

---

### AGENDA

---

Page

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

#### **Disclosure of Interest**

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

- 3 - 5      *THAT the minutes of the Island Breakfast Committee meeting dated May 10, 2018 be adopted as circulated.*

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

1. Legacy Project
2. Sponsorship and Grants
3. Pavilion Naming Rights
4. Ticket Sales
5. Marketing and Communications
6. Volunteers
7. Procurement
8. Signage
9. Set Up/Tear Down
10. Logistics
11. Health and Safety

12. Transportation

13. Finance and Administration

14. New Business

**Adjournment**

*THAT the Island Breakfast Committee meeting be adjourned until its next regular meeting.*

## **Island Breakfast Committee Meeting**

Thursday, May 10, 2018, 4:00 pm  
Tourism Office - 10 Market St. W.

### ***Committee Minutes***

---

#### **Members Present:**

Dan Elwood, Chair  
Amanda Robinson  
Mike Libbos  
Chad Davis  
Deb Hamilton

#### **Regrets:**

Dave Beatty  
Conal Cosgrove  
Kendra Lorimer

---

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

Dan welcomed Jan Hall, Pam Robertson and Duane Earle to the meeting.

#### **Disclosure of Interest**

Nil.

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

Moved by: Dan  
Seconded by: Chad

THAT the minutes of the Island Breakfast Committee meeting dated September 28, 2017 be adopted as circulated.

CARRIED

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

##### **1. Legacy Project**

Duane Earle reported that materials have been delivered to the island and construction of the pavilion pad is starting this week.

2. Sponsorship and Grants

We have applied for the McDougall Insurance \$5,000 Community Legacy Fund - Voting starts May 21st and ends on May 31st.

3. Pavilion Naming Rights

No update.

4. Ticket Sales

There will be a ticket booth on King Street for the Downtown Sidewalk Sale.

5. Marketing and Communications

Rack card distribution throughout Eastern Ontario will be May 15-17.

6. Volunteers

Going well.

7. Procurement

Action: Chad to procure fridge and moving equipment

Action: Pam to lend a water container for the hand washing station

Action: Mike to monitor the island to see what we need for safety i.e. mulch

Action: Deb to call Kriska, Culligan and Commissionaires

8. Signage

No update.

9. Set Up/Tear Down

The plan is to move the fridge on its side. This has been approved by Byron Boone.

10. Logistics

Ongoing.

11. Health and Safety

Review of food handling is in progress.

12. Transportation

Action: Jan to call Hudson Supply

13. Finance and Administration

No report.

14. New Business

Nil.

**Adjournment**

Moved by: Dan  
Seconded by: Deb

THAT the Island Breakfast Committee meeting be adjourned until its next meeting scheduled for May 17, 2018.

CARRIED