

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

Wednesday October 18th, 2017 – 6:00 p.m.

1. Roll Call

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

Council Reps: Councillor Cathy McKay

Staff: Crystal Fischer

Absent: Paul Sarrazin, Linda Chartrand, Councillor Calvin Chartrand and Mel Theil

Guests: none

2. Previous meeting minutes – final copy needs to be emailed.

Action: Mel to follow up.

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 to follow up.

- 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: Crystal to add to 2018 budget.

- 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.

Fencing around the sea containers and propane tank was not completed. That was not in the tender package that went out; therefore this project will go back to the Township. If there is not room in the township budget, it will be brought back to Rec Committee.

Action: Crystal to ensure Noella has fencing costs added to 2018 budget.

- Financials –
 - i. Accounts Payable Cheque Register – not available
 - ii. Revenue Expense Report – reviewed

4. New Business

- Budget – Covered shelter for LaCroix Park and ground cover for natural play scape added to budget. See budget sheet.
- Halloween Kids Party - October 29th at 4:00 p.m.
 - i. Decorating – October 22nd at 1:00 p.m. Roseanne, Cathy and family, Crystal (if available).
 - ii. Volunteers – Mel Theil and Crystal Fischer day of event.
- Wild Game Dinner – November 25th, 2017

Action: Mel to schedule planning meeting with Terry and Rec Committee to determine the following:

- i. Volunteers - Jim and Marlene Gibson, Roseanne
- ii. Set – up

Action: Crystal to find out time and advertise it on posters and online.

Action: Mel to pull worksheet for past wild game dinner and start calling volunteers

- Christmas Decorating – November 29th at 5:30 p.m. Volunteers to put up artificial trees this year to simplify things, and hang wreaths along doors instead of bordering each door with garland. We are short on time and volunteers.

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

- Christmas cake – 31 dark loaves for sale at a reduced price of \$10.00. Will sell off this stock and address baking again next year.

Action: Crystal to advertise cake sale in newsletter.

- Planters- Homecoming and wooden planters need to be cleaned out so they can be put away for the season.

Action: Gayle to stop in on October 24th if not done beforehand (Cathy may be able to do it at the same time as Halloween decorating) and call Roseanne if assistance is needed.

- Kitchen –
 - Salt and pepper shakers were all cleaned before Library Card Party as the rice had gotten damp and spoiled the salt. Moving forward, it would be nice to have shakers all the same (size and design) with rustproof lids.
 - There are not enough white coffee cups, salt and pepper shakers, tea towels or cutting boards.
 - The kitchen should have its own step stool, as the office or library is not always accessible.
 - Cathy Mackay has some tea towels and salt and pepper shakers to donate.
 - The dishwasher is rusted. We should only be rinsing dishes, not washing with dish soap before they are put into dishwasher.

Action: Marlene to purchase two heavy duty cutting boards, white mugs, step stool and wreath hooks.

- New Year's Eve – Cancelled due to shortage of volunteers. Will revisit next year.

Action: Crystal to advertise that NYE is cancelled in newsletter due to volunteer shortages.

5. Events

- Halloween – October 29th at 4:00 p.m.
 - i. Event Rep – Crystal Fischer

Wild Game Dinner – November 25th, 2017

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

CWL Christmas Party

- i. Event Rep –
- ii. Bartender –

6. Questions and Answers

7. Adjournment

- i. Next meeting November 15th at 6:00 p.m.