – Deb/Mel
  - d. pre-advertise in Newsletter and email - Melinda
  - e. Print large posters of supporters to publicize at event – Crystal
28. Children Activity Prep prior to event
- a. Bean Bag Game - \_\_\_\_\_
  - b. Scavenger hunt – Melinda/Gayle – print list and locate/hide items
  - c. Piniata – Marlene
  - d. Hang piniata on pulley system - \_\_\_\_\_
  - e. Fish pond? - Winston
  - f. Flag Hunt - Melinda
  - g. Pool Noodle balloon basketball - \_\_\_\_\_

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- h. T-shirt making – \_\_\_\_\_
  - i. Bird house making
    - i. Betty to provide plans
    - ii. Debbi to provide info for staff to copy
    - iii. Jim, Winston and John to cut frames
    - iv. Hammers/Nails – John, Jim, Winston, Betty
    - v. Paint - Melinda
  - j. Hair ties
    - i. Emily and Melinda to cut and tie ribbons
  - k. Giant Jenga – Winston/Wade
  - l. Tarp bean bag toss – Melinda
  - m. Tug of war – \_\_\_\_\_
  - n. Lawn bowling – Melinda, Emily, Ashley
  - o. Ring toss – Melinda
  - p. Electric Bike – Debbi and John
- 29. NRT follow up – Debbi through Jim Murphy
  - 30. High School Volunteers – Melinda
    - a. Wade, Nick, friend, Sneh?
    - b. Set up – Josh, Nathaniel (but not games)
    - c. **Action:** Debbi to contact Sneh
  - 31. Day of Volunteers
    - a. June V.
    - b. Wanda B.
  - 32. To camp at OMP – Wade, Ashley, Emily
  - 33. Advertise transportation from Deux Rivieres – Melinda/Crystal
  - 34. Volunteer Recognition – Melinda

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