



Agenda - March 15<sup>th</sup> 2017 meeting.

Attendees:

Staff: Melinda Reith, Crystal Fischer

Committee members and volunteers: Ann Frketich, Diane Beauchamp, Linda Chartrand, Roseanne Boudreau, Paul Sarrazin, Betty Condie, John Reith, Paula Fischer, Councillor Dave Foote and Councillor Calvin Chartrand

Regrets: Mel Lehoux, Cathy McKay, Marlene Gibson, Nancy Rose, Mel Theil, Eileen Burke, Gayle Watters

**Please feel free to ask questions and have a discussion; make suggestions. We want your input.**

1. Fishing Derby

- a. Is arranged for Father's Day weekend
- b. Registration Friday night, fishing all day Saturday and Sunday a.m.?

**Action: Discuss day(s) and times with Nancy Rose as she has agreed to organize.**

- c. Bar/Dinner at hall for awards on Sunday? Father's Day Fish Fry.

**Will have fish (sourced, not caught) and chicken dinner.**

- d. Pre-sell tickets so we know how much fish to buy?
- e. Fish fry – purchased food.
  - i. Tom to source fresh farmed pickerel.

Logistics/Infrastructure

2. Refrigeration for trees, beer, pop, water, food over four days.

- a. Not able to get a reefer/refrigerator truck.
- b. Plan B – rental? No luck so far.

**Action: Paul to follow up with Mattawa.**

- c. Borrow if people have an extra to lend. Please advise if you know of anyone who has an extra refrigerator and/or freezer to lend.

**Roseanne has an extra fridge we can borrow.**

- d. Freezer month of June. Prep baking.

**Tom has a small freezer that would be good for ice.**

**Action: Roseanne to ask Danny Donnelly to borrow his chest freezer.**

Use space at Boy Scout Camp

3. Parking

- a. Need parking attendants
- b. Betty Condie – OK'd use of property for parking
- c. Someone to ask Hank about his top field – use and clearing – truck parking?

**Action: Ask Bill or Terry to ask Hank about parking on his property.**

- d. Signage – park at your own risk – as per municipal insurer.
- 4. Outhouses and handwashing stations reserved - P&G Pumping, confirmed.
- 5. Tents, tables, chairs – Valley Tent and Party Rental.

**Neville called about teepee and it is being used, but has a lead on another that we will follow up on. Township has three tents that can be used; still looking for more with just rooftop. Tents from Valley Tent Rental are secure for overnight storage.**

- 6. Transportation – reserved 5 7/8 passenger vans instead of buses and golf carts – more versatile, anyone can drive them.
  - a. will need licensed drivers.

**Kevin, Donny and Wayne volunteered to drive for a few hours.**

- a. Driver's for vans – shuttle, Deep to Deux Rivieres
- b. Operate as taxi service and/or regular advertised trips

**Could use township cell phone and advertise that number. Will be well advertised throughout event that DD services are available.**

**Action: Look at insurance liability and requirements.**

- c. Horse and wagon – shuttle from parking to OMP

**Majority of equipment and vendors will have to be set on Friday to reduce congestion and limit traffic on Saturday/Sunday.**

**Health and Safety, Accessibility**

- 7. First aid kits and signage – dedicated tent/area at both locations.

**Six “outdoor” kits and stations will be set up as help yourself. Kits will be auctioned off at the end of the event.**

- 8. Someone on call for first aid at all times?
  - a. First aid trained volunteers, off duty professionals?
  - b. Create a list – have them have a walkie talkie for their on-call time
- 9. Paramedics have been contacted and asked to visit if not busy.
- 10. Fire extinguishers on site, location/signage posted. Buckets for water if required.
- 11. Accessible parking and tables clearly marked

**Food and Concessions**

- 12. Concessions – Old Mackey Park
  - a. Will purchase one popcorn machine OMP– have volunteers.
  - b. Will rent one snow cone machine – need volunteers.
  - c. Can rent nacho/cheese machine – need volunteers.
  - d. Water and soft drinks for sale.
  - e. Water jugs for free refills for people who have their own containers.
  - f. Beaver tails? have a propane two basket fryer – need volunteers. **Too labour intensive.**
  - g. To confirm pizza vendor for OMP.

h. Outstanding items: Still looking for a chip truck.

13. Concessions – Stonecliffe

- a. Have confirmed vendors for Stonecliffe
  - i. popcorn, nachos, snow cones, mini-donuts;
  - ii. bbq/grill.
- b. Won't need concession volunteers for this location for event.
- c. Outstanding items:

14. Food

- a. Friday meet and greet – Lance/Stewart concessions at Stonecliffe; need back up for bar service if not staying late
- b. Desserts: make ahead to sell, all freeze well
  - i. Buttertarts, apple pie/tarts, no-bake cheesecake in a cup, giant choco chip cookies
- c. Saturday Breakfast – Jennings family
- d. Saturday Lunch – Canada Day volunteers
  - i. BBQ and Cake
- e. Saturday Dinner – volunteers to prep, sorority to finalize, serve and clean up.
  - i. Pulled pork on a bun, baked potatoes, corn on the cob, coleslaw.
- f. Sunday Breakfast – later start – Jennings family
- g. Sunday Dinner – Fran, Neville and friends

**Hamburgers and hotdogs**

- h. Monday Continental Breakfast – sorority to serve and clean up.
- i. Outstanding:
  - i. Looking for fry truck for Old Mackey Park
  - ii. Saturday and Sunday afternoons and evening

**Action: Laura will inquire about fry truck in North Bay**

15. Beverage

- a. Bars
  - i. Friday 6:00 – 1:00 – Stonecliffe only
  - ii. Saturday and Sunday 12:00 – 12:00 - both locations
- b. Will hold a Smart Serve training in May if we have people willing to train in return for bartending for 6 hours over the Homecoming weekend (3-4 hour shifts)

Activities

16. Ball tournament:

- a. Friday night during registration; end Sunday evening.
- b. 12 Teams, \$150 per team registration fee.
- c. Should we advertise for family teams in our newsletters etc.?

**Action: Start advertising for teams, need to confirm. Contact Paul via cell, email or Facebook.**

- d. Prize Amounts: 1<sup>st</sup> – \$400, 2<sup>nd</sup> – \$250, 3<sup>rd</sup> - \$150

**And Homecoming t-shirts for top two teams. We will make approximately \$1000 after prize payouts.**

- e. Outstanding items: **Paul has enough volunteers to help run the tournament.**

17. Kids activities – need volunteers to assist

- a. Hand paint T-shirts – trade off for bandanas or canvases instead? – keep costs lower

**Too expensive to do t-shirts.**

- b. Dream catchers – need rings – ideas?
- c. Hanging wooden discs and stamps instead of bird houses (time/cost)

18. Kayak, canoe and paddle board races. Confirmed

- a. Prizes

**Cal needs two canoes that are the same for races. Township does not own any for borrowing. We could rent from Driftwood or Noel Leclerc.**

**Action: advertise our equipment is not available during Homecoming.**

**Race will be from Old Mackey to Cary's field.**

19. Cardboard/duct tape boat contest/race - Sunday

- a. Need volunteer
- b. Save cardboard
- c. Tape – look in Renfrew

**Action: Calvin will ask Home Depot for duct tape and to save cardboard.**

20. Music

- a. Friday night at Stonecliffe – sound system only?
- b. MLSC has agreed to help us update our sound system.
- c. Stonecliffe over the weekend – sound system?
  - i. Could someone create “Canadian” play lists?
  - ii. Could have acoustic only, low key – drop in basis during the day Saturday and Sunday?
- d. Live music at OMP Saturday and Sunday.
  - i. Start at 11:00 – lead O Canada, lead group campfire type songs? Kids?
  - ii. Open mic, karaoke, recorded Canadian talent during breaks.
  - iii. Schedule different time slots for various people willing to perform.
- e. Dance at OMP Saturday. 8:00 – 12:00 – fireworks around 10:00
- f. Dance at OMP Sunday. 8:00 – 12:00 – fireworks around 10:00
  - i. Volunteers? Hire a band?

21. Vendor/Crafter area.

- a. People can use either a 2.5 ft table for 5 ft tables and can bring their own tents. Will allow area for set up.
- b. Saturday and Sunday (11 am until 3:00 pm).
- c. Size of tent required?
- d. Need to draft an agreement.

22. Fireworks

- a. Sunday night confirmed – professional, confirmed.
- b. Saturday night – Darrell – family/home type
- c. Source confirmed at discount

23. DIY activities

- a. Cards, horse shoes, washer toss
- b. Kids games

24. Yoga or Tai Chi in the park early Sunday and Monday mornings?

**Yoga will be Monday morning. Still need to hear from Tai Chi instructor.**

25. Reeves meet and greet – opening night at Stonecliffe

- a. Photo-ops

**Action: Melinda to send out invitations to “opening ceremony”, to kick off the weekend. Invite John Yakabuski as well.**

**Photographer starting out and building their portfolio may be interested taking photos for the weekend at reasonable price (all activities?)**

26. Time Capsule – buried at OMP Monday morning?

**Action: Find someone to organize, open to suggestions of contributions. Diane may be able to help, will get back to us once other duties are confirmed.**

Fundraising

27. Bingo

- a. Donated/basket prizes. Some baskets left over from Bingo at last Canada Day.
- b. Cash specials?
- c. Will need another PA system and run at the same time as other events continue.
- d. Cards confirmed.

**Roseanne and her sister Leona will run the Bingo.**

28. Silent Auction

- a. I've met with Cathy McKay, Mel Lehoux and Paula Fischer to discuss.
- b. Letters requesting support have been sent; they are following up.
- c. They have a second list of contacts (Petawawa Showcase) which they will follow up on.
- d. We will gratefully accept donations of items for use on silent and/or Chinese auction/penny sale.
- e. Tax receipts are available for donations over \$10.

**Dave Foote has a George Foreman grill to donate to silent auction and oak hardwood to be used for frames. Roseanne's sister Leona will also donate to the silent auction.**

29. Other fundraising games – wine pull, lolli draw, egg basket, card boards, lottery board, guessing jars, Chinese auction/penny draw, 50/50.

## Contests – fee or free to enter?

### 30. Selfie Photo contest - free

- a. Photo contest to end June 25 so that we are not too busy weekend of.
- b. Print and post submissions, have public vote to select winner. Get one ticket or entry for each person to vote. Most tickets wins.
- c. Best selfie in recognizable HCM location.

### 31. Kids Poster Contest - free

- a. part of grant app.
- b. CWL to donate prizes

### 32. Kids Essay Contest – free. Early cut-off date.

- a. part of grant app.
- b. CWL to donate prizes

**Action: Linda to ask Lucille Levinski to judge.**

### 33. Baking contest – free – too much going on, will skip this idea.

- a. Donate a dozen plus three to judges;
- b. Different categories – cookies, tarts, squares.
- c. Auction off donated cookies, or just a bake sale?
- d. Specify one type of cookie/tart etc.
- e. Prizes per category?
  - i. Ribbon as at fair?

### 34. Contest prizes

Help us fill in the blanks!

#### Ball Tournament

Entrance Fee \$150/team – 12 teams

**1st prize \$ 400 ; 2nd prize \$ 250 ; 3rd prize \$ 150 ;**

#### Fishing Derby

How big do we want it to be?

Entrance Fee **\$20/person – need 24 people to break even if cash prizes total \$600**

Biggest pike, biggest pickerel

1st prize \$ 300-500 ; 2nd prize \$ 200-300 ; 3rd prize \$ 100-250 ;

Gift prizes 4<sup>th</sup> ; 5<sup>th</sup> ; 6<sup>th</sup> ; Need donations from corporations!

**Action: Talk to Nancy Rose about all aspects of fishing derby.**

#### Photo Contest

**1st prize \$ 75 ; 2nd prize \$ 50 ; 3rd prize \$ 25 ;**

Essay Contest – Prizes to be determined and Donated by CWL

1st prize \$ ; 2nd prize \$ ; 3rd prize \$ ;

Poster Contest – Entrance Fee \$0.00 - Prizes to be determined and Donated by CWL

1st prize \$     ; 2nd prize \$     ; 3rd prize \$     ;

## Historical

### 35. Archival

- a. Marlene is taking lead and Diane will help
- b. Encourage people you speak with to bring items from the “family bible” (or other storage place) to archive for future.

### 36. Genealogy

- a. Ann F. - Family trees.

**Action: Ann will order copies of the census from Archive Canada, which will show which families were here from 1860-1870.**

- b. Community history.
- c. Outstanding requirements? Supplies? Need a covered tent, 20x10 will be big enough, some tables and chairs.
- d. Willing to share some of the work she has done on her family history.

**Can show people how to do it properly.**

### 37. Videography and Photography

- a. Set up area for short video interviews of attendees
- b. Photo booth area – props

### 38. Slide Show

- a. Diane has volunteered to coordinate a video/slide show. Anyone with photos to submit send to [hcmhomecoming2017@gmail.com](mailto:hcmhomecoming2017@gmail.com) to include.

### 39. History displays.

- a. Dan C. to see if he would set up his display at Old Mackey Park.
- b. Calvin offered his cargo van 53’ if Dan would like to use it.

### 40. To Collect for Us:

- a. Mason jars
- b. Pickle jars
- c. Ice cream buckets
- d. Small (ice cream sized) Buckets for door prize tickets
- e. 5 gallon food grade pails for storing food
- f. Cardboard boxes – the bigger the better, broken down OK
- g. Wine corks
- h. Picture frames – with or without glass
- i. Coffee cans with lids
- j. Pallets
- k. Scrap wood to make bars and concession stands

### 41. Needed to Borrow:

- a. Life jackets
- b. Refrigerators

- c. Freezers
- d. Generators
- e. Garbage cans
- f. Coolers
- g. Walkie talkies
- h. Tents
- i. Extension cords
- j. Lights for night

Projects – to complete prior to June – need volunteers

Can schedule days when volunteers get together to complete certain projects

- 42. Create a large sign to put over the bottom of our Highway signs – showing dates – asap
- 43. Create pallet signs – Canada flags – HCMHomecoming2017 with dates – install on municipal roads
- 44. Tied Blankets (4-5)
- 45. Pallet - Bars
- 46. Pallet - Concession stands

**Action: Calvin to inquire about pallets.**

- 47. Prize boards for kids arcade prizes
- 48. 4 Survey boxes – plywood
- 49. Use cooler cartons (liquor store?) to carry items – condiments on tables/cutlery/napkins etc.
  - a. Print coloured labels to wrap around them
- 50. Cut wood discs for stamping projects
- 51. Build Stage - modular
- 52. Create Signage and posts