

Trailwest Meeting Minutes - August 25th, 2015

Location: Julie's House
In Attendance (alphabetical): Anna, Dennis, Julie, Kevin, Lisa, Marina, Natalie, 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			
• Welcome			
2.0 SummerFest – Sat. August 29th, 11am to 3pm			
Item	Task/Details	Responsibility	Action
2.1	Sponsorship – PitaPit issue with manager/owner. Deal is changing to 50/50. No generator will be provided, no smoothies. – Urban Tandoor confirmed. – Updated list by Thursday. A few remaining to follow-up on. – Amir asked (during meeting on FB about Superstore and BBQ) – ACTION	Anna/Nishu/Amir	In-Progress
2.2	Volunteers – Volunteer meeting went very well. Most position taken. Approx. 5 slots remaining for board members to fill.	Lisa	In-Progress
2.3	Permit – Complete	Sakshi	Complete
2.4	Yoga/Goodlife Demonstrations – Yoga demonstrator cancellation. – Alternatives are being sought if possible.	Lisa	Issue – Not critical
2.5	Look Into Bracelets – Complete. 100 Purchased	Nishu	Complete
2.6	Handouts/Maps – With Amir for printing	Natalie/Kevin	Complete
2.7	Juice boxes – No action required.	Nishu	No Action Currently Required
2.8	First Aid/Volunteer Table – No action required. Requirements added to tent/table count.	Sam/Natalie	No Action Currently Required
2.9	Firetruck/Police Cars – Complete	Sakshi	Complete

2.10	Mailbox posters – Posted	Natalie + Various volunteers	Complete
2.11	Agenda – With Amir. Complete.	All	Complete
2.12	Purchase Tickets – Complete	Sakshi	Complete
2.13	Tent and Tables: – list below coordinating numbers	Awaiting	Quantities available. Complete
2.14	Coolers/Ice Required for drinks/snow cone maker – Ice obtained from Starbucks. – Sam to coordinate coolers (Matalie/Sakshi/My 2)	Group/Sam	In-progress/Day-of
2.15	Tickets Costs – Discussed to stamp to prevent counterfeit tickets	Group	Information
2.16	Budget Update – Estimate at approx. \$3000	Marina	Information
2.17	Food – No change.	Group	In-progress
2.18	Shirt – Sam to ask Patrick for use of his shirt.	Sam	In-progress
2.19	New: Day of Planning – Meet at the park at 9am to start setup	Group	Information
3.0 Lessons Learned/Other			
– Vendor contracts – Conduct sponsorship earlier			
4.0 Next Meeting			
Saturday August 29 th , 9 am for SummerFest		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 equivalents	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*	0	1
(extra – First Aid/Volunteers)	0	1
Pitapit (if available)	1	0
Total	6	6
Inventory	6 (CIBC extra + 1 New Marina + 4 inventory)	Sam 3, Natalie 2, Patrick/Allison 1 – Marina 2
Delta	0	Sam 3, Natalie 1, Marina 2