

Trailwest Meeting Minutes - July 29th, 2015

Location: Trailwest Park
In Attendance (alphabetical): Allison, Anna, Dennis, Julie, Lisa, Marina, Natalie, Patrick, Sakshi, Sam

Agenda

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

Minutes

1.0 Introductions			
<ul style="list-style-type: none"> Welcome 			
2.0 SummerFest – Sat. August 29th, 11am to 3pm			
Item	Task/Details	Responsibility	Action
2.1	<p>Sponsorship</p> <p>Nishu: (Unable to make the meeting) – CIBC and Home hardware will donate. Donation amounts to come.</p> <p>Anna: Awaiting donations from – Costco, Kelsey’s, Swiss Chalet, Moxie’s, Remax (as potential sponsor).</p> <p>Donations currently from:</p> <p>Joe’s Urban (7 x \$20 gift cards), The Burbs (\$25), Starbucks Hazeldean (2 large gift baskets), Starbucks Eagleson (120 cups of coffee), Darcy McGee’s (\$40), Crazy Horse (\$25), Montana’s (TBD at \$25 or \$50)</p> <p>–Consider asking sponsors for food/pop and ice (drinks/snow cones).</p>	Anna/Nishu	In-Progress
2.2	<p>Volunteers</p> <p>– 6 new volunteers</p> <p>– Peter Innis was suggested. Will contact.</p>	Lisa	In-Progress
2.4	<p>Dance Group</p> <p>–Awaiting response from groups</p> <p>–Sakshi’s contact is in Toronto that weekend, but the group may be able to perform without</p> <p>–Marina’s contact just had a baby, but has not officially said “no”</p>	Sakshi Marina	In-Progress
2.5	Porta Potties	Natalie	Complete
2.8	Table/Chair Rentals	Dennis	Complete
2.9	Popcorn Machine/Bouncy Castle/Cotton Candy Machine/Snow Cone Maker	Julie	Complete
2.10	<p>Permit</p> <p>– Sent internally within City of Ottawa</p>	Sakshi	In-Progress: No Action Currently Required

2.11	Enbridge/BBQ – BBQ Rental company found. Large BBQ for \$200 rental. – Lisa will get a volunteer to BBQ. – Indian food from Urban Turban will also be available at \$5 with half going to Trailwest.	Natalie Lisa	In-Progress
2.13	Yoga/Goodlife Demonstrations – Goodlife fitness coordinator on leave. Will follow-up.	Natalie -Lisa	In-Progress
2.14	Look Into Bracelets – Nishu was not present.	Nishu	In-Progress
2.15	Handouts/Maps – Hand drawn rough draft drawn with group assistance	Natalie	In-Progress
2.18	Juice boxes – Plenty left over or Shoppers for more	Nishu	No Action Currently Required
2.19	Consider: Foodbank donations for free tickets – Determined that a % of profits will go to this local charity.	Group	% or amount to be determined by group
2.20	First Aid/Volunteer Table Table	Sam – Tables (x2) Natalie – Signage	No Action Currently Required
2.21	Firetruck/Police Cars for kids to check out – Firetruck booked – Following-up with Police car. Point of contact unavailable but perhaps a colleague can.	Sakshi	In-Progress
2.23	Mailbox posters for Summerfest – to be posted first week of August – Ready to go – waiting on sponsorship names	Natalie	On Hold Awaiting Sponsorship
2.24	Consider: Raffle – Silent Auction determined by group – Alternate idea is to use raffle tickets to “bet” on the draw of your choice.	Anna	Complete
2.26	Ticket Count – Should be counted/weighed per activity post-event.	Sam	Post-Activity
2.28	Agenda – Natalie will post on facebook and everyone is responsible for submitting times in response for your activities	All	Complete
2.29	NEW: Purchase Tickets	Sakshi	Volunteered
2.30	NEW: City request to move picnic table	Dennis	Volunteered
2.31	NEW: Tent and Table required for Silent Auction	Awaiting	Awaiting

	– Awaiting concept map to determine numbers of tables required.		
2.32	NEW: Volunteer Shirts – Not required, labels/sharpie is method.	Awaiting	Awaiting
2.33	NEW: Coolers/Ice Required for drinks/snowcone maker – Added to sponsorship requests (2.1) – Allison/Sam/Julie/Natalie have coolers to lend. – Sam can pick up ice day of and arrange coolers/work snowcone maker – Costs of ice may make snowcone maker unfeasible.	Group/Sam	Volunteered/Awaiting sponsorship options
3.0 Lessons Learned/Other			
– Facepainter next year: Go with Lisa’s contact, not the existing person as rates are too high. – Policy on payments/use of cheques to be discussed when Amir is present. – Patrick is awaiting a response from Hubley referencing Wild Parsnips growing in the community.			
4.0 Next Meeting			
Thursday August 6 th , 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

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