

MINUTES OF THE MEETING OF THE  
CONMEE SOCIAL COMMITTEE  
January 4<sup>th</sup>, 2023

PRESENT: Lori (sat in as guest), Jocelyn, Ellen, Sheila, Nikita, Shannon (late – 8:01)

ABSENT: Leslie (taking LOA for the time being)

1. **Call to Order**

Called to order at 7:44

2. **Approval of Agenda**

RESOLUTION NO 2023-01

Moved by: Ellen

Seconded by: Jocelyn

3. **Declaration of Pecuniary Interest**

None

4. **Deputations and Petitions**

5. **Approval of December Minutes**

RESOLUTION NO 2023-02

Moved by: Jocelyn

Seconded by: Ellen

6. **Reports of Committee Members**

Secretary's report:

- Nikita provided a summary of Secretary activities as they apply to the committee regarding procedural by-law, terms of reference, and member reports

Chair's report:

- See also additional information under "Financial Reports"
- Sheila shared that A/V issues are ongoing and she continues to work with our A/V support team (NAS – Network and Automation Systems). Sheila would like 1-2 people to be trained on the A/V system so that knowledge transfer can be shared between multiple facilitators

7. **Financial Reports**

Secretary brought forward recommendations on how to improve the cash handling controls for the Committee with the support of the Chair, Office Treasurer and Committee Treasurer

Sheila recommended that the Committee Treasurer would keep track of all expense/revenues in a binder and do a report each meeting on what has been recorded in the binder month to month:

- Each event would be placed in the binder with its poster attached for quick and easy reference.
- It will be added to the Terms of reference that the Chair shall act as the filter of receipts between committee and office.

Sheila followed up with Office Treasurer regarding credit card situation:

- Sheila will be provided with a her own credit card as Mayor which can also be used for Social Committee purposes

Ellen shared that she is still waiting for reimbursements from Office Treasurer from Halloween

Secretary requires clarification as to whether a Petty cash is required

## 8. **Event Debriefs**

- December 18<sup>th</sup> PJ Movie: The Littlest Reindeer

Movie went well – approximately 25 people attended. A/V issues continue

- December 28<sup>th</sup> Daytime Movie: Sonic the Hedgehog

Also went well – approximately 35 people attended. Sheila reported that the popcorn bags used that this event were good. Only need 2 packs of hot dogs for next movie, along with some snacks/chips.

## 9. **Unfinished Business**

- Terms of Reference for Committee:
  - Quickly reviewed and amended, asked to be brought back to next meeting for final approval
- Volunteer Coordinator:
  - Shannon was voted in as Volunteer Coordinator

RESOLUTION NO 2023-03

Moved by: Jocelyn

Seconded by: Ellen

- Breanne Maxwell to be added to volunteer contact list (Shannon has contact)
- Sheila to update contact list to reflect kids that need their volunteer hours
- The Committee discussed that Mark Cook has expressed interest in helping out at events

- Family Day Winter Carnival - February 20<sup>th</sup>
  - The event has been marketed on Facebook, newsletter and the website
  - Shannon will share with neighbouring municipalities
  - Sheila confirmed that the VFD will be in attendance
  - Sliding hill is built
  - Ellen will get s'mores kits
  - The hats are in and were shared with the Committee members. They will be free for kids and \$10 for Adults. Jocelyn will take the lead on distributing the hats on the day of the event

## 10. New Business

- The committee requested to defer the nomination of a Vice **Chair**
- Comedy night for CNPHC:
  - Lori Holland present at meeting and told Social Committee about plans for a Comedy show on May 6<sup>th</sup> to support the Conmee Non-Profit Housing Corporation
- Recognition Letter to Lori Holland
  - Committee has requested that the office purchase a \$50 gift card from Evergreen
  - May also consider doing up a "self-care" gift bag and/or gift card for dinner
  - The Committee would like to recognize Lori back to 2012 and rather than focusing on number of years, would like to "thank her for her long-term dedication"
- Appointment of Wanda Tabor
  - Ellen has volunteered to reach out to Wanda Tabor to invite her to the social committee
- Seminar Series Round 2
  - Filling in the schedule was deferred, however the Secretary inquired about Shannon's availability for the Tuesday dates. Shannon will confirm child care/availability
  - Jocelyn has volunteered for the March 23<sup>rd</sup> timeslot from 6-9
  - Shannon has suggested that once the booklets are created for the series that the Social Committee helps to hand them out at events, etc
- January Movie – "Ron's Gone Wrong!":
  - Sheila and Dave will come in the night before to test the A/V system to ensure it is set up for the event
  - Shannon volunteered to make the popcorn
- The Committee requests that regular meetings are changed back to the first Thursday of the month at 7:30 to better suit everyone's schedule.

11. **Correspondence:**

12. **Confirming by-law:**

By-law 001 – being a by-law to confirm the conclusion of the meeting.

RESOLUTION NO 2023-04

Moved by: Jocelyn

Seconded by: Shannon

13. **Adjournment:**

Adjourned at 9:08pm

---

Chair

---

Secretary