

## Trailwest Meeting Minutes - August 19<sup>th</sup>, 2015

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|--|
| Location: Julie's House  |
| In Attendance (alphabetical): Anna, Julie, Natalie, Nishu, 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  | <p>Sponsorship</p> <ul style="list-style-type: none"> <li>– CIBC/Valecraft at \$500. Amir needs to sign form acknowledging receipt.</li> <li>– Superstore can do food. Suggesting hot dogs, hamburgers, veggie dogs, buns, condiments, chips, drinks</li> <li>– Pitapit requires generator for smoothies.</li> </ul> <p>Action for Dennis from Robertson Rentals</p> <ul style="list-style-type: none"> <li>– Fresco \$50</li> <li>– Goodlife: Free 3 months + giveaways of free water bottles and merchandise</li> <li>– Waiting on donations from hotels</li> <li>– Email later for any additional donations</li> <li>– Stella and Dot \$50 gift card and candle basket from local rep.</li> </ul> | Anna/Nishu     | In-Progress                               |
| 2.2  | <p>Volunteers</p> <ul style="list-style-type: none"> <li>– Previously 13 volunteers, lost 2-3 in the last few days but have gained 6 additional volunteers. Re-count from Lisa puts our numbers to 19 with board members.</li> <li>– Volunteer meeting Tuesday August 25<sup>th</sup>, at 7pm with free pizza.</li> <li>– Volunteer task list below minutes.</li> </ul>  | Lisa           | In-Progress                               |
| 2.3  | <p>Permit</p> <ul style="list-style-type: none"> <li>– Not present. In-progress.</li> </ul>  | Sakshi         | In-Progress: No Action Currently Required |
| 2.4  | <p>Enbridge/BBQ</p> <ul style="list-style-type: none"> <li>– Smaller BBQs from board members will be used as previously decided.</li> </ul>  | Natalie/Lisa   | Complete                                  |
| 2.5  | <p>Yoga/Goodlife Demonstrations</p> <ul style="list-style-type: none"> <li>– Lisa's friend is coming. Item complete</li> </ul>   | Lisa           | Complete                                  |

|   |  |                              |  |
|---|--|------------------------------|--|
| 2.6   | Look Into Bracelets<br>– Working on it.  | Nishu                        | In-Progress                              |
| 2.7   | Handouts/Maps<br>– Printing between 120-150 copies was discussed with the Agenda. Waiting on Agenda to close.    | Natalie/Kevin                | Waiting on the agenda                    |
| 2.8   | Juice boxes<br>– No action required.   | Nishu                        | No Action Currently Required             |
| 2.9   | First Aid/Volunteer Table<br>– No action required. Requirements added to item 2.14.                              | Sam/Natalie                  | No Action Currently Required             |
| 2.10  | Firetruck/Police Cars for kids to check out<br>– Not present. In-progress  | Sakshi                       | In-Progress                              |
| 2.11  | Mailbox posters<br>– Amir will have them printed. Several volunteers will post over the weekend to mailboxes.    | Natalie + Various volunteers | In-Progress                              |
| 2.12  | Agenda<br>– Schedule in-progress as activities/events come in.   | All                          | In-Progress                              |
| 2.13  | Purchase Tickets<br>– Not present. In-progress.  | Sakshi                       | In-Progress                              |
| 2.14  | Tent and Tables:<br>– list below coordinating numbers  | Awaiting                     | On-Hold awaiting Handout/Map             |
| 2.15  | Coolers/Ice Required for drinks/snow cone maker<br>– Ice obtained from Starbucks.<br>– Sam to coordinate coolers | Group/Sam                    | In-progress/Awaiting sponsorship options |
| 2.16  | Tickets Costs<br>– No change   | Group                        | Information                              |
| 2.17  | Budget Update<br>– Not present   | Marina                       | Information                              |
| 2.18  | Food<br>– No change.   | Group                        | In-progress                              |
| 2.19  | New: Location of Yoga and balloon guy<br>– Yoga beside bouncy castle<br>– Balloon guy just walks around          | Group                        | Complete                                 |
| 2.20  | New: Day of Planning<br>– Meet at the park at 9am to start setup   | Group                        | Information                              |
| <b>3.0 Lessons Learned/Other</b>  |  |                              |  |
| – No additional comments  |  |                              |  |
| <b>4.0 Next Meeting</b>   |  |                              |  |
| Tuesday August 25 <sup>th</sup> , 2015 7:30 (after volunteer meeting at 7pm) at park. |  | 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.

Volunteer Tasks

| Task                  | Full-time equivalent | Half-shifts |
|-----------------------|----------------------|-------------|
| Ticket Tables         | 2                    | 4           |
| Tickets – Free-Agent  | 1                    | 2           |
| Snow Cones            | 1                    | 2           |
| Popcorn               | 1                    | 2           |
| Cotton candy          | 1                    | 2           |
| Slide                 | 1                    | 2           |
| Bouncy Castle         | 1                    | 2           |
| BBQ/Drinks            | 3                    | 6           |
| Urban Tandoor         | 0                    | 0           |
| PitaPit               | 0                    | 0           |
| Silent Auction (Anna) | 1                    | 1           |
| Announcer (Amir)      | 1                    | 1           |
| Floater               | 2                    | 4           |
| Total                 | 15                   | 28          |

Currently 10 board members (FTE) expected (8 committed to double shifts) resulting in 10 volunteers required.

Tent/Table Inventory

| Task                           | Tent | Table  |
|--------------------------------|------|--|
| Urban Tandoor                  | 1    | 1  |
| Silent Auction                 | 1    | (Anna will bring her own table)  |
| Ticket Sales                   | 1    | 1  |
| Face painting                  | 1    | 1  |
| BBQ/Drinks                     | 1    | 1  |
| Follow-up with starbucks*      |      | 1  |
| (extra – First Aid/Volunteers) |      | 1  |
| Total                          | 5    | 6  |
| Inventory                      | 4    | Sam 3, Natalie 2, Patrick/Allison 1  |
| Delta                          | 1    | Need to coordinate and check.<br>Action: Marina to buy 2 tables from Costco. |

Note \*: Unclear if PitaPit requires a table