

## HCM Recreation Committee Meeting

July 30<sup>th</sup>, 2014,

### Attendance

Committee Members:	Paul Sarrazin, Marlene Gibson, Betty Condie, Carl Lentz Jim Watters Dave Balla-Boudreau
Council rep:	Councillor Grills
Staff:	Melinda Reith Gayle Watters
Excused	Merredith Line Marion Chaput, Councillor B. Reid RP Assist. Nathaniel Chaput.

### New Business

Chair Person; Paul Sarrazin was nominated by Jim Watters and seconded by Marlene Gibson for the position of chair.

Co-Chair; Gayle Watters was nominated by Betty Condie and seconded by Debbi Grills for the position of co-chair.

Terms of Reference and authority. It was confirmed that all members had a copy of the terms and reference for their information.

### Committee name

A brief discussion on the meaning of the word Recreation resulted in an alternative suggestion for a committee title of "HCM Recreation Committee" and added to the previous suggestions from the June 3, 2014 meeting.

Community Social Programming Committee- CSPC

Community Activity Committee –CAC

Community Building Committee - CBC

Community Social Advisory Committee - CSAC

Each attending member was given a list of all the names to consider and the *HCM Recreation Committee* was unanimously selected as the best representative of the purpose of this committee and so is the new committee title.

Meeting night: The 3<sup>rd</sup> Wednesday of each month was chosen as the night to meet should a meeting be required, with 7 p.m. being the set time to meet.

Meeting Schedule: A schedule was set up from August thru January to allow for members to plan ahead. The planned dates for the balance of 2014 are; August 20<sup>th</sup>, Sept 17<sup>th</sup>, Oct. 15<sup>th</sup>, Nov. 19<sup>th</sup>, Dec. 17<sup>th</sup> and January 21<sup>st</sup>, 2015. Members are reminded that not all scheduled dates will be necessarily needed to meet. As we get a bit more organized we will not necessarily meet every month but the time is set aside should a meeting be needed. If a meeting is not needed, it will be cancelled.

Commitment: Melinda Reith spoke to this matter as members need to understand that initially as many members as possible are needed to help organize or set-up the procedures for holding events. This committee is of the level that it will report to council to make recommendations and/or request permission to proceed with an item/issue. For example this committee will do up a budget and present to council in a timely fashion so they can proceed with the upcoming year's events. This needs doing by November 2014.

Our next two meetings will touch on 2015 events as a start to the budgeting process for 2015. Gayle Watters will compile a list of suggested events (June 3<sup>rd</sup> meeting) to help with this process. A wish list is needed by council in order for them to approve a proposed budget. Currently \$5000 is available through budgeted funds, keeping in mind some money has been spent on events such as St. Paddy's day.

A Smart Serve course and Safe food handling course will be planned as soon as possible for interested members. Names are to be given to Melinda as to which course you would like to attend.

Events which are projects of an individual or group will require minimal commitment from the committee members. The committee's role will be to sanction the event, ensure proper procedures are followed in regards to established protocols for, licensing, financial reporting, hall procedures and will then submit to council requests for special considerations, such as outdoor liquor licensing or possible matched funding requests.

This committee will also ensure that the debriefing meetings are held in a timely fashion and that all financial aspects are reported so the event can be closed by the township treasurer within a 2 week period following the event day.

Nathaniel Chaput– Recreation Programming Assistant; Nathaniel's first report was well received and discussed with some emphasis on the young adult activities. The suggestions he put forward will be discussed at upcoming meeting for event planning.

ROAR Conference: The handouts for the ROAR conferences, was discussed with much interest. The package was given to Carl Lentz with plans to send the rest of the committee the information via email so they can review and decide if they would be interested in attending. If there no one else interested in attending Gayle Watters offered to attend and stay with family to offset cost. It will be recommended to council to fund this conference for at least two committee members. It was suggested that we forward the same info to Jim Gibson of Rapides Des Joachims for his members to review.

## Events

Canada day final report was reviewed and some further suggestions were given to David Balla-Boudreau to take back to the planning committee. Suggestions such as a list of contributors displayed with our logo on it, at the event, Kids grab bags available (branding opportunity) "Funded by" info displayed, Water bottles switched out with cooler and paper cups, tent for welcome table, etc.

A previously committed to Breakfast has been set for September 6, 2014 to coincide with a ball tournament currently in the initial planning stages. Volunteers will be needed for the breakfast as well as for a lunch of hotdogs and hamburgers for the players. Dave, Melinda and Gayle have offered to help at this event.

Letter received from Cathy Balla-Boudreau re a planned Music Fest to be held in September at Old Mackey Park Sept 27<sup>th</sup>, 4-10 with a \$5.00 fee. The request for an outdoor liquor license needs to be forwarded to council for consideration, but it was felt by the committee that this would be a good event to proceed with.

David Balla-Boudreau suggested a winter event during snowmobile season to accommodate the "sledder" traffic by offering a soup kitchen style luncheon for snowmobilers and highway travellers at the hall on Saturdays. This event was thought to be a good idea but is volunteer and time demanding and requires some further thought.

The minutes from the June 3 meeting offers some suggestions of events which Gayle Watters will make a list for review at a future meeting.

Sub Committees; Some discussion was held re the different areas that will need managing, as well as, hall practicalities. There could be; Youth groups, Funding/Grants, Orientation of the facility (Kettle, dishwasher, water system, heat system, Keys, etc.) Bar and volunteer responsibilities. It was felt that each of these would be looked at over the course of time as to what is needed and who best can oversee. For hall orientation we would take 1-2 items per meeting and have each committee member trained on the procedure to operate or trouble shoot. Marlene Gibson volunteered to manage kitchen inventories, ie cups, napkins coffee as well as track usage per event to create a history of what is being used and costs, as these are supplied items. Thank you to a suggestion brought forward from John Miller the plastic cups are going to be sourced to find a dishwasher safe version to help reduce event waste

## Questions and Answers

Melinda Reith brought forward Katrina Peck's name. Katrina is a massage therapist who has offered to do a workshop for the community. Also Kim Knight of Deep River and a yoga instructor has offered a similar workshop.

Melinda also asked for suggestions for Nathaniel Chaput to work on and two were brought forward. David Balla-Boudreau suggested he research the outdoor speakers for Old Mackey Park and it was thought he could also research Ontario Trails website for trail info that could assist with this potential project.

Gayle Watters brought up fundraising is needed for beautification of the Township hall property as well as LaCroix park in Deux Rivieres. We have done such a wonderful job at Old Mackey can we not spread the beauty around.

Councillor Grills requested a brief survey to connect with committee members as email is not always the convenient choice for this area. Gayle Watters will do this as first opportunity. Currently Carl and Marion need to be notified by phone/mail.

Adjourned at 9:00 to meet again August 20<sup>th</sup> at 7 p.m.