



**EXECUTIVE COMMITTEE [EC] MEETING**

Friday, 5 April, 2024 – 1:00 p.m. 22-2452 Brazilia Drive

**Call to Order / Welcome**

President Connie Stanley welcomed executive members at 1:04 p.m.

**Attendees:**

- |  |                                       |
|--|---------------------------------------|
| Connie Stanley – President             | Harold Côté – Vice President          |
| Laurie Fischer - Past President        | Lydia Côté – Ticket Sales Coordinator |
| Susan Cober - Registrar                | Ken Campbell - Treasurer              |
| Karen Anderson – Volunteer Coordinator |                                       |

**Regrets:**

Karen French - Secretary

**Adopt Agenda** [as circulated]

**Registrar Report** – 309 as reported at the AGM by Registrar, Susan Cober

**Treasurer’s Report:** - Detailed in the Financial section below.

<b>Item</b>	<b>Action By:</b>
<p><b>Unfinished Business:</b>            Connie welcomed everyone to the meeting for the first time in this new season. Also, she introduced Karen Anderson who has volunteered to coordinate volunteers. Connie said she will review the old 2022_23 master volunteer list she provided to last year’s EC. She will go through the registration forms from 2023_24 to segregate and update those who volunteered, update the master and send it to Karen. Connie suggested that on Registration Night, the original sign-up forms be re-implemented again vs. asking members to volunteer on the Registration Form.</p>	<p>Connie</p>
<p><b>New Business</b>  <b>- Calendar of Events:</b>            Connie recorded the dates from Past President Mary Smith’s printed copies which she handed out earlier to the Executive Committee, into the Master Calendar of Events, and printed and distributed copies to the members for reference. Connie mentioned she’s trying to switch Registration Night, which is on Thursday November 14<sup>th</sup> to the Wednesday night with Barb Walsh, President of the Italian American Club as their dinner-dance is November 13<sup>th</sup>. She said she hasn’t heard back from Barb yet but will follow up next week and update the EC.</p> <p>Because he’s involved in a theatrical production in Winnipeg, from November 24<sup>th</sup> through December 2<sup>nd</sup>, Laurie will set up a committee and work on planning the Christmas Dinner-Dance remotely. He also volunteered as the January Happy Hour Coordinator; Connie thanked Laurie and will update the Master Calendar of Events.</p> <p>Connie noted she will solicit the membership for coordinators for the Ed Fletcher Matinée Theatre and, also the St. Patrick’s Day Parade.</p> <p>Discussions followed on the Poster and Handout versions and printing it with Prints2Go. Ken motioned and seconded by Susan that we have them print 50 card stock versions and cut into halves for EC members to post on the OTOW building Bulletin Boards in November. That gives us 100 with 99 buildings and one for the Entertainment Committee Bulletin Board in the EAC. Connie has a ‘zone’ map divided into 7 sectors; 1 per EC member which will she’ll use to divide up the taskings of postings in early November. Agreed by all.</p>	<p>Connie Stanley</p> <p>Laurie Fischer</p> <p><b>Update</b> Betty Dethmers will do the Matinée Theatre</p> <p>All once Calendars finalized</p>



<p>Susan motioned that we print 150 regular paper versions of the calendar for Registration Night and, also for her to handout over the registration period [November through end of February] at the Information Table in the EAC. Seconded by Laurie. That printing will give Susan 300 Event Calendars. Laurie also suggested we try to include the club's email address if there's space; agreed by all. Connie will attempt this as we've done in the past.</p> <p>Connie included that the 50<sup>th</sup> Anniversary Dinner-Dance was moved from February 12 to Feb 19<sup>th</sup> versus the emailed calendar version everyone received. It was motioned by Laurie and seconded by Ken, that we should try to move the February 21<sup>st</sup> Happy Hour Cabaret to either February 28 or March 7 as the 21<sup>st</sup> is two days after our flagship Anniversary. Agreed and carried; Connie will coordinate with Nancy Rogers, SCA.</p>	<p>Connie</p> <p>Done – Connie had it moved to March 7!</p>
<p><b>- 50<sup>th</sup> Anniversary – Logo, Plans:</b></p> <p>Connie distributed two logo samples that Doug Kates, Editor OTOW News, developed and the EC voted on the #1 sample as the most fitting for our logo. The logo will be used on all correspondence, minutes, agendas, name tags, tickets, 901 slides, etc. It will be launched in the May OTOW Newspaper article as well for promotion purposes. Connie included that she established a planning committee, who've met once and included some of the planning ideas this group brainstormed.</p> <p>Linen tablecloths were suggested by that group and the final decision was red with white satin runners. Connie researched it and said to rent which was the original idea, was as costly as purchasing. The decision was to purchase 30 red <b>Polyester</b> tablecloths which we did from the Accumulated Surplus budget because they're a durable item which can be repurposed at other dinner-dance parties. Connie informed the group these could be laundered at commercial facilities who specialize in that function.</p> <p>Connie said the group favoured red and white with a splash of gold and 50<sup>th</sup> type of décor; in the industry there is a ton of 50<sup>th</sup> Anniversary décor available to keep it all within budget. They also suggested hors d'oeuvres / canapés, boutonnieres, and corsages for all attendees, both red and white wine at each table. Everyone agreed this special night should have two entrées available and Connie said she will set up mini committees for the various activities [e.g. menu, décor, etc.].</p> <p>The Logo will be launched on April 12, 2024 – our 49<sup>th</sup> Anniversary to kick off the year of celebration!</p>	<p>Connie &amp; 50<sup>th</sup> Anniversary Planning Cte.</p>
<p><b>A Day at the Races:</b></p> <p>Discussions centered around the fact that three other OTOW Clubs go to these events; Groupon has a lower cost which people can capitalize on and the fact that Wednesdays are usually much lower prices. Laurie motioned that we keep it as a TBD Activity but ask John Henry, Coordinator, to contact Tampa Bay Downs to guarantee for our lunch at 11:00 a.m. and not 1 pm or later because the races start at 12:30 pm. Ken added there is a \$250.00 non-refundable deposit, required. Seconded by Susan and carried.</p>	<p>John Henry will confirm in September</p>
<p><b>Blue Jays:</b></p> <p>Much discussion ensued regarding the change in location from the Dunedin Blue Jays TD home field to the Bay Care Phillies Park. Laurie motioned that Susan do some researching with two criteria to be met; seconded by Harold and agreed by all:</p> <ol style="list-style-type: none"> <li>1. Can the Phillies' contact [Victoria] guarantee paper tickets again for next season? The Blue Jays couldn't last year which was terrible for coordinating;</li> <li>2. Can either Club guarantee 40 seats with an option for Sue to add additional seats, if required [as the date draws closer] in the same</li> </ol>	<p>Sue Cober</p>



<p>section so the Club is together; and</p> <p>3. Susan is to also contact the Blue Jays contact person to determine if they can provide paper tickets.</p>	
<p><b>By-Laws:</b> The group decided to review and modify as required. The review will commence with an initial select review by two past presidents and if changes are warranted, those changes will be brought to the EC for approval and furtherance to the membership for approval.</p>	<p>Laurie Fischer Harry Morrison Connie Stanley</p>
<p><b>Fall Festival:</b> The Fall Festival will be conducted Saturday, November 2, 2024. Sue indicated we've had successful numbers register in the last two and we should pursue it again. Harold motioned we participate again as was seconded by Lydia. Everyone agreed that the 2 registration forms per page format be used again and Sue suggested some minor modifications to the form to which she and Connie will finalize. The forms can be sent to Prints2Go, by email, a week before the festival and can be paid for and picked up prior to the event. Sue will submit the receipt to Ken for reimbursement. Again, Prints2Go will cut the forms in half. Connie indicated that she'll confirm with Nancy Rogers that we'll participate and ask for the Red Canopy again; the cost of the canopy rentals is unknown at this time and Ken suggested, we ask John Henry the Club's alternate cheque signatory, to prepare, sign and submit the required cheque to Nancy Rogers, when known, in advance over the summer. Sue will solicit and coordinate volunteers: Dot Graham; Linda Chapman; Lydia Côté; and Connie will help so the 4-hour period can be broken into shifts. Everyone agreed. Connie will ensure Rowland Hetrick's availability to capture some photos.</p>	<p>Sue Cober, Connie Stanley, Lydia Côté John Henry</p>
<p><b>Registration Forms [Reg'n Night, Processes, etc.]:</b> The Registration Forms will be updated by Sue and Connie and should be half page again as in the past. Sue will coordinate volunteers for Registration Night, establish the registration floorplan, etc. As we draw closer, plans for Registration Night will be discussed and finalized with all EC members, possibly via Zoom or an in-person meeting.</p>	<p>Sue Cober, Connie Stanley</p>
<p><b>Happy Hours – Cabarets and / or Karaoke:</b> Gil Small indicated he might be able to coordinate the February Happy Hour. The EC suggested Connie coordinate moving this Happy Hour from the 21<sup>st</sup> to February 28 or March 7. Laurie said he's willing to coordinate the January 17<sup>th</sup> Happy Hour. Discussions were about hiring Les Weiss to run both Happy Hours. It was motioned by Lydia and seconded by Susan, that Connie engage and confirm the dates with Les. It was motioned and passed that we charge \$5/person either by tickets in advance or at the door for each Happy Hour. Detail re: tickets to be sorted later; all were in favour. It was mentioned that the 50/60's sock hop on March 8, 2024 was a very favourable theme and the EC recommended we go with that theme again in March due to its popularity. The EC also recommended the Club return to 'snacks for sharing' from the kitchen again. Again, line dancing will be encouraged as it's quite popular, very widespread and accepted! Carried!</p>	<p>Connie Stanley, Laurie Fischer &amp; Gil Small</p> <p>Update: SCA confirmed the move to <b>March 7</b></p>
<p><b>Refrigerator Magnets – Club Promotion:</b> A few years back, Gil Small recommended we research the possibility of providing fridge magnets as a promotional tool, so we wanted to revisit this suggestion again. Connie provided an online quote for 500 from Prints2Go. It was motioned by Harold Côté and seconded by Sue Cober that 2 more quotes be solicited from other vendors for consideration by the EC. The magnets should contain: FB address, club email address and internet site address. Carried. These could be handed out as people register at the Information Table, Monday and Thursday mornings at the EAC.</p>	<p>Connie Stanley</p>



<p><b>Outside Vendors:</b>          It was motioned by Laurie Fischer and seconded by Harold Côté that the President contact, with the intent of securing the availability with vendors, for catering and DJ services, as appropriate, for the Dinner-Dances and Happy Hours. Carried.</p>	<p>Connie Stanley</p>
<p><b>Budget Review &amp; Discussion:</b>          Ken went over the rationale and functionality of the Truncated Ledger, Bank Reconciliation, and the Forecast by projecting all, on the TV screen, for all to view. A robust discussion ensued pertaining to the three dinner dances and the Club amended Budget for 2024-2025.</p> <p>There was a unanimous decision to increase each dinner dance budgets to include a “Gratuity,” for the Caterer.</p> <p>The 50<sup>th</sup> Anniversary Dinner-Dance was examined in-depth with the rationale that given, it is our Club’s 50<sup>th</sup> Anniversary and should be presented as such. The Budget was discussed and a decision was taken to:</p> <ul style="list-style-type: none"> <li>- add two bottles of wine [1 red and 1 white] to each table;</li> <li>- polyester tablecloths are to be used instead of plastic;</li> <li>- hire persons to perform the take down following this Dinner-Dance; and</li> <li>- extend the expenditures for the dinner-dance beyond the breakeven point.</li> </ul> <p>This would address a multi-year concern that the Club had too much residual cash on hand.</p>	<p>Ken Campbell          Update: Ken made the minor modifications discussed and the EC approved secretarially.</p>

Meeting adjourned at 3:30 p.m. **Date of next meeting:** TBD