

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

Wednesday, September 20, 2017 – 6:00 p.m.

1. Roll Call

Committee Members: Marlene Gibson, Betty Condie, Linda Chartrand, Gayle Watters

Council Reps:

Staff: Melanie Theil

Absent: Paul Sarrazin, Rosanne Boudreau, Councillor Calvin Chartrand and Councillor Dave Foote, Melinda Reith, and Crystal Fischer

Guests:

2. Previous meeting minutes – Accepted.

3. Unfinished Business

- **September Ball Tournament** – Cleared \$180.00 (\$126 canteen; \$50 long ball
- **Pickle Ball** – Tape on floor (peeling off, sticking, etc.). Ask Darryl Francoeur who flooring manufacturer is and contact them for paint suggestions.  
**Action: Mel to follow up.**
- **August Bingo** – Many prizes were given out which helped with the leftover prizes.
- **Deep River Pickle Ball Group** is looking for a venue to use once the season ends in Deep River; Gayle offered the use of the Stonecliffe Community Centre.
- **Smart Serve/House Policy Review** – Not scheduled yet. **Ongoing.**  
**Action: Mel to follow-up with staff re: date.**
- **Financials** – i. Accounts Payable Cheque Register was not available.  
ii. Revenue Expense Report was reviewed by all present;  
August Bingo and September Ball Tournament not in report yet.  
**Action: Mel to inquire about 61-6219 Miscellaneous – RC.**  
**Action: Mel to ask Treasurer about the earnings from the August Bingo and the September Ball Tournament.**  
**Action: Mel to ask Treasurer if the Missing Link Snowmobile Club bar payouts for two past events has happened.**

Gayle mentioned the profit and loss statements for events held throughout the year were needed to follow up at our budget meetings. An updated sheet is needed.

**Action: Mel to review past statements and discuss with Crystal.**

4. New Business

Budget – Work on budget in October and November meetings

LaCroix Park - Would Rec Cttee be interested in installing something small? Sheltered picnic table? Small natural swing set? It was noted that repairs, are needed, to the roof over the toilets.

**Action: Rec Committee to take a look at the area to see how much room there is and what would be suitable.**

**Action: Mel to update Terry on leaking roofs on Lacroix park toilets. COMPLETE**

**Hallowe'en Party** – Kid's Party- Oct 28 or 29?

A dance theme was discussed as a better option as the kids seem to need movement. Several Rec Committee members have volunteers to help out once date is known. Gayle waters, Linda Chartrand, and Mel Theil (date dependent)

**Action: Mel to follow-up up with Crystal to confirm date. COMPLETE**

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

This event will be led by Terry Lamure; Rec Committee will assist.

**Action: Mel to schedule a planning meeting and ask Terry to attend to determine needs. (set up, tear down, dishwashing, etc.). COMPLETE**

**Action: Mel/Crystal follow up with Melinda Reith, re: poster/tickets and with staff re advertising. COMPLETE**

**Kid's Cooking Class** – Crystal and Mel are organizing. Dates are set for Oct 3 and 4 from 5:30 - 7:30 both nights. When this is advertised, it will be stated that 'parental participation' will be required. Linda said she is will help if she is available

**Action: Mel and Crystal Fischer to do posters, e-ads, etc, look for volunteers. COMPLETE**

**Tents** - need to be taken down. Gayle and Jim removed the plastic covers, and brought them in to the hall to dry and preserve. It was suggested that an email be sent out requesting help to dismantle the frames. Note: Tents frames were taken down soon after Rec mtg.

**Volunteer Scheduling** – Discussed how to recruit new volunteers to the Rec Committee and for events (set up, tear down, serving, etc.). A brochure/survey will be drafted for a mail-out to see if we can get any new volunteers that way;

draft will be sent to all Rec Cttee members for review and comment. Also, a note can go in the HCM newsletter requesting volunteers.

**Action: Mel to review Gayle's files for the volunteer list.**

**Action: Mel to draft up brochure/survey looking for volunteers; and email Rec Committee for review and comment.**

**Action: Mel will prepare a note for the next HCM Newsletter.**

**Action: Gayle to work up a Rec Committee member ad for community newsletter.**

**To-Do List for the Bar** – Marlene mentioned that it would be helpful to have a set up list for bar staff.

**Action: Mel to follow up.**

**Event Planning Meetings** – It was also brought forward that we should bring back the Event Planning Meetings and as all in attendance agreed this will be put back into practice.

## 5. Events

Library Fundraiser – Fall Card Party – September 28, 2017

- i. Event Rep: Marlene Gibson
- ii. Bar tender: n/a

Kid's Cooking Class – October 3 & 4, 2017

- i. Event Rep: Crystal Fischer and Mel Theil
- ii. Bar Tender: n/a

Hallowe'en Party – October 29, 2017

- i. Event Rep: Crystal Fischer and Mel Theil with help from Linda and Gayle
- ii. Bar Tender: n/a

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

- i. Event Rep: Betty Condie
- ii. Bar tender: Marlene and Jim Gibson

## Questions and Answers

**Trailside Café** – Are we having this? John Reith is willing to help out. He has requested that someone else do the shopping, etc. This event will be included in the "budget" meeting and discussed further at event planning meeting.

New Year's Eve – Is anything planned?

**Action: Mel/Crystal follow-up with Melinda Reith**

Seniors Grant Events – Can Rec Cttee work these events (sometimes there is coffee and tea)? Yes.

**Action: Mel to update Crystal Fischer on the committee's decision.**

6. Adjournment – meeting adjourned at 7:35 p.m.
  - i. Next meeting October 18<sup>th</sup> at 6:00 p.m.