



## Brentwood Community Centre Municipal Service Board

### MINUTES

September 11, 2019

6:30 p.m.

Brentwood Hall

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**Members Present:** Kristin Vanderkruys (Chair), Carol Vanderkruys (Treasurer), Lorri-Anne Pigeon, Danielle Boucher, Melanie Walters, Erica McKnight, and Councillor John Lamers.

**Members Absent:**

**Staff Present:** Cayla Reimer, Committee Coordinator

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#### 1. Welcome

Chair, Kristin Vanderkruys called the meeting to order at 6:35 p.m.

#### 2. Approval of [Agenda](#)

**Resolution:**

Moved by Carol Vanderkruys, seconded by Melanie Walters, Be It Resolved that the Brentwood Hall Board hereby approve the Agenda dated September 11, 2019 as presented.

Motion Carried.

#### 3. Declaration of Pecuniary Interest by Members

No interest was declared.

#### 4. Approval of the Previous [Minutes](#) – August 21, 2019

**Resolution:**

Moved by Erica McKnight, seconded by Melanie Walters, Be It Resolved that the Brentwood Hall Board approve the August 21, 2019 Minutes as presented.

Motion Carried.

#### 5. Financial Report

Treasurer, Carol Vanderkruys provided the Board with a brief verbal update; yoga has paid \$1,351.

#### 6. Rental Updates

Kristin Vanderkruys informed the Board that there are two (2) rentals left for September; 21 and 28.

## 7. Business Arising from the Previous Minutes

### 7.1 Small Halls

The Board discussed the e-mail from the Community Culture and Tourism Coordinator, Amanda Murray (attached). The Board would like more details on the radio advertisements and projected give aways. The Board discussed the possibility of hiring an ATM as last years option is unavailable. The Board feels \$300 is too expensive to hire an ATM and have sent request to change all advertising to "Cash Only".

The Board discussed the Small Halls Festival time line and tasks associated;

Task	Person Responsible	Status
Alcohol	Carol	6 Mad & Noisy, 6 lot 9
Mix	Lori-Anne	
Organize Volunteer List	Erica	
Social Media/Web push	Carol	Complete
Apple Crisp	Chris	
Food Trucks	Danielle	touch base & submit Health Unit requirements.

Day	Equipment/Action	Board Member	Additional Notes	Arrival Time
<b>Monday</b>	Stayner Rental drop off			
	Tent arrival			
	Storage Trailer			
<b>Wednesday</b>	Fencing		John & Boys	
	Spray outline	Danielle		
	Volunteer orientation	All	Lori-Anne pick up pizza (Dominos)	6:15pm
<b>Thursday</b> (6pm)	Set up	Board & Volunteers	Set up; tables, chairs, kitchen, tent,	6pm
	Beer Fridge Arrival			
<b>Friday</b> (noon)	Food Prep	Carol, Melanie, Lori-Anne.	Food prep	Noon
(5pm)	Set Up	Lori-Anne	Bar tickets & scanner	5pm
(6pm)	Dinner Starts	All		6pm
(10:45pm)	Market Set up	All		
	Hospitality tent	All	Set up if pos.	

<b>Day</b>	<b>Equipment/Action</b>	<b>Board Member</b>	<b>Additional Notes</b>	<b>Arrival Time</b>
<b>Saturday</b> (7:30am)	Set up	Lori-Anne & Volunteers	Door & Tickets	7:30am
(8am)	Set up	Carol & Volunteers	Market	8am
(2pm)	Set up	Danielle	Stage	2pm
(5pm)	Dinner	Volunteers	Dinner & Talk	5pm
(5:45pm)	At stations	Board & Volunteers	Prepare for doors open	5:45pm
	Vendor arrival		Usher vendors into position	
<b>Sunday</b> (9am)	Clean up	All	Clean up from Sat. night and return equipment	9am

The Board will re-evaluate, review, and audit the viability of the future of the Brentwood concert and community dinner events during the Small Halls Festival.

### **8. New Business**

The Board would like to thank Schrober Farms for donating the Pig Roaster.

**9. Next Meeting** – September 25, 2019 at 6:30 p.m.

### **10. Adjournment**

#### **Resolution:**

Moved by Danielle Boucher, Be It Resolved that the meeting adjourned at 7:41 p.m.

Motion Carried.

Date Minutes Approved: September 25, 2019.

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Kristin Vanderkruys, Chair

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Cayla Reimer, Committee Coordinator

## Cayla Reimer

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**From:** Amanda Murray  
**Sent:** Wednesday, September 11, 2019 12:45 PM  
**To:** Carol Vanderkruys (carolvanderkruys@icloud.com); Kristin Vanderkruys (kristinvanderkruys@icloud.com)  
**Cc:** Cayla Reimer  
**Subject:** Small Halls Festival - UPDATES for Hall board meeting

Hi Carol

Cayla – please print or circulate & bring tonight for Hall Board meeting. If there are any changes or discussion, please let me know. **Red items** – are still outstanding/need confirmation.

1. Event Guides – Copies tonight for Hall Board members
2. Event Posters – Copies tonight for Hall Board members to distribute. (So far, Lily & I have delivered to: Stayner, Creemore, Nottawa, Collingwood, Cashtown Corners, Singhampton. We have not done New Lowell, Sunnidale Corners or Wasaga Beach. )
3. PURE COUNTRY – Radio ads & giveaway will start on September 23 to October 5.
4. Facebook Boosted Posts – We have one week & \$50 scheduled for September 20-Sept 27
5. **95.1 The Peak** – Please confirm a volunteer to attend on Wednesday September 18 @ 9AM in Collingwood.
6. Enbridge – Emmie has invoiced me (The Small Halls Festival) and you will be receiving a cheque for \$3000.
7. Kinsmen Club Bartenders – confirmed Friday @ 5PM, Saturday @ 5:30PM.
8. Volunteer Night – Wednesday October 2 at 6:30PM. Hoodies will be delivered on that day too.
9. **ATM** – Ernie comes highly recommended by Creemore Springs Brewery (sorry no last name). He costs \$300 to deliver, includes cash, tech support, paper, etc. Please call or text him if you would like to follow up +1 (416) 801-6251. If you need me to handle this, please let me know.
10. **Beer** – Place beer order directly with Heather Harding. Let me know if you have any other questions about drinks.
11. Scanner – confirmed.

Clearview Township Funding: Based on your request, we are unable to fund your full amount. This year, we did not receive any government funding and a major sponsor withdrew their financial support, which was Reinhart's and they directly funded the stage rental. 10 additional sponsorship packages and contacts were made and each of them were unsuccessful.

Forkin' Farm Dinner - \$600 to cover the cost of Graham Playford Trio – CONFIRMED

Country Concert featuring Nice Horse – \$6000 – CONFIRMED

- The funding can be used for any expenses related to performance fees, sound & lighting, staging, transportation rentals etc.

Total = \$6600

I hope this answers your questions. Please let me know if you have require anything else.

Cheers, Amanda

**Amanda Murray, MHK**

Community Culture & Tourism Coordinator

Township of Clearview

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