

HCM Homecoming

HCM Homecoming 2017 Work Plan

Canada/Ontario's Sesquicentennial

Melinda Reith

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Version - 001

2016

Homecoming Planning

Table of Contents

HOMECOMING 2017 - IT'S A GO!	2
INTRODUCTION.....	2
APPROVALS.....	3
PROJECT PHASES.....	3
1 – PRE-PLANNING – WINTER 2016.....	3
2 – GRANT APPLICATION – FEBRUARY 2016✓.....	3
3 – ATTENDEE CONTACT – TO BEGIN FEBRUARY 2016.....	4
4 – PRE-PLANNING – TO BEGIN FALL 2016.....	4
5 – CONFIRMATION AND PLANNING – TO BEGIN ONCE GRANT APPROVAL RECEIVED – FALL 2016/WINTER 2017.....	4
6 – THE BIG EVENT.....	4
COMMITTEE HEAD RESPONSIBILITIES	4
1 – COORDINATOR RESPONSIBILITIES	5
2 – BUDGET – FINANCE COMMITTEE.....	5
3 – FUNDRAISING COMMITTEE.....	6
FUNDRAISING/FINANCING.....	6
4 – FOOD COMMITTEE.....	6
Food.....	6
5 – INVITATION/COMMUNICATION COMMITTEE	7
Advertising and Invitations	7
Weekend Program/Agenda	7
Contacts	7
6 – FAMILY AND COMMUNITY HISTORY COMMITTEE.....	8
7 – ENTERTAINMENT COMMITTEE – MUSIC, SHOWS	8
8 – ACTIVITIES COMMITTEE	9
VENDOR’S AREA.....	9
9 – TRANSPORTATION AND PARKING COMMITTEE:	9
10 – INFRASTRUCTURE – FACILITY SET-UP/TEAR DOWN COMMITTEE	10
11 – SANITATION AND CLEAN-UP COMMITTEE.....	10
12 – REGISTRATION/WELCOMING COMMITTEE	10

Attendee Coordination 11

On-site Registration 11

Accommodation..... 11

Registration Updates 11

13 – DECORATION COMMITTEE..... 11

14 – PHOTOGRAPHY AND RECORDING COMMITTEE 12

16 – HISTORIC PLAQUE COMMITTEE 13

17 – HEALTH AND SAFETY AND ACCESSIBILITY COMMITTEE..... 13

GENERAL CHECKLISTS 14

 TWO MONTHS BEFORE 14

 MONTH BEFORE CHECKLIST..... 14

 WEEK BEFORE CHECKLIST 14

APPENDIX – SAMPLE AGENDA - MEETING NOTES – MINUTES..... 14

HOMECOMING 2017 - IT'S A GO!

INTRODUCTION

The document is a work in progress and will be updated as decisions are made, activities/funding approved/denied etc. Please ensure you are using the most up to date version when making decisions. The date will be changed on the cover page.

It is a record of all steps taken, activities, decisions made in respect to HCM Homecoming 2017. It will be the master plan and components used to create checklists to ensure that our event is as challenge free as possible.

1. Canada Day weekend 2017
2. Four day event in conjunction with Canada Day
3. Multi venue, multi event – family event

A general outline of a homecoming event has been created in order to submit an application to the Federal government for the Canada 150 grant application (which has been declined). Subsequently applications have been submitted to a second Canada 150 program, an Ontario 150 program and funding requests submitted to OPG and TransCanada Pipelines. Some funding has been approved; some grants are yet to be determined.

Some aspects of this event will have to include activities, events etc. as outlined in our grant applications; however many, many details will still need to be determined.

How do we include these events/activities in our plans to meet objectives of the funding programs?

If we are not successful in obtaining funding, plans do not need to include those components (however, they will help to build a theme). If we do not receive funding, activities and events can be altered to fit our budget...funds raised, admission fees, registration fees etc. Council approved funding allows us to begin work prior to notice of funding awarded.

Attached – copies of Canada 150 Grant Application, Ontario 150 Grant Application, TransCanada application and letter to OPG.

APPROVALS

1. Council verbal approval – January 14, 2016 to utilize staff time to organize committees, complete the grant application. No specific commitment of funds at this time. ✓
 - a. Bring to Council February 19, 2016 for \$5,000 commitment. ✓
 - b. Bring to Council February 19, 2016 for a resolution authorizing application. ✓
 - c. Bring to Council February 19, 2016 a letter of support for the project. ✓
 - d. Bring to Recreation Committee meeting for \$1,000 commitment; letter of support for event hosting. ✓
 - e. CWL letter of support. ✓
 - f. Bring to the Library Board a request for participation. A draft letter of support. ✓
2. Contact Canada 150 rep for pre-approval of project. ✓
3. Attend Ontario150 grant workshop and speak to rep for pre-approval of project. ✓
4. Discuss project with OPG rep. Jennifer Gardener. ✓
5. Received funding from TransCanada. ✓

PROJECT PHASES

1 – PRE-PLANNING – WINTER 2016

1. Gather list of people willing to help.
2. Set a point at which the project will change from amber to red or green. ✓
 - a. Response from 150 attendees – go ✓ - confirmed on Facebook – March 12, 2016 ✓
 - b. 20 Volunteers – go ✓
 - c. Financing – either grant money or activities or a decision to proceed with pay as you go events
3. Delegate responsibilities:
 - a. Contact people to act as family contacts, willing to share information with others.
 - b. Track down and invite the relatives of residents, past residents.
 - c. Compile list of family names.
 - d. Consult relatives for other distant relatives asking for names, contacts and addresses.
 - e. Use individual family members as sources of information.
 - f. Use a personal ad in local papers telling of the reunion and asking for volunteers from each “original” family to track down lost relatives.
4. Create page on the municipal website dedicated to the Homecoming. ✓
5. Logo Contest.

2 – GRANT APPLICATION – FEBRUARY 2016 ✓

1. Contact Canada 150 rep to determine whether a “Homecoming” would qualify.

- a. Depends on focus, it could.✓
2. Clerk to prepare a general outline of events/activities/budget for the weekend.✓
3. Obtain potential funding commitment from Council. ✓
 - a. Ask for them to “underwrite” a specific amount.✓
4. Contribution from Recreation Committee?✓

3 – ATTENDEE CONTACT – TO BEGIN FEBRUARY 2016

1. Draft a message to send to potential attendees – save the date✓
2. Have volunteers help contact reps from each family.
 - a. Locate a family rep who will be their main contact and share info with others.
3. Have someone create and manage a family name list. Update with contacts, rsvps etc.

4 – PRE-PLANNING – TO BEGIN FALL 2016

1. Committee structure set up
2. Committees begin brainstorming and planning work
 - a. Initial contact
 - b. Investigate options
 - c. Begin decision making process

5 – CONFIRMATION AND PLANNING – TO BEGIN ONCE GRANT APPROVAL RECEIVED – FALL 2016/WINTER 2017

1. Schedule, reservations, deposits and purchasing
2. Begin advertising event and registration with details

6 – THE BIG EVENT

1. 4 day weekend long multi venue celebration
2. Ball tournament – Paul (John-Joe) Sarrazin
3. Canada Day – under separate grant application – to include Fireworks, free lunch, flag raising and Cake

COMMITTEE HEAD RESPONSIBILITIES

1. Recruit volunteers and sub-committee members
2. Review attached opportunities/options for each area, brainstorm additional ideas – make decisions on what to include or not
3. Must receive pre-approval from coordinating committee for all expenses as per approved budget allocations
4. Be responsible for all receipts, invoices etc. from committee members prior to the event.
5. Submit invoices for all expenses to Noella for payment; all receipts/profits for deposit.
6. Make sure every item on a meeting agenda has a designated person responsible for that task and any follow-up work that happens – to be reported back to you and recorded. (Can simply be one document – a list of what was discussed with room to record decisions made, who is responsible and any follow up.) Keep it simply but write it down.
7. Quickly send out clear and concise **meeting notes** and **follow up** on the commitments made to coordinating committee.
8. Write and distribute the meeting summary within 24 hours.

9. Keep written records of all actions, decisions and follow up steps on tools provided – either on-line or via notebook.
10. Record volunteer hours of personal time and volunteer time on reports provided.
11. If you have a question - ask.
12. Ultimately this is a council sponsored event, funded in part by province/federal grant money – we must follow legislated commitments.
13. Communicate, communicate, communicate.

1 – COORDINATOR RESPONSIBILITIES

1. Coordinate an management committee whose goal is to provide continuity and ensure that all aspects are being addressed by someone
2. Follow general grant application outline
3. Initial contact for volunteers and committee members
4. Have committees report regularly – contact them for progress
5. Update website as new information is confirmed
6. Keep a master record of all actions, decisions, follow up.
7. Provide direction and support to committees
8. Provide suggestions and templates for committees to complete – discuss make decisions and report back – keep written records
9. Liaise with Council, Federal and Provincial government and funding partners
10. Formalize weekend agenda – approve for printing.
11. Meet with committees and helpers
12. Follow up, follow up, follow up
13. Maps and signage
14. Surveys, guest books and comment cards for grant reporting.
15. Comment suggestion box on all sites.
16. Event log book – all incidents, comments etc.
17. At event end – committee debrief meeting.
18. Final reporting for funding organizations and council.

2 – BUDGET – FINANCE COMMITTEE

Committee Head – Noella LeBreton

Committee Members

1. Work with coordinating committee to set budget
2. Provide each subcommittee with budget and regular comparative income statements to show progress
3. Check that subcommittees are following budget
4. Collect receipts and invoices
5. Responsible for all finances – writing cheques, paying invoices etc.
6. Complete grant financial reports
7. Work with fundraising committee to ensure goals are being met
8. Organize for floats – ensure lots of change
9. On-line receipt of payments/registrations, t-shirt sales etc. and reconciliations
10. sale of tickets, registration, concessions, policies
11. training and paperwork for volunteers/employees

3 – FUNDRAISING COMMITTEE

Committee Head – Melinda Reith
Committee Members

FUNDRAISING/FINANCING

1. <http://www.better-fundraising-ideas.com/list-of-fundraising-ideas.html>
2. T-shirts for sale – year, HCM logo, Sesquicentennial.
 - a. Have a different colour for family name? or community? Highway or road?
3. Hats/bandanas of different colours for different families.
4. All food sold just above cost – ensure profit to help offset other costs.
5. Buttertarts – made well ahead and frozen - \$1.50 each.
6. Plan a silent auction to help pay for event. Every family attending can contribute something.
7. \$5 per attendee registration?
8. Create a cookbook to sell?
9. On-line Registration – include T-shirt orders – size colour etc.
10. <http://www.fundthenations.com/>

4 – FOOD COMMITTEE

Committee Head
Committee Members

Food

Options:

Canadian food themed meal.

Plenty of folks these days say they eat local. [Mairlyn Smith](#) eats Canadian. And she's encouraging everyone to draw on national pride when it comes to putting food on their plates.

Homegrown: Celebrating the Canadian Foods We Grow, Raise and Produce is a collaborative book of recipes from Smith and members of the Ontario Home Economics Association, starring the country's cheeses, grains, root vegetables, eggs, seafood, beef, fruit and, of course, maple syrup.

1. Hire people to provide food – fry truck? Rolphton Restaurant? Other mobile vendors?
2. Reservations for specific meals during registration.
3. Dinner/Finger Foods at hall Friday night.
 - a. Catered, pre-sell tickets?
 - b. Pre-sell tickets, if you are charging admission. There are free websites which can help you, such as EventBrite.[14] This gives people who can't make it to the event a chance to donate to the cause. It also can give you an idea of how popular the event might be. (This is helpful when buying supplies.) Volunteers can try to get permission to set up tables at local businesses to sell tickets and accept donations. This is good advertising, too.
4. Pancake Breakfast Saturday morning OMP.
 - a. Pancake breakfast – pancakes, sausage, bacon only (syrup, butter, fresh fruit and drink) at OMP – can sell it to help cover other costs.
5. Easy food we could do ourselves

- a. BBQ dogs and baked macaroni and cheese
 - b. Tacos w salsa and warm cheese sauce
 - c. Butter tarts – bake hundreds ahead of time – freeze – individually wrap - \$2/piece
 - d. Corn roast
6. Find a sponsor for a meal? Certain families/groups/organizations volunteer to coordinate a specific meal? Complete fundraising or sponsor a meal? Organize caterer and ticket sales?
 7. Bar at OMP and Community Centre? One location only?
 - a. Friday and Saturday only?
 - b. Staffing – pay? Volunteer? For tips?
 - c. Ticket sales at larger events – easier for bartenders
 - d. Will need an SOP

5 – INVITATION/COMMUNICATION COMMITTEE

Committee Head

Committee Members

Advertising and Invitations

1. Send out a notice asking who might be interested; asking for volunteers to help plan.
 - a. January 2016 Newsletter ✓
 - b. Community Contact email – January✓, February and before March deadline.
 - c. Facebook notice – January 12, 2016.✓
 - d. Inserts in March tax bills – use Facebook notice.
2. New page on our website dedicated to Homecoming.✓
 - a. On-line registration.
 - b. On-line payment.
3. Invitations should be exciting and imaginative.
4. Logo Contest
5. Send reunion announcement in local newspapers
6. Mail invitations, registration forms, and other information
7. Once funding has been committed to, must acknowledge sponsors using their logo, wordmarks etc. on all printed materials, as well as on-line.

Weekend Program/Agenda

1. print
2. post on-line in advance
3. Print program or other special handouts

Contacts

1. Delegate someone to create and maintain a contact file to be circulated to committee members.
Include:
 - a. Names, addresses, and telephone numbers.
 - b. Family name. Standing in the family, for example, second cousin, great uncle, etc.
 - c. Special interest, for example hobbies, spare time activities, etc.
 - d. Notes - Willingness to contribute – in what manner etc.

6 – FAMILY AND COMMUNITY HISTORY COMMITTEE

Committee Head

Committee Members – Ann Frketich,

Coordinate with Library Board on this part...

Nancy Champagne Skuce...paid consultant?

Algonquins of Pikwakanagan

County Genealogical Group

1. Guess Who? Send baby photos well in advance – or baby photo and current – match it up game – can make it a contest
2. Family Videos, Home Movies to archive
 - a. Storage space
3. Slide Show – request people send electronic photos ahead of time to create a slide show to play
 - a. Use photos from the library?
 - b. Ask someone from the library to take this part on? Might work towards filling in some gaps that they have? Hire student to work on this prior to event.
4. Family photo albums, scan and save for library – archive
 - a. Require a catalogue system/registry, numbering system (envelopes, tabs etc.) to ensure details are recorded correctly and that materials can be retrieved/returned by the correct person.
 - b. Consider postage to return after the fact.
 - c. Have person dropping materials off complete mailing label for return
5. Video tape event – volunteer or hire a videographer.
6. Community/Family history. Write it and print it up
7. Family trees. Your reunion is a good time to compile or update community history and family trees.
 - a. Have a genealogy tent – experts to share information, make contacts for follow up later?
 - b. Have sample boards created. Find a family who is willing to share their info - Charbonneau, Jennings families to use as examples.
8. Have scheduled events during the afternoon for family members to attend such as:
 - a. Genealogy Research Class
 - b. Family History Information Gathering Time
 - c. Interview/videotaping elders – require a cataloguing system to ensure that segments are correctly identified
 - d. Videography tent – various locations? One venue?
 - i. schedule
 - ii. Create a list of questions to encourage story telling. See Appendix P

7 – ENTERTAINMENT COMMITTEE – MUSIC, SHOWS

Committee Head

Committee Members

1. Logging activities – nail driving, log sawing, etc.
2. DJ, band, emcee

3. Events at OMP, Lacroix Park, Deux Rivieres Salt yard (turn into a trailer park?), Stonecliffe municipal property
4. Bands/Dance?
 - a. country band
 - b. rock/country band
 - c. dance entrance fees – part of registration fee? Extra cost?
5. coordinate music/entertainment

8 – ACTIVITIES COMMITTEE

Committee Head

Committee Members

1. On the Ottawa...
 - a. Regatta
 - b. Canoe races
 - c. Bathtub races
 - d. Cardboard Boat races/contest
 - e. Nautical scavenger hunt
 - f. Whatever Floats Their Boats
 - i. cardboard boat regatta
 - ii. Teams of two pay \$15 to enter the race with a boat made only of cardboard and
2. Community wide Treasure hunt – via vehicle – over the weekend – have to have a picture taken with the certain item/location etc. – collect something from a specific location
3. Friendly Family Feud game or Jeopardy – family teams compete against each other – ensure members of all ages to encourage participation
4. Inflatables – Saturday and Sunday only?
5. Balloon tying clown – already booked ✓
6. Time Capsule – to be opened when? What types of items?

For Saturday – these will fall under Canada Day Activities – different work plan, different grant

VENDOR'S AREA

1. Sell tables for vendors and businesses looking to advertise.
2. Have each donate an item for a gift basket to use in the silent auction.
3. Possible vendors
4. Visit craft fairs this fall to advertise opportunity – provide a registrant package – review of event – details etc. sign up sheet
5. Drop off packages at the Deep River artisan store

9 – TRANSPORTATION AND PARKING COMMITTEE:

Committee Head

Committee Members

1. Bus rental
 - a. transportation throughout community
 - b. from Deep River to Deux Rivieres at various times during each day during the event – people will need to stay outside HCM
 - c. between venues at regular intervals during the day

- d. schedule and drivers
2. Limited parking areas? Can we lease private land/fields for parking?
3. Golf Cart rentals – shuttle along Jennings Road – promote as environmentally friendly
4. Boat shuttle from Stonecliffe or Mackey Boat Launches – liability – life jackets – as an activity?
For a fee? Insurance?
5. http://www.atwill.ca/cm2.cfm?fid=2&sid=27&Fflang=1&html=golf_cart_rentals.html – 6 person cart - \$500 week or 8 person - \$625 per week.
6. Reliable drivers - schedule
7. insurance
8. Could charge a loonie per ride to offset costs if an issue?
9. Parking and no parking areas

10 – INFRASTRUCTURE – FACILITY SET-UP/TEAR DOWN COMMITTEE

Committee Head

Committee Members

1. Tent rentals
2. Tent borrowing
3. Chairs, tables, picnic tables
4. Lights
5. Delivery or pick up and return
6. Accessible areas
7. Pylons, ropes, barricades
8. Segregate parking areas
9. signage
10. Set up
11. Venue map to plan set-up
12. Generators and location
13. Hire and schedule staff

11 – SANITATION AND CLEAN-UP COMMITTEE

Committee Head

Committee Members

1. Hire staff
2. Schedule rounds for clean up
3. Vehicles, equipment – bags, gloves, vests, sticks for pick up
4. Dump/recycling access
5. Port o pots – number, location, delivery, pick up
6. Handwashing stations
7. Paper towels
8. Provide supplies – garbage and recycling bags, etc.
9. signage

12 – REGISTRATION/WELCOMING COMMITTEE

Committee Head

Committee Members

Attendee Coordination

1. Create a registration web site.
2. Set up on-line registration.
3. Pre-registration for all meals, dances, contests etc. Sell tickets.
4. Separate section of website for agenda, details about accommodation etc.
5. On-line survey.
6. **Have registration site and tickets ready to advertise for Christmas 2016.**
7. Early bird discounts.
8. Advertise coupon codes on social media for \$1 off, \$2 off etc. at different times to encourage activity

On-site Registration

1. Set up a table to register on-site, community centre and OMP.
 - a. Guest books – scrapbook/memory book sized with various pages to insert for all locations
 - b. Set up a photo booth - Photo with registration – numbered list to record individuals at the time eg. Photo #1 Bob, Sally and Irving Smith... include whatever info you decide. Could also be the guest book.
2. Put together registration/welcoming packets – pre-paid tickets, wrist bands, agenda/program, name tags, etc.
3. Have autograph books with municipal logo – year etc. printed – free with paid admission? Or for a fee to cover costs?
4. Name Tags – type, size, design, what to record?

Accommodation

1. Research/advertise rentals, hotel accommodations, cottages, campgrounds etc.
2. Talk to campground operators to determine transient space – advertise options.
3. Motels.
4. Council approved camping on municipal grounds?
5. Cottages for rent.
6. Determine if anyone is willing to provide a discount? Advertise it.

Registration Updates

1. Email to Evan Burgess of BlueNorthStudios re: registration page, donation etc. on our website. ✓
2. Complete and submit on-line?
3. Print and mail?
4. Details to be included?
5. T-shirt Order Form
6. Registration Form – price, discount per number of people, due by
7. Registration packages/tickets etc. – in envelopes – another opportunity for logo presentation

13 – DECORATION COMMITTEE

Committee Head

Committee Members

1. Hall/office grounds
2. Community centre

3. Ball field fence
4. Old Mackey Park
5. Entrance to Community along Highway
 - a. Approvals for additional signage from MTO
6. Canada Day theme – red and white
 - a. Plants, flowers – what’s in bloom at that time of year
 - i. Provide as door prizes upon ceremony closing – people can take potted plants/trees home to plant
 - b. Maple leaves
 - c. Canadian symbols
 - d. HCM flags
7. HCM banner for Jennings Road.✓
8. HCM flags, Canadian flags✓
9. Balloons? Natural – wood/burlap/flowers? Red/white?

14 – PHOTOGRAPHY AND RECORDING COMMITTEE

Committee Head

Committee Members

1. Sign out SD cards to share photos from digital cameras. Allocate a certain number of people to take digital photos to share back. Post on-line after the event.
2. Have computer available to download.
3. Hand out disposable cameras, ask people to take family photos and return to us to develop and share later.
4. Appoint volunteer photographers, videographers
5. Hire professional photographer for the event
6. Hire professional videographer
7. Have professional dvd created.
8. Scheduling to ensure proper coverage
9. Videographers for history recording

15 – VOLUNTEER COORDINATION

Committee Head

Committee Members

1. Provide volunteers with a reunion notebook.
 - a. Document all actions, calls, responses
 - b. Actions/responsibilities and follow up
 - c. Document budget and expenses
2. Centralized email address – hcmhomecoming2017@gmail.com ✓
3. Links and page on our website - <http://www.townshipsofheadclaramaria.ca/news-and-events/homecoming-2017/>
 - a. Assign a separate section to each team.
4. Facebook - <https://www.facebook.com/HCM-Homecoming-2017-1072326276193880/>
5. Contact the school early with list of jobs for Canada Day. Be more specific with jobs and times so kids know what they’re signing up for.

6. Volunteer contract/agreement/FAQ. Adapt info as per doc below – see appendix O. What parts do we need? Liability?
7. liability waivers
8. photo releases
9. confidentiality forms
10. Volunteer registration - <https://signup.com/volunteerspot/index>.
11. Different coloured name tags or shirts for each section of volunteers.
12. Communication - walkie talkies? Rentals
13. Document title/responsibilities – details.
14. Time cards to document hours for reporting. Appendix Q
15. Sign in sheets for each venue over the event weekend – statistic purposes.
 - a. Need to record value of volunteer time for grant applications.

16 – HISTORIC PLAQUE COMMITTEE

Council has already provided staff direction to create a photo plaque or plaques to display our history.

Committee Head

Committee Members

1. History of HCM?
2. Before and after the dam?
3. Historical point along the Ottawa? Champlain? Jesuits? Voyageurs?
4. Original communities?
5. Create informative plaques to be unveiled in 2017.
6. Source - <http://www.performancesignage.com/167/vandal-proof-signs>
7. info from office

17 – HEALTH AND SAFETY AND ACCESSIBILITY COMMITTEE

1. Accessibility – using the Planning Accessible Events So Everyone Feels Welcome Checklist – province of Ontario
2. Event Safety Risk Assessment and Event Management Plan – For small to mid sized Community events – District county of Elliston, Australia – Appendix L
3. Paramedics – presence, emergency access
4. First Aid kits – availability, signage
5. Fire safety preparation/supplies
6. Special event insurance
7. Green event?
 - a. Provide saplings as hand-outs – plant at home – sesquicentennial trees – 150 of 3 different species – wrapped, handed out as gifts. \$2.29/tree plus shipping and handling.
 - b. <https://www.hrRichardsonfarms.com/>
 - c. <http://www.treeseedlings.com/home.html>
 - d. Use recycled paper

GENERAL CHECKLISTS

TWO MONTHS BEFORE

1. Confirm checklists created for each area – how they relate to the master list
2. Review with committee chair
3. Submit to Coordinator

MONTH BEFORE CHECKLIST

1. Confirm plans using checklists prepared for each committee area
2. Have each committee chair/delegate confirm volunteers, staff, service providers
 - a. food, bev, entertainment etc.
 - b. equipment rentals
3. Recheck/confirm all necessary equipment – availability, rental agreements, deposits, delivery, power supply, protection from elements, storage, maintenance requirements

WEEK BEFORE CHECKLIST

1. Overall plans – check in with each committee head
2. Confirm volunteers
3. Confirm staffing
4. Recheck all necessary equipment
5. Inventories of supplies
6. Recheck all service providers – food, bev, entertainment etc.

APPENDIX – SAMPLE AGENDA - MEETING NOTES – MINUTES

Use form for both agenda and minutes. Fill in “date”, “committee name” and “topics” prior to the meeting. Fill in “decided”, “action”, “action by”, “report back date” and “date of next meeting” during and/or after the meeting. As people report back, add information to “results” and “follow up required” fields. Keep it simple, but record it.

HCM Homecoming 2017 Committee Agenda and Minutes			
Date:	March 31, 2016	Committee:	Coordinating
Attendees:	Melinda, Linda, Cindy, Cathy, Noella, Gayle, Roseanne	Date of Next Meeting:	April 30, 2016 1:00 p.m.
Total Meeting Time times number of attendees	_____ total volunteer hours		
Individual Volunteer Hours since last meeting	_____ total volunteer hours		
All receipts handed in: _____ yes _____ no			
Outstanding from last meeting:			
Topic #1:	How to Contact People, Obtain interest?		
Decided:	Group members will recruit one representative from a number of families to canvas their families and get back to the group.		
Action:	Contact Jennings, Clouthier and Francoeur families.		
Action By:	Cindy Jennings	Report back	April 21, 2016

		date:	
Results (include date):			
Follow Up Required:			
Action:	Contact Boudreau, Pichette and Sarrazin families.		
Action By:	Roseanne Boudreau	Report back date:	April 21, 2016
Results (include date):			
Follow Up Required:			
<i>Insert rows as needed</i>			
Topic #2:	Research interest by Public Library to assist with genealogy.		
Decided:	The library will be contacted about library participation.		
Action:	Contact Mel Theil and Marlene Gibson re: participation.		
Action By:	Linda Chartrand	Report back date:	April 21, 2016
Results (include date):			
Follow Up Required:			
Action:			
Action By:		Report back date:	
Results (include date):			
Follow Up Required:			
Topic #3:	<i>Add rows as needed – ask if you prefer a pre-printed version to fill in by hand.</i>		
Sign off by Committee Chair		Submitted to Coordinator Date	
_____		_____	