



Head, Clara and Maria Townships

50-60's Dance Committee

Debriefing Meeting Minutes for Aug 19, 2015 held at

1:00 pm – HCM Municipal Hall

Roll Call

Committee: Rec. Rep - Gayle Watters

Committee Members: Albert Chartier, Sue Giroux, Noella LeBreton, John Reith, June Vaughan, Jim Watters

Event Volunteers: Rosanne Boudreau, Betty Condie, Trang Ton, Tommy Jennings, Darryl Lamirante, Judy Johnstone, June Vaughan, John Beasley, John Reith, Noella LeBreton, Albert Chartier, Helen Chartier, Bernie Charbonneau, Gayle Watters, Jim Watters, Ken Giroux, Crystal Fischer, Clodia Pikoj, Eunice Holmes, Joanne Clingin, Fran Chamberlain, Wade Reith.

Absent: John Reith & Jim Watters

Guests:

Debriefing Meeting

Suggestions from sub-committee members to the Rec Committee:

- Smokers further away from the doors
 - Signage will be in place
- Recognizing prize donators during presentation
 - This was done
- Thank you in NRT to donators of prizes and to all of the volunteers who helped out – this would not have come together without them

ACTION: Gayle to put in Club News re NRT as well as send out Thank you letters to each donator and announce in HCM newsletter

- All ticket sales/money to be in on cut-off date and all other ticket sales will have to be from the office – too difficult to keep track of who has what and who sold what amounts
- Holding tickets for people who will pay at the door
 - This was not feasible as some people were turned away and some of the people who the tickets were being saved for did not show up
- **Food** – too much – SUGGESTIONS
 - It was decided that Noella & Gayle will purchase the remaining burgers & the remaining food will be utilized at the Sept 12, 2015 ball game
 - **Suggestion** for this type of event – have something like chuck wagons on hand
- **Hall** - too Hot
 - To put on event check list to ensure the air exchanger is turned on before the event

1 – “Any agenda items etc. please have them to me or Gayle by the Friday before the meeting date for inclusion for the next meeting.”

- **Tickets:**
 - It was decided that advance tickets would be much better to avoid handling cash at the door, possibly not selling the remaining tickets & to avoid no shows and turning others away.
 - Develop a cut-off time.
 - No holding tickets for people at the door – to avoid no shows and turning others away.
 - Sales – 120 tickets makes setup difficult & crowded. Saving grace was that some people did not attend. Limit to 110 people.
 - Ticket sales at the door – No setting the precedent of no sales at the door which will help to plan numbers and avoids confusion etc... at the door; it also makes it clear there are no other people expected.
 - Implement a stamp to keep track of everyone going in and out as some had lost their tickets
- **Door control** – Is it feasible to have a person man the door for the event to avoid unpaid entrances or give volunteer attending the door instruction and signage to avoid issues like people not paying for entry.
- **TIP JAR**-had the money gone to the bartenders' donations would have been made. Others simply said they were not interested in tipping the Rec Committee
 - It was decided at the sub-committee level there would be no tip jar only a donation jar indicating all donations go to the Rec Committee
- **Band – comments received** - too loud, however the dance floor always had a good # of dancers.
 - Book band for next year not necessarily a 50-60's dance
- **Drink choices** – for future events, we should ensure we have non-alcoholic drinks, near beer & tonic and sold like all other non-alcoholic items.
- **Volunteer list**– need a good way to catch all names of all volunteers including subs and the hours worked.
- **Volunteer schedule** – it worked well however, volunteers need to be reminded to check the schedule often for their time frame.

Information to be forwarded to the rec committee – Yates can no longer supply liquor for our type of license so our options here need to be reviewed (lead times etc.). Items cannot be added onto the license after the fact.

THANK YOU TO OUR AWESOME VOLUNTEER BASE WHO ARE ALWAYS READY TO GIVE A HAND, WITHOUT YOU WE WOULDN'T BE.

This was a GREAT FUNDRAISING Event!

Adjournment – 2:15 pm – Next meeting: – NONE

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