

Head, Clara and Maria Townships
Canada Day Committee - Minutes for Friday, May 1, 2015
9 a.m. HCM Municipal Office

Roll Call

Committee Members: Melinda Reith, Gayle Watters, Linda Chartrand, Debbi Grills, Marlene Gibson, Noella LeBreton, Roseanne Boudreau, John Reith, Betty Condie

New Members: Brenda Desjardins, Sylvia Baird

Absent: Jim Gibson

Event Volunteers - June Vaughan, Marion Chaput, Gerald Chaput

The Canada Day theme this year is the celebration of Canada's flag as it is it's 25 anniversary.

Once again we reviewed the list of action items from last meeting and the list of "missed" items at the end of these notes.

Follow up on Action Items from last meeting

Action: Melinda to contact high school to recruit volunteers.

- Still need to create and forward a poster. Wade, Cody, Nick, friend. Marion to confirm her boys.

Action: Melinda to follow up with Marion and the high school.

Debbi reported that it is not likely that the OPP will be able to attend our event. They no longer send their volunteers out.

Action: Melinda to contact paramedics for participation.

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

Linda spoke with Peter Boudreau. He will be available to participate and will have one other person with him.

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Action: Marlene to follow up with Omar.

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

Jim contacted Nicole who will ask her family and get back to us to see if they will have product to sell.

Action: Marlene volunteered Jim to create a maple syrup process display.

Albert Chartier was not able to put a trapping display together with short notice.

Marlene determined that Danny Charbonneau is available.

Action: Marlene to determine requirements for trailer. Linda to determine if Tom's trailer will be available.

Winston will make bannock.

Melinda to obtain syrup and ingredients to make a small amount of butter.

Betty to bring chokecherry and high bush cranberry jelly.

Linda to bring crab apple jelly.

Eunice to be contacted about strawberry jam?

Action: Noella to contact Eunice.

Action: Print copies of history and/or recipes to hand out.

Action: Melinda to get portable dunk tank created.

- In progress.

Gayle to use list from ROAR conference, use a phrase "Canada Day" or "maple leaf" or some other to create a list of items.

- In progress.
- Also hide the paper flags around park, have a contest where the kids have to collect them.

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

Action: Betty to locate plans for barn swallow houses.

Action: Debbi to locate info about barn swallows.

Sue Giroux will organize adult washer toss games.

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Gayle confirmed bags from OPG, water bottles in conjunction with Cambium Environmental. Have received a banner from OPG and will receive one from TransCanada.

Action: Need to create signage for Cambium.

Items Incomplete from last meeting

1. Entertainment – confirmed Gerald,

Action: Melinda to confirm Paula's attendance.

Action: Gayle to contact Gerald re: fee or volunteer; we understand weather permitting.

Action: Debbi to contact Hope about tattoos and face painting

Trang has volunteered to help.

2. Decorations – Winston has stakes and flags.

Action: borrow fence posts from garage.

Action: purchase 12 additional wooden post flags.

Have a team to install flags in morning – Winston, Wade, Emily, Roseanne, Noella.

Action: install large posts/poles for larger flags around OMP for this year of the flag.

Action: Debbi to price large banner to bring to Council to use for multiple municipal events. "Welcome to HCM – A Natural Playground" Melinda to bring to Council.

3. Prizes – decided that we will use the "prizes" that we have for this year.

4. Flag provided by Cheryl Gallant's office to be used as "door prize"

Action: Staff to create ballots – make use of flag theme on ballot. Double rolled tickets to be used for raffle if required.

5. Traditional Food – bannock, maple candy, display of jams/jellies/preserves if anyone has any ready by that time. Betty? Linda?

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Action: Melinda to follow up with candy producer to determine if we could get a discount if we buy direct.

6. Parking – signage, barricades, marking tape to delineate parking areas. Decided that a handicap area be set up. Suggested that direction be provided for an hour or so but then leave people to park where they can.

Action: Jim to coordinate parking.

Action: Debbi to coordinate and operate Welcome Table.

Linda has contacted Lawrence to organize horse shoe tournament.

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

7. Formalize Budget – done

8. Other exhibits?

Action: Debbi to investigate human energy/bike light bulb display.

Action: Someone to ensure that photos are provided to the NRT of our event the day after.

Action: Noella to contact Judy Johnstone about volunteering.

Action: Marlene to ask Wanda Baril.

Action: Melinda to contact Pat Peters.

Action: Gayle to ask Hope.

Action: Advertise ride from Deux Rivieres.

To be considered at June meeting

1. Review of these minutes – review of event list
2. Review of draft budget document
3. Review of Action items
4. Begin agenda – with schedule consider legal size paper – logos in footer

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5. Clean up – responsible for activity, responsible for packing up supplies and returning to the hall **OR** have someone responsible to transfer a load of materials to be returned?
6. Debrief meeting – set date and time.

Additional Items of Concern – Q & A

Next Meeting – Wednesday the 10th, Monday the 15th? 7:00 p.m.?

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