

Head, Clara and Maria Townships
HCM Recreation Committee Minutes
Sept. 17th 2014,
7 p.m. HCM Municipal Hall

1. Roll Call

Committee Members: Paul Sarrazin, Marlene Gibson, Betty Condie, Dave Balla-Boudreau, Linda Chartrand, Jim Watters,

Council rep: Councillor Grills

Staff: Melinda Reith, Gayle Watters

Absent: Carl Lentz, Marion Chaput

Guests: John Reith

2. New business

New Year's Eve; Date set for Wed. December 31, 2014

Hall to be booked. SOP will require processing if the permanent SOP is not yet approved. Committee members will be Melinda and John Reith, Jim and Gayle Watters, Linda Chartrand, Paul Sarrazin and Jenny Dowser. Betty Condie will not sit on planning committee but will be available for pre event preparations.

Table Cloths –

HCM Recreation Committee recommends council consider purchasing cloth table clothes for use at multiple events.

Outside lights – This item to be added to the budgeting list for 2015.

4. Unfinished Business -

-List of current events updated and reviewed. It has been recommended this item be kept up to date for future consideration during budget meetings.

- Review of Council's resolution- The committee reviewed items that are approved for purchase w/o council review and permission as well as what items need to be sent to council for review prior to purchase. Start up money and its purpose was also reviewed as well as items it did not apply to.

Budgeting numbers for events are needed as part of the planning process and should be included with requests to HCM Recreation Committee for event consideration.

-Budget numbers – a list of items to be considered as part to the 2015 budget needs to be brought to the table by the members of the HCM Recreation Committee. Part of the items for consideration will be the original list of ideas from HCM Residents including kid events, youth events, benches, start-up costs, playground equipment for all municipal parks.

-Kitchen/Hall orientation

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

-Rental Fees-Nathaniel ChaputAs it was felt there more detail was needed for this item to be complete enough to make a decision. It will be addressed at a later date by the committee.

-ROAR Conference, Sept 22, 2014- It was decided that Gayle will attend 3 days and David and Debbi will attend 1 day each. This will allow for maximum coverage of all selected workshops. Reports will be submitted to council and the HCM Recreation Committee.

5. Events

Sept 6 Breakfast & Ball Tournament –

-Final report is on hold but the profits were approximately \$1300.00

-Sign boards for the road needs to be added to the events checklist. –

Action: Gayle Watters

-Balloons for sign boards – this item needs to be added to an events checklist. –

Action: Gayle Watters

-Syrup containers – this item will be added to the budget list for consideration to purchase.

Action: Gayle Watters

- Garbage cans- it was felt more garbage cans are required and Melinda will have the garage checked.

Action: Melinda Reith

-Table tops – cleaning issue will be reviewed by staff.

Action: Melinda Reith

-Take away cutlery and containers- Debbi Grills to source styro and cardboard

Action: Debbie Grills

-scrubber with handle – a scrubber was purchased for the dishwashing area.

-Start BBQ – 10:30. The BBQs need to started early at events. This item will be added to an events checklist.

Action: Gayle Watters

-Check access to garage – This item will need to be added to the checklist so access to the freezers is available during events.

Action: Gayle Watters

-organize BBQs the night before – to be added to the checklist.

Action: Gayle Watters

-Rubber gloves- Rubber gloves have been made available to kitchen workers.

-Need more coins for snack & drink floats – This item will be added to the check list and the township treasurer notified.

-Check washrooms – this item was thought of and taken care of by a volunteer but this item needs to be added to the events checklist.

Smart Serve cards on person working the bar should be added to the checklist.

Action: Gayle Watters

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Yates' Retirement- event debrief items

- Final report is on hold but the profits were approximately \$1300.00
 - Cooler needs turning on the night before and should be added to the events checklist.
 - All beer into cooler night before and will also be added to the events check list.
- More large beer cups are needed. 100 more will be ordered.

Action: Melinda Reith

- Signage for first aid box-

Action Gayle Watters

Bar Tabs- after discussion it was decided that bar tabs would not be available at future events.

-Tips policy – after committee discussion it was felt the volunteer had the choice to keep the tips or donate them to the event.

-Liquor dispensers need checking re the amount dispensed.

-Floats – No \$20 are wanted in the floats. The treasure will be notified for future events.

Action: Gayle Watters or Melinda Reith.

Designated drivers – free pop fwill be made available to the designated drivers. This item will be added to the checklist.

Action: Gayle Watters

-Red Wine – signage “do not refrigerate”. A sign will be placed strategically in the bar.

-Sign re beer served in glasses not bottles will posted near the bar.

Action: Melinda Reith

-Container (tub) near bar for glass returns – This item to be added to the events checklist.

Action: Gayle Watters

Reusable plastic glasses return for reuse to help eliminate need of washing-a sign will be placed by the bar for patrons instruction.

Action: Melinda Reith.

Glasses, sign to identify their size and use –

Action: Melinda Reith/Gayle Watters

Other items that came up after the Yates Retirement event were;

Left over alcohol; manage it on a as require basis. We can use at future events or dispose of as the committee deems fit.

Alcohol out of residents trucks; Melinda to look into this situation.

Designated drivers is to be added to the events check list.

Smart Serve Identification: the bar volunteers must have their cards on their person during an event. This item to be added to the events checklist.

Action: Gayle Watters

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No kids in the kitchen during an event will be posted with a "No Unauthorized people allowed: signage. Volunteers will need to be notified also.

Action: Melinda Reith

Screen Door for kitchen as the area heats up pretty good. This item should be added to the budget numbers

Action: Gayle Watters

Table Cleaners: this item needs adding to the events checklist.

Action: Gayle Watters

Music Fest – Any issues arising from the planning stages for the Music Fest were discussed above under "Review of Council resolution".

6. Sub Committees

How do we want to set up these groups? What other sub- committee do we need to get organized?

It was decided that this would be on the job training as we handle each event. Youth Events would be handled as they came up, Fundind/Grants will be handled as they arise. Bar training will occur as we go and for volunteer responsibilities a list will be started and existing groups like Tone and Fit will be approached with changes.

Smart Serve training will be

7. Questions and Answers

A youth event for the end of October is being planned to celebrate Halloween in the townships.

Committee members will be Melinda Reith, Jim Watters, Marlene Gibson and Debbi Grills.

8. Adjournment- Oct. 15, 2014 7 p.m. Municipal Hall

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