

Attendees

Committee Members:

Christa Donnelly	Co-Chair
Shelly Bradley	Co-Chair
Karen Burns	Treasurer
Laura Newans	First Vice
Catie Newans	Second Vice & Secretary
David White	Committee Member
Mary Louse Kociecka	Committee Member
Barry Hart	Committee Member
Arlene Hart	Committee Member

**Town of Smiths Falls
Representatives:**

Peter McKenna	Town Council Representative
Julia Crowder	Manager of Economic Development & Tourism

**Call to Order &
Agenda**

Inaugural Meeting of the 2025 Old Home Week Taskforce held on November 28, 2023, at The Smiths Falls Community Centre called to order at 5:01pm by Julia Crowder with majority of members present, proceeded by a Land Acknowledgement. Regrets from Wendy Alford, and Jennifer Provost. Agenda presented and approved.

1. Call to Order and Approval of Agenda
2. Land Acknowledgement
3. _____
 - a. Appointment of Chairs, Secretary, and Treasurer
 - b. Adopt 2024 Meeting Schedule
4. Event Plan
5. 2024 Budget
6. Round Table
7. Adjournment & Next Meeting

ACTION Julia to send Land Acknowledgement to Christa

Appointment of Chair, Secretary, and Treasurer It is discussed that this was completed in previous meetings, however, due to this being the first meeting since the taskforce has been formally adopted under the Town of Smiths Falls, members will re-elect executive roles. It is also discussed that the previous minutes would be adopted into the formal committee.

Motion Motion to elect Taskforce Executives. Co-Chairs named Christa Donnelly and Shelly Bradley. Treasurer named Karen Burns. Secretary named Catie Newans. This motion was moved by Christa Donnelly, carried by Catie Newans and seconded by Laura Newans. With all members present in favour, this motion is considered passed.

Motion Motion to adopt previous minutes from June-October 2024 to the formal committee moved by Christa Donnelly, carried by Mary Louise Kociecka, and seconded by Karen Burns. With all members present in favour, this motion is considered passed.

Adopting 2024 Meeting Schedule The 2024 Meeting Schedule is proposed as every 3rd Tuesday of the month which is presented to the committee by Co-Chair Shelly Bradley.

Motion Motion to adopt 2024 Meeting Schedule as presented by Co-Chair Shelly Bradley. This motion was moved by Shelly Bradley, carried by Catie Newans, and seconded by Mary Louise Kociecka. With all members present in favour, this motion is considered passed.

Event Plan Discussion opening with Shelly Bradley, noting the progress that has taken place to date. We have formed the committee, scheduled the dates, preliminary phases of logo approvals, and committee members have been looking into different aspects of the committee with respect to research of events and budgetary pieces. Discussion on if there is a theme, and what has been done with the past Old Home Weeks. Discussion on it being themed and geared towards the 100th Anniversary. We have not gotten further into the details of what each day would look like with respect to themes.

2024 Budget Requests Committee currently has a \$1500 for 2023, this will be nil by end of year. There have been minimal expenses to date. Discussion is held on procurement and reimbursement policies. Any current outstanding expenses from committee members are to be sent to Karen for processing.

Discussion on what will we need in the upcoming year to plan and market. Co-Chair Christa Donnelly notes we would be requesting \$50,000 from the upcoming 2024 budget. This will include pieces for marketing, fundraising for the event, and also acknowledges that there will be a need to place deposits down for the upcoming 2025 year. Also, it is noted that The Town can provide a Credit Card for committee.

Julia will begin to create GLs for OHW. Julia also notes a finance representative will be joining the next meeting to go over policies in detail. Discussion on how it has been difficult getting firm numbers from potential vendors as the event takes place in 2025.

It is noted that when presenting the budget to council it is best to include percentage breakdown on our budget requests (certain % for marketing, % for deposits, etc.) – including ranges and industry standards. It will also be pertinent to include the ROI on previous OHW for the Council to make an informed decision when approving budget. It is also suggested that the committee include a notation that there will be additional budgetary requests of the same or higher value in 2025. Note from Peter McKenna about how you can ask for an advancement of additional funds if we are nearing the end of 2024 and running low on budget. First round of budget request being presented to council on December 18, 2023. Julia will present the additional ask of \$50,000 and would appreciate any additional information that could be presented alongside with discussion that during the second round of budget presentations on January 29th additional research and evidence surrounding the asks will be required. This will need to be put forth to Julia ahead of the presentation date. It is determined that it will need to be completed for submission to Julia by January 16, 2024.

Julia Crowder uses Canada Day as an example of some expenses, fireworks were 8K and blowups were 7K. Usually they would see a 10-15% deposit.

In all meetings we will include a budget line item for discussions.

Celebrate Ontario and Marquese are grants that would be beneficial for the Committee to apply for. There were also some questions surrounding which grant was used by Ribfest. Christa will look into this and see if she can find out any information

ACTION **Members are to send any outstanding expenses for reimbursement to Karen.**

ACTION **Budget – first presentation by December 18, by January 29th more detailed request surrounding the 50K is required – this is to be provided to Julia by January 16th**

ACTION **Christa to seek information regarding Ribfest grant.**

Motion

Motion for the Taskforce to move forward with a request of \$50,000 to Council for the 2024 Budget. This motion was moved by Christa Donnelly, carried by Dave White, and seconded by Catie Newans. With all members present in favour, this motion is considered passed.

Round Table

Logo discussion is held, with mock-ups provided by Barry. In the previous October Taskforce meeting, it was decided that the logo would be a replica of the 1925 logo. The colour was still undecided, but the committee members determined it would be a shade of Blue. During the current meeting, the members reviewed the shade options of blue as presented by Barry. It was determined by the members that they would opt for the darker shade of Blue.

Discussion surrounding the training required. Laura questions whether the hour-long training is also required for anyone that will be included in Sub-Committees. There is discussion that the training may mean they are better protected, however Julia is unsure of the requirements. Julia will follow up once she has found the proper information.

ACTION Julia to ask town clerk if subcommittee members require the 1 hour training.

Motion

Motion to adopt the darker shade of Blue as the colour for the 2025 Old Home Week Logo was moved by Shelly Bradley, carried by Christa Donnelly, and seconded by Dave White. With majority of members present in favour, this motion is considered passed.

Adjournment & Next Meeting

Meeting was adjourned at 5:56pm EST.
Next Meeting to take place on December 19th. Received regrets from Karen Burns & Julia Crowder.

Motion

Motion to adjourn meeting at 5:56pm EST. Motion is moved by Shelly Bradley, carried by Laura Newans, and seconded by Christa Donnelly. With all members present in favour, this motion is considered passed.