

OLD HOME WEEK COMMITTEE MEETING

DATE: Sept. 19 2023

TIME: 5 pm to 6 pm

LOCATION: Smiths Falls Royal Canadian Legion

REGRETS: Jen Provost, Pat Maloney, Shelly Bradley, Catie Newans

ATTENDANCE: Christa Dales Donnelly, Jen Brown, Alex Brown, Dave White, Laura Newans, Wendy Alford, Mary Louise Koei cka, Barry Hart, Arlene Hart

1. Call to order –Chairperson Christa

Secretary is absent, Arlene to take minutes until Laura arrives

2. Adoption of Agenda – Christa stated we need to add e. to new business, Karen Burns to become treasurer

**Motion** made by Christa to adopt agenda, seconded by Wendy, all in favour

3. Approval of previous minutes – **Motion** made by Wendy to adopt previous minutes of July 11 and August 15 2023 as recorded. Dave seconded, all in favour

4. Reports

- A. Christa reported recent meetings and discussions with the town staff regarding task force, explained we paused as we didn't feel we had enough information about the structure

Once we are approved as a task force, we have to complete applications as it will be advertised for vols for the committee. We were informed it is most likely we will all be chosen for the committee.

- B. Treasurer report – no report, we still have no money. Laura requested any expenses that have been incurred up to now, please forward the receipts to her so we can identify the costs up to now.

5. A. Task force

Christa reported the volunteer applications go to Council and volunteers are chosen at an in camera meeting

Question as to how many committees a person can sit on. Jen Brown will ask Nadine at town hall

- B. Terms of reference

We have been going back and forth with staff regarding the terms

Shelly is sending an email to each Council member before the next Council meeting to remind them we are still working on this and we hope for their support.

We were informed by the CAO Malcolm Morris at our meeting we can have accts and manage the money we raise but not the money the town gives us.

#### OLD HOME WEEK COMMITTEE MEETING SEPT. 25 2023

At least 1 staff person and 1 Council member will sit on the committee, non-voting. We are asking for one member, town staff have recommended 3, to be determined

Christa will send the link to members for the volunteer application and arrange to get it back to her in 7 days, so the package is ready to go once they announce the request for volunteers. We will highlight that we are the members currently working on the committee.

Christa requested anyone who can, to attend the next Council of the Whole committee meeting Mon Aug 25 5 pm when the staff report will go to Council.

#### C. Director assignments/research

Christa reminded everyone, we will all have input but we need leads to research and report

Discussion of what information we need, what we want to have - Parades, midway, communications, promotions/merch, advertising, opening and closing ceremonies. Jen Brown will research at the Library for info from past OHW events

Reminder we want consideration for environmentally friendly, well established businesses, Canadian, Ontario, local

#### D. Research

Mary Louise will research midway costs

Dave will oversee ads

Sanctions/licencing – for others who want to have an event or use our logo

Barry and Arlene will oversee communications, website, social media

Laura and Catie will oversee opening and closing ceremonies research

Christa said Shelly has said may be interested in Night Shirt Parade, we will follow up with her  
Parades –

Jen and Alex Brown will research drone and fireworks show

Wendy will be the contact/liaison when we contact Parks Canada for their involvement

- E. Motion made by Wendy, Karen will now take role of treasurer. Thank you Laura for handling the 0 monies to this point.
  - 6. Next meeting Tues. October 17 2023, 5 PM location to be determined, Karen cannot attend that meeting.
- Motion** to adjourn – Dave, Christa seconded 6:25 pm