

## **Island Breakfast Committee Meeting**

Wednesday, May 14, 2014, 7:00 PM  
Tourism Office, 10 Market Street W.

### ***Committee Minutes***

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#### **Members Present:**

Mr. Dave Beatty, Chair  
Mr. Conal Cosgrove  
Mr. Dan Elwood  
Ms. Deb Hamilton  
Ms. Kendra Lorimer  
Mr. Steve Weir

#### **Regrets:**

Mr. Peter Amo

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#### **Chair's Remarks**

Dave welcomed Byron Boone, Brenda Clarke, Jan Hall & Chris Hum to the meeting.

#### **Disclosure of Interest**

Nil.

#### **Approval of the Agenda**

Moved by: Dave Beatty  
Seconded by: Dan Elwood

THAT the Agenda of the May 14, 2014 meeting of the Island Breakfast Committee be approved.

CARRIED

#### **Approval of the Minutes**

Moved by: Dave Beatty  
Seconded by: Dan Elwood

THAT the minutes of the Island Breakfast Committee meeting dated April 20, 2014 be adopted as circulated.

CARRIED

## **Sub-Committee and Member Reports/Project Updates**

### **1. Logistics**

Insurance, transportation, set up/tear down, safety, security

- Brian Burns will deliver golf carts to St. Lawrence Park
- Police students have not been contacted yet for traffic control – Mark Heffernan is the contact
- Tuesday, June 25th the equipment will be transported to Refugee Island
- Monday, June 30th is the proposed date for tear down on the island
- Liability Insurance for transport boats – all boats need to provide the city with proof of liability insurance
- Action Item: Dave to follow up with Dave Delorme & Gilbert Marine re: insurance
- Peter Amo to pilot Dave Delorme's boat
- Dave has rounded up life jackets for adults & children.
- Action item: Determine if we have enough picnic tables on the island
- We will require 4 radios – need to book with Event Centre
- Action Item: Dave to look after getting a defibrillator & first aid kit
- Fire Extinguishers are on site
- Action Item: Dave to contact St. John's Ambulance

### **2. Finances**

- Action Item: Steve to draft a sponsorship request from Burnbrae Farms & Tincap Berry Farm.

### **3. Breakfast Supplies**

- Action Item: Steve to contact Canadian Tire re: BBQ for toast
- Action Item: Dan to contact J S Simpson Welding & Fabrication to fabricate a SS toast plate once BBQ has been secured
- Action Item: Byron to round up coolers – Tourism has two to loan out
- Left over cutlery, plates, etc. to be donated to the Flying Club for their breakfast

### **4. Volunteer Coordination**

- Action Item: Deb to contact Jim Gill re: piloting Gilbert Marine boat
- Action Item: Conal to circulate Jan's flyer to city hall staff
- Action Item: Jan to contact Dairy Farmers re: apron sponsorship
- Byron would like additional volunteers to assist patrons over the uneven island

5. Legacy Project

No report.

6. Marketing & Communications

**Action Item:** Deb to follow up with city staff in regards to getting on council agenda May 27

**Action Item:** Chris to prepare press release for the "Rise & Shine" "Wine & Dine" cross promotion

Action Item: Kendra designing the graphics for the Island Tee, Tourism will sponsor the cost and turn the profits back to the Legacy Project, Steve & Deb to determine how many to purchase

**Action Item:** Byron to contact Bruce Wylie re: radio sponsorship

Dave asked if posters had been made up and distributed.

**Action Item:** Kendra to develop poster

7. Programming

**Action Item:** Steve to contact Parks Canada

**Action Item:** Chris will follow up with Doug & Randy as well as seeing if they are able to volunteer some time

8. New Business

Nil.

**Adjournment**

Moved by: Dave Beatty

Seconded by: Steve Weir

THAT the Island Breakfast Committee meeting be adjourned until its next regular meeting scheduled for May 29, 2014.

CARRIED

The meeting adjourned at 5:15 pm.