

Committee Minutes

Island Breakfast Committee Meeting

Tuesday, May 2, 2017, 4:00 pm
Tourism Office - 10 Market St. W.

Members Present:

Dan Elwood, Chair
Conal Cosgrove
Deb Hamilton
Kendra Lorimer

Regrets:

Dave Beatty

Chair's Remarks

Dan welcomed Chad Davis, Amanda Robinson and Jan Hall to the meeting.

Disclosure of Interest

Nil.

Approval of the Agenda

Moved by: Deb
Seconded by: Kendra

THAT the Agenda of the May 2, 2017 meeting of the Island Breakfast Committee be approved.

CARRIED

Approval of the Minutes

Moved by: Conal
Seconded by: Deb

THAT the minutes of the Island Breakfast Committee meeting dated September 13, 2017 be approved at the next regularly scheduled meeting.

CARRIED

Sub-Committee and Member Reports/Project Updates

1. Logistics

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

- Liability insurance for the event has been secured
- Action: Dan, Dave, Chad, Jan to obtain proof of insurance from all volunteer boat providers.
- Action: Deb to call Capt'n Andy re: Friday and Saturday
- Action: Jan to contact Grenville Fish & Game Club
- Action: Dan to contact St. Lawrence Marina
- Action: Steve Hall to call Gilbert Marine
- St. John's Ambulance has been contacted
- Action: Dan to invite Spencer to the next meeting
- Jan has talked with the Flying Club and everything is status quo
- Luc Martin and Dave Delorme have confirmed their availability
- Action: Dan to contact Helen Cooper & Tom Scott
- Jan is working on getting volunteers for set up and tear down. Volunteer Bureau will send out an email blast re: requirement for strong backs for moving equipment.
- Action: Cathy McHugh to craft email blast.
- Action: Dan to call Wayne Trickey about borrowing picnic tables.
- Action: Conal will see if he can book crossing guards for all three days.
- Action: Chad/Dan to provide parking lot stakes and having grass mowed a week prior to the event. Jan will get stakes to parking lot manager.
- Action: Deb to contact St. John's Ambulance
- Action: Dan to arrange security on the island
- Action: Deb to arrange for propane delivery
- Kriska Transport is confirmed as a sponsor. Reefer trailer to arrive on Monday, June 19th. City Staff at park will direct Kriska where to drop trailer.
- Action: Deb to buy a lock

2. Finances

Sponsorship, finances, ticket sales, ticket printing

3. Breakfast Supplies

Food coordination

- Action: Amanda to talk with Brockberry about their sponsorship.

- Action: Deb to update Food list requirements. Add in 6 Oz plastic glass for OJ and water
- Dan to confirm borrowing coffee equipment from the Twp. of Leeds and Thousand Islands.

4. Volunteer Coordination

Cooks, deckhands, ticket takers, set up, tear down, drivers, captains

5. Legacy Project

Conal Cosgrove, Kendra Lorimer, Dan Elwood

- Kendra and Dan met with Mapleview Homes on the new conceptual drawing for the Refugee Island Picnic Pavilion.
- Action: Kendra to contact Mapleview in regards to size of pavilion and obtaining a new conceptual drawing that may be used for marketing purposes.
- Action: Cathy McHugh to create a strategy concerning Pavilion Naming Rights. Goal is to raise \$30,000 from one donor.

6. Marketing & Communications

Social media, print, press releases, graphic design, souvenirs

- Action: Byron Boone to be contacted about working with the local radio stations
- Action: Cathy McHugh to handle all press releases

7. Programming

Children's, music

- Action: Jan to call Doug Healy
- Brockville Public Library is confirmed.

8. New Business

- Chad brought forward a new fundraising initiative - selling Nevada Tickets
- Action: Deb to contact Bizarre Marketing

Adjournment

Moved by: Dan

Seconded by: Kendra

THAT the Island Breakfast Committee meeting be adjourned until its next regular meeting scheduled for May 30, 2017.

CARRIED

The meeting adjourned at 5:21 pm.