

FoRRP Event Committee Meeting Minutes – July 10th, 2013.

2nd Annual Block Party

The event will take place from 10am to 3pm. Set up will start at 9am.

Music

- Woodshed Orchestra has confirmed and will headline the Block Party with an acoustic performance. Performances from Tim and some kid bands will open the event.
- Tim, John and Pat will set up the stage and PA system. We will also need them to take down the equipment due to the expensive and delicate nature of it. Tim will have to leave during the event, but will return for the teardown of equipment at the end.
- The Event committee and FoRRP steering committee has agreed to compensate the Woodshed Orchestra \$250 from FoRRP funds along with passing around a collection hat amongst the audience. ACTION: Bob to talk to Justine about getting money in advance. Alternatively, wait for Jill to return and she can take the money out of the account.

Food

Enbridge has confirmed that they will be present for the event and BBQ our food. Zac has a BBQ close by as a backup if needed. We will be providing the food for Enbridge to cook and should start looking at what can be attained by donation and what we will have to pay for. Our goal is to provide meat and non-meat burgers and hotdogs as well as some sausages.

- ACTION: Rhea will look into getting some sausages from Metro. We should also look into getting things from either Grace Meat Market or Nossa Tahlo. Nossa Tahlo provided lots last year though.
- We will also provide condiments. Ketchup, mustard, relish, sauerkraut. With priority being ketchup and mustard.
- For beverages Patricia has six cases of water she can donate. Rhea has fruit punch. We could also pick up some pop from the Metro.
- We will try to get buns donated closer to the event. ACTION: Pat to try Nova Era. There are many bakeries in the area that could provide buns.
- We will need some plastic cutlery, cups, and plates. Tim may also have some things; Zac has some plastic forks. We need plates and napkins. (Do we actually need cutlery or plates if we are only doing burgers and hotdogs?)
- Bob has a popcorn machine. We need popcorn.

- Lots of coolers are available amongst committee members. Ask Metro for ice on the day of event.

Park Sale

- We plan to rent out tables for \$20 each. ACTION: Zac will contact the Friends of Trinity Bellwoods Park to see if we can use tables from their community centre. Could compensate them with revenue from tables if necessary. ACTION: Zac will pick up the tables on the day of or the day before the event.
- Our backup option will be to try and accumulate as many tables as possible from FoRRP members.

Bake Sale

- Bob has volunteered to make cookies again. Zac will try to coerce Jill into making lemon squares. Pat might make something.
- Should make out a call to volunteers among FoRRP mailing list to participate. Can add that to the call for people to rent tables.

Communication

- We will try to produce and distribute a flyer as soon as possible looking for people interested in renting tables or contributing to the bake sale. Also do a callout for people on the FoRRP mailing list. ACTION: John is going to translate the flyer into Portuguese for us.
- Will also create a poster for the event. Send the information to communications as soon as possible to start the design process. ACTION: Zac to send info to communications.
- Ask communications to send out an email to the mailing list and create a blog post to raise awareness for the event. Could try and get Mike Layton to do a notice in his newsletter or tweet about the event.
- We should ask people to take lots of photos and send them to us so they can be posted on the website.

ACTION: Rhea is going to make a post on Craigslist and Kijiji to try and attract more people to the event.

50/50 Draw

- Price set at \$1 per ticket. People should write their name, phone number, and address on the ticket so that they can be rewarded. Half the money goes to the winner and the other half goes to the FoRRP fundraising effort. Rhea will run the draw during the event. It needs two people officially so we will place the draw next to the FoRRP information desk.
- No one under the age of 18 is permitted to enter.

Other

- Look into acquiring a first-aid kit for this event and future ones.

Next meeting will be July 31st at 6:30 pm in Rheas house. We will also have a meeting two days before the event to make sure that everything is ready.