

THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA  
HCM RECREATION COMMITTEE  
**MINUTES**

Wednesday, November 15<sup>th</sup>, 2017 – 6:00 p.m.

1. Roll Call

Committee Members: Marlene Gibson, Betty Condie, Rosanne Boudreau and Gayle Watters

Council Reps:

Staff: Mel Theil

Absent: Paul Sarrazin, Linda Chartrand, Councilor Calvin Chartrand and Councilor Cathy McKay

Guests: none

2. Previous meeting minutes.

3. Unfinished Business

- Pickle ball Tape –It was a different contractor than Darryl who installed the flooring in the hall; maybe they would know what product to use.  
**Action: Mel left message for Darryl. ONGOING – Mel to check project file for name and contact number.**
- Smart Serve/ House Policy Review – not yet scheduled. **ONGOING.**
- LaCroix Park – Marlene stopped in to see the size of area, and there is not a lot of room for swings or playground equipment. A permanent covered shelter would be nice to put picnic table(s) under.  
**Action: Gayle to send pics to all.**  
**Action: Marlene to check on signage at park.**
- Natural Playscape – Swings not installed, sand on top of slide is not holding as supposed to.  
**Action: Mel to write a letter to the contractor to have the project completed. ONGOING**
- Financials –
  - i. Accounts Payable Cheque Register – not available
  - ii. Revenue Expense Report – not available

#### 4. New Business

- Budget – Draft completed.

**Action: Mel to provide Noella with draft (and list of questions).**

- Wild Game Dinner – November 25<sup>th</sup>, 2017

**Action: Mel to finalize plans with Terry and email cttee members with final details.**

**Action: Look for napkins that were purchased for Homecoming; to be used for upcoming events.**

**Action: Prepare a list for event rep (what to do - stoves, water, kitchen heat, etc.)**

**Action: Mel to confirm number of tickets sold to date and inform cttee members.**

**Action: Mel to send community email requesting baking for WG Dinner (look up list from last year).**

**Action: Mel to send community email requesting ‘take away’ containers and lids.**

**Action: Gayle to check ingredients in kitchen in case baking is needed.**

- Christmas Decorating – November 29<sup>th</sup> at 5:30 p.m.

**Action: Mel to confirm time and availability with all.**

**Action: Mel to send community email requesting “more hands” for decorating.**

**Action: Mel/Crystal to take down Christmas decorations and prep once Halloween décor is taken down. ONGOING.**

- Planters

**Action: Mel to remind Terry to put covers on planters.**

- Kitchen

**Action: Mel to confirm Kitchen meeting on Dec. 13<sup>th</sup>, with all, once terms of reference have been checked for # of Rec Cttee meetings required per year.**

- Marlene presented resignation letter to Mel and committee. Marlene will continue to volunteer to help as time permits.

- Draft Volunteer Questionnaire

**Action: Mel to incorporate committee suggestions and provide 'Draft 2' to all before emailing on community email lists.**

## 5. Events

Wild Game Dinner – November 25<sup>th</sup>, 2017

- i. Event Rep – Betty Condie
- ii. Bartender – Marlene Gibson and Roseanne Boudreau

CWL Christmas Party

- i. Event Rep – ?
- ii. Bartender – ?

## 6. Questions and Answers - None.

## 7. Adjournment

Next meeting - December 13th at 6:00 p.m. (Depending on terms of reference, this meeting may turn into a Kitchen Meeting instead. Stay tuned.)