

## Trailwest Meeting Minutes - July 22<sup>nd</sup>, 2015

Location: Julie's House
In Attendance (alphabetical): Julie, Lisa, Marina, Natalie, Nishu, Sakshi, Sam

### Agenda

1.0	Introductions
2.0	SummerFest – Sat. August 29 <sup>th</sup> , 11am to 3pm
3.0	Lessons Learned
4.0	Next Meeting

### Minutes

<b>1.0 Introductions</b>				
• Welcome				
<b>2.0 SummerFest – Sat. August 29<sup>th</sup>, 11am to 3pm</b>				
Item	Prev. Item	Task/Details	Responsibility	Action
2.1	4.1	Sponsorship – Anna has been sick – Nishu has approached CIBC. CIBC wants a tent. – Group Decision: Tent is for Gold and platinum members only.	Anna/Nishu	In-Progress
2.2	4.2	Volunteers – 1 couple volunteered – Volunteer for BBQ'ing required, previously community member Louis had volunteered.	<del>Nishu</del> Lisa	In-Progress – Sakshi to email a previous email over to Lisa with some names – Lisa will broadcast every 3 days on the facebook page. – Natalie to update the website for volunteers
2.3	4.3	Invite Hubley/Mayor – Mayor can't make it. – Hubble will	Julie	Complete
2.4	4.5	Dance Group – Haven't heard back yet – awaiting. Will follow-up – Marina will also contact alternate	Sakshi Marina	In-Progress
2.5	4.6	Porta Potties – Amir away. Natalie will take over.	<del>Amir</del> Natalie	In-Progress
2.6	4.7	Little Ray's Reptile – Done – 11am-12pm	Julie	Complete

2.7	4.8	Balloon Guy – Done – 12-2 – 1 guy	Julie	Complete
2.8	4.10	Table/Chair Rentals – Problems with Cody rentals. – Partymart offered better quote for: 6- 6ft tables, 36 chairs, cotton candy machine for \$370.98 delivered/picked up. – Cotton Candy – 300 cones and not 500 for SummerFest	Dennis	In-Progress
2.9	4.11	Popcorn Machine/Bouncy Castle/Cotton Candy Machine/Snow Cone Maker – Amir away. Julie will take over. – Snow Cone maker added to taskings	Amir Julie	In-Progress
2.10	4.12	Permit – Following up on the emergency plan	Sakshi	In-Progress
2.11	4.13	Enbridge – Enbridge not able to attend. – Alternatives include: M&M meatshop, Walmart, Volunteer – Will get ahead on Enbridge for next year.	Sakshi Natalie Nishu Lisa	In-Progress – Natalie will call M&M – Nishu will approach Walmart – Lisa will add task of requesting BBQ'ing volunteers to her tasks
2.12	4.14	Taekwondo/Karate Demonstration – Not available due to club's anniversary	Natalie	Complete
2.13	4.15	Yoga/Goodlife Demonstrations – Goodlife contacted. Will follow-up.	Natalie	In-Progress
2.14	4.17	Look Into Bracelets – Is starting now.	Nishu	In-Progress
2.15	4.18 4.16	Handouts/Maps Recommendations: 2 ticket booths this year	Natalie	No Action Currently Required
2.16	4.19	Fire truck/Police/Paramedic Services By-Law – Covered under Permit request	Sakshi	No Action
2.17	4.21	Consider: Ice cream/Freezie sales – Adding Snow Cone rental instead.	Group Discussion	Complete
2.18	4.22	Juice boxes – Plenty left over or Shoppers for more	Nishu	No Action Currently Required
2.19	4.23	Consider: Foodbank donations for free tickets – This year needs better advertising	Group	No Action Currently Required
2.20	4.24	First Aid/Volunteer Table Table	Sam – Tables (x2) Natalie – Signage	No Action Currently Required

2.21	4.25	Firetruck/Police Cars for kids to check out – Contacted – Will Follow-up – Note to contact Sarah from Fire Education and Laura from Kanata Police Community.	Sakshi	In-Progress
2.22	4.26	Save the Date/Video posting	Natalie	Complete
2.23	4.27	Mailbox posters for Summerfest – to be posted first week of August	Natalie	On Hold Awaiting Sponsorship
2.24	4.28	Consider: Raffle – Dependent on fundraising	Anna	On Hold Awaiting Anna
2.25	-	Facepainting - Contacts made	Marina	Complete
2.26	-	Ticket Count – Should be counted/weighed per activity post-event.	Sam	Post-Activity
2.27	-	Administrative – Verify Group Settings	Dennis	Complete
2.28	-	Agenda – Natalie will post on facebook and everyone is responsible for submitting times in response for your activities	All	In-Progress
<b>3.0 Lessons Learned</b>				
– Be proactive. Follow-up with one another.				
<b>4.0 Next Meeting</b>				
Wednesday July 29 <sup>th</sup> , 2015			Dennis to post	

Note:

- 1) If you are not able to attend the next meeting, please pass on your updates to me. I will update the minutes accordingly and represent your activities during the meeting.
- 2) If you have an agenda item you would like added for discussion, please email me in advance or coordinate with me during the meeting.

Post-Summerfest Carry-over

<b>2.0 Garage Sale: Recap</b>
<ul style="list-style-type: none"><li>• Less people than last year</li><li>• \$100 in donations</li><li>• Lessons learned:<ul style="list-style-type: none"><li>a) Can consider centralizing next year.</li><li>b) Potential change of date to the week before or after Bridlewood's Garage Sale.</li><li>c) Can re-brand as a flea market and charge for table space in the ice rink.</li></ul></li></ul>
<b>3.0 Trailwest Discount Card</b>
<ul style="list-style-type: none"><li>• Suggested donation \$5.</li></ul>