

## Trailwest Meeting Minutes - August 6<sup>th</sup>, 2015

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

### Agenda

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

### Minutes

<b>1.0 Introductions</b>			
<ul style="list-style-type: none"> <li>Welcome</li> </ul>			
<b>2.0 SummerFest – Sat. August 29<sup>th</sup>, 11am to 3pm</b>			
Item	Task/Details	Responsibility	Action
2.1	Sponsorship <ul style="list-style-type: none"> <li>– Superstore participation known after Aug 10<sup>th</sup></li> <li>– Pitapit hopeful</li> <li>– Shopper's answer by Friday</li> <li>– CIBC only confirmed so far at \$500, requests invoice/receipt.</li> <li>– TD/CIBC would work better to come to them in the Fall</li> <li>– RIBC is out</li> <li>– Urban Tandoor okay with other food present. Requires Tent/Table.</li> <li>– Home Hardware donated prizes</li> <li>– Natalie to ask her networking group</li> </ul>	Anna/Nishu	In-Progress
2.2	Volunteers <ul style="list-style-type: none"> <li>– No new updates</li> <li>– Will post on free-stuff and mother's group sites</li> <li>– Sakshi knows of someone that wants to volunteer</li> </ul>	Lisa	In-Progress
2.3	Dance Group <ul style="list-style-type: none"> <li>– Russian Group confirmed – 4 dances ~ 45 min. Proposed after Little Ray's</li> <li>– Sakshi contacted other groups too</li> </ul>	Sakshi/Marina	In-Progress
2.4	Permit <ul style="list-style-type: none"> <li>– Followed-up. Some confusion at City of Ottawa within departments.</li> <li>– Will continue to follow-up</li> </ul>	Sakshi	In-Progress: No Action Currently Required
2.5	Enbridge/BBQ <ul style="list-style-type: none"> <li>– Group will need to be more accountable</li> </ul>	Natalie/Lisa	In-Progress

	for tasks after issue with Enbridge – Amir/Julie to request BBQ from Loblaw's, may result in the cancellation of current BBQ contract. More to follow.		
2.6	Yoga/Goodlife Demonstrations – Goodlife coordinator still on vacation – Good friend (yoga instructor) may bring a few instructors for demonstrations and hand out coupons. Discussed for 1:30pm.	Lisa	In-Progress
2.7	Look Into Bracelets – Working on it.	Nishu	In-Progress
2.8	Handouts/Maps – Kevin to have first draft in 2-3 days.	Natalie/Kevin	In-Progress
2.9	Juice boxes – No action required.	Nishu	No Action Currently Required
2.10	Consider: Foodbank donation % – To be determine after the event	Group	Post-Event
2.11	First Aid/Volunteer Table – No action required.	Sam/Natalie	No Action Currently Required
2.12	Firetruck/Police Cars for kids to check out – Waiting on police constable to volunteer.	Sakshi	In-Progress
2.13	Mailbox posters – Waiting on sponsorship	Natalie	On Hold Awaiting Sponsorship
2.14	Ticket Count	Sam	Post-Event
2.15	Agenda – Schedule in-progress as activities/events come in.	All	In-Progress
2.16	Purchase Tickets – Now in-progress. – 1 roll (2x0.5) remain from last year	Sakshi	In-Progress
2.17	City request to move picnic table – Request is in. Waiting on feedback. – Plan B discussed.	Dennis	In-Progress
2.18	Tent and Table required for Silent Auction/Vendors – Waiting in site-map to determine numbers.	Awaiting	On-Hold awaiting Handout/Map
2.19	Volunteer Shirts – Sharpie/Labels – POC is Julie to bring stickers/labels.	Julie	Complete
2.20	Coolers/Ice Required for drinks/snow cone maker – Snow Cone offering to be scrapped unless ice (bagged) can be obtained cheaply. Will attempt to exchange in contract or just store and return snow cone maker. Waiting till next meeting to	Group/Sam	In-progress/Awaiting sponsorship options

	decide.		
2.21	Tickets Costs – Tickets \$1:Bracelet \$5 – Bracelet excludes food. – \$1: Hot dog/veggie dog/drinks/bouncy castle/slide/popcorn/ – \$2: Hamburgers/face painting/balloon guy/cotton candy/snow cones – \$5: Urban Turban Meal	Group	Information
2.22	Budget Update – Close to \$3000. Marina to post estimated budget on Facebook	Marina	Information
2.23	Food – Anna pushing with Costco – Walmart not helpful.	Group	In-progress
<b>3.0 Lessons Learned/Other</b>			
<p>3.1 Policy on payments/use of cheques to be discussed when Amir is present.</p> <p>3.1.1 People can use personal accounts for payment and be reimbursed.</p> <p>3.1.2 No cash is to ever be used. Use cheques in this case.</p> <p>3.2 Patrick is awaiting a response from Hubley referencing Wild Parsnips growing in the community.</p> <p>3.3 Consider: Local talent next year for performances.</p> <p>3.4 Future pancake Breakfast to be decided as April 3<sup>rd</sup> (tentative once confirmed away from holidays) to begin getting Enbridge on-board.</p> <p>3.5 Future SummerFest to be decided post-SummerFest 2015. Enbridge to be on-board early.</p> <p>3.6 Sponsorship to start early (~ November) for next year. Suggested to be combined with Trailwest Discounts as a coordinated effort.</p>			
<b>4.0 Next Meeting</b>			
Thursday August 13 <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>
<b>4.0 Lessons Learned</b>
<ul style="list-style-type: none"><li>– Be proactive. Follow-up with one another.</li></ul>