

Trailwest Meeting Minutes - August 13th, 2015

Location: Dennis's House
In Attendance (alphabetical): Anna, Amir, Dennis, Julie, Nishu, 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	Sponsorship – CIBC \$500 – TD – Follow-up but unlikely – Superstore – Meeting Tuesday Amir will attend – Shoppers – Meeting Friday – Urban Tandoor – More meal options. Share is only 25% for us – PitaPit offer to be clarified. Will follow-up. Discussion points discussed regarding free/donations – Note: With Pitapit/Urban Tandoor providing enough food, may utilize personal BBQs rather than rent. – Royal-Lepage – Info back tomorrow – About ~15 gift certificates total – Stella&Dot will likely supply jewelry – Natalie - \$200 gift card – Starbucks may provide ice coffee and Starbucks server.	Anna/Nishu	In-Progress
2.2	Volunteers – Lisa not present (vacation) – Approx 13 volunteers including Board members so far – Volunteer meeting will be required before event	Lisa	In-Progress
2.3	Dance Group – No updates from other dance groups yet – Considered complete until new info	Sakshi/Marina	Complete
2.4	Permit	Sakshi	In-Progress: No Action Currently

	<ul style="list-style-type: none"> – Followed-up – Need to confirm insurance at \$108 and insurance of bouncy castle providers – Will continue to follow-up 		Required
2.5	<p>Enbridge/BBQ</p> <ul style="list-style-type: none"> – Will be discussed with Superstore Tuesday by Nishu/Amir 	Natalie/Lisa	In-Progress
2.6	<p>Yoga/Goodlife Demonstrations</p> <ul style="list-style-type: none"> – Not present (vacation) 	Lisa	In-Progress
2.7	<p>Look Into Bracelets</p> <ul style="list-style-type: none"> – Working on it. 	Nishu	In-Progress
2.8	<p>Handouts/Maps Changes:</p> <ul style="list-style-type: none"> 1– CIBC to move to Majic 100 Location 2– Food to move to where the fire truck is 3– Fire truck to centre aisle of parking lot 4– Majic 100 to share spot with silent auction. 	Natalie/Kevin	In-Progress
2.9	<p>Juice boxes</p> <ul style="list-style-type: none"> – No action required. 	Nishu	No Action Currently Required
2.11	<p>First Aid/Volunteer Table</p> <ul style="list-style-type: none"> – No action required. 	Sam/Natalie	No Action Currently Required
2.12	<p>Firetruck/Police Cars for kids to check out</p> <ul style="list-style-type: none"> – Waiting on police constable to volunteer. 	Sakshi	In-Progress
2.13	<p>Mailbox posters</p> <ul style="list-style-type: none"> – Not Present – Posters to move forward as of Friday after Shoppers/Pitapit clarified – Superstore/CIBC/Valecraft to be equal level sponsors. – Provide logos for Shoppers*/superstore/CIBC/Pitapit* (* in hopes of confirmation at the time of publishing) – Special Thanks section for companies that are supporting. E.g. Majic 100, urban Tandoor, Starbucks (Anna to send names of gift cards collected so far – many listed on past minutes) – Poster data to get to Amir on the weekend (i.e. Saturday) for printing 	Natalie	On Hold Awaiting Sponsorship
2.15	<p>Agenda</p> <ul style="list-style-type: none"> – Schedule in-progress as activities/events come in. 	All	In-Progress
2.16	<p>Purchase Tickets</p> <ul style="list-style-type: none"> – In-progress 	Sakshi	In-Progress

2.17	City request to move picnic table	Dennis	Complete
2.18	Tent and Table required for Silent Auction/Vendors – Marina authorized to purchase 3 additional tents on behalf of committee (Approved by Amir) – Enough tables around group to lend at the moment	Awaiting	On-Hold awaiting Handout/Map
2.20	Coolers/Ice Required for drinks/snow cone maker – Ice obtained from Starbucks. – Snowcones are voted as back on.	Group/Sam	In-progress/Awaiting sponsorship options
2.21	Tickets Costs – No change	Group	Information
2.22	Budget Update – Not present	Marina	Information
2.23	Food – No change.	Group	In-progress
2.24	New: Potential for political campaigning discussed – Determine to not invite party members. – Would ask candidates trying to campaign on the event to respect the event and not to, or at least from the road.	Group	Information
2.25	New: Playground Sweeping – City will sweep sand the day before the event.	Julie	Complete
3.0 Lessons Learned/Other			
3.1 Post-Summerfest to consider registering Trailwest as a charity. Nishu to investigate. 3.2 Trailwest Association should consider joining City of Ottawa Community Association group insurance plan.			
4.0 Next Meeting			
Wednesday August 19, 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.