



Brentwood Community Centre Municipal Service Board

MINUTES

September 25, 2019

6:30 p.m.

Brentwood Hall

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

Members Absent: Kristin Vanderkruys (Chair) and Danielle Boucher.

Staff Present: Cayla Reimer, Committee Coordinator

1. Welcome

Interim Chair, Carol Vanderkruys called the meeting to order at 6:33 p.m.

2. Approval of [Agenda](#)

The Board would like to amend the agenda to include item; 8.1 Stove.

Resolution:

Moved by Erica McKnight, seconded by Melanie Walters, Be It Resolved that the Brentwood Hall Board hereby approve the Agenda dated September 25, 2019 as amended.

Motion Carried.

3. Declaration of Pecuniary Interest by Members

No interest was declared.

4. Approval of the Previous [Minutes](#) – September 11, 2019

Resolution:

Moved by Melanie Walters, seconded by Councillor John Lamers, Be It Resolved that the Brentwood Hall Board approve the September 11, 2019 Minutes as presented.

Motion Carried.

5. Financial Report

Treasurer, Carol Vanderkruys provided the Board with a brief verbal update; Bank Balance of \$34,291.83. Donna Lamers has submitted cleaning invoices.

Resolution:

Moved by Erica McKnight, seconded by Melanie Walters, Be It Resolved that the Brentwood Hall Board hereby approve payment of cleaning invoices.

Motion Carried.

6. Rental Updates

There is only one rental left for the 2019 year; September 28.

7. Business Arising from the Previous Minutes

7.1 Small Halls

Ticket sales are not great, they are down this year across the Township. Brentwood ticket sales are currently; 29 for Friday night dinner, 93 for Saturday night concert.

Carol attended the radio station to promote the Brentwood events.

The Board discussed adding sponsorships on an A-frame and creating table tent cards to thank the generous sponsors of the event.

Community Culture and Tourism Coordinator, Amanda Murray sent out an email blast to all past event purchasers (400 people) in hopes of generating more ticket sales. Amanda plans to send out an e-mail to all ticket purchasers to remind them of house keeping issues (weather and cash only event).

The Board discussed increasing advertisements on the radio the week leading up to the event if the Township will match their contribution.

Resolution:

Moved by Councillor John Lamers, seconded by Lori-Anne Pigeon, Be It Resolved that the Brentwood hall Board hereby approve up to \$500 be spent on additional advertisements if matched by Township.

Motion Carried.

The Board discussed the equipment arrival and set up for the Small Halls Festival events;

Equipment	Day	Notes
Tent	Monday	Delivered from Lafarge and set up/ inspected
Fencing	Tuesday	John will set up
Generator	Wednesday	Need to send wattage info.
Lights		For tents and toilets
Tables		Lori-Anne to confirm 20 table rentals
LCBO	Thursday	Carol to pick up
Propane	Thursday	Delivered to site
Creemore Springs	Friday	Delivered to site
Stage	Friday	Delivered, set up, & inspected
Happenings	Friday	Delivered

The Board discussed the volunteer master list for the weekend (attached) and made updates where required. The list will be sent to the volunteers prior to the Volunteer Orientation/Training event scheduled Wednesday October 2, 2019 at 6:30p.m.

The Board discussed three vendors who have backed out of the event due to unforeseen circumstances; Enbridge, Tim Hortons, and G-Bay Gourmet. Danielle will source possible replacements.

The Board discussed the food and supply requirements for the Small Halls Festival Events. Grandmas Kitchen is providing round bread loaves at \$4 for Plain and \$5 for cheese. Heidi will donate décor for the event, products damaged will be charged at normal rate. Lori-Anne has sources two 50-pound bags of potatoes, broccoli, and corn for the farm dinner. Chris Vanderkruys will provide the apple crisp and whipped cream for desert.

Resolution:

Moved by Erica McKnight, seconded by Melanie Walters, Be It Resolved that the Brentwood hall Board hereby approve up to \$2,000 be spent on food and supplies for the Small Halls Festival Events.

Motion Carried.

8. New Business

8.1 Stove

The Board discussed the need to replace the stove.

Resolution:

Moved by Councillor John Lamers, seconded by Erica McKnight, Be It Resolved that the Brentwood hall Board hereby approve the purchase of a replacement stove.

Motion Carried.

9. Next Meeting – At the Call of the Chair.

10. Adjournment

Resolution:

Moved by Melanie Walters, Be It Resolved that the meeting adjourned at 8:18 p.m.

Motion Carried.

Date Minutes Approved: October 23, 2019.

Kristin Vanderkruys, Chair

Cayla Reimer, Committee Coordinator

Thursday Volunteer Master List

Volunteer	Starting Time	Duties
Committee	6:00p.m.-9p.m.	Setup Help (Lights, Chairs, Tables)
John Lamers		
Eric Auchterloni		
Wayne Pigeon		
Tim Hendry		
Zack Boucher		
Cameron Pratt		
Kyla Armstrong		

Friday Morning Volunteer Master List

Volunteer	Starting Time	Duties	Team Lead
Linda Dermot	11am-3pm	Food Prep	Carol Vanderkruys
Shirley McGillvery	11am-3pm	Food Prep	Carol Vanderkruys
Autumn Howden	11am-3pm	Food Prep	Carol Vanderkruys

Friday Evening Volunteer Master List

Volunteer	Starting Time	Duties	Team Lead
Tena Kellett	5:00p.m.- 11:00pm	Helper	Carol Vanderkruys
Deb Bronee	5:00p.m.- 11:00pm	Bar Tickets	Carol
Melanie Walters	5:00p.m.- 11:00pm	Bar Tickets	Carol
Vicki Brown	5:00p.m.- 11:00pm	Helper	Carol
Lorri-Anne Pigeon	6:00pm- 11:00pm	Bar Support/Setup for Sat.	Lorri-Anne
Kristin Hendry- Vanderkruys	5:00pm- 11:00pm	Ticket Scanner	Carol
Tim Hendry	5:00pm- 11:00pm	Ticket Scanner	Carol
Zack Boucher	5:00pm- 11:00pm	Cooking/ Buffet Serving	Lorri-Anne Pigeon
Danielle (Buffet Server)	5:00pm- 11:00pm	Cooking/ Buffet Serving	Lorri-Anne
Isabel McCann	5:00pm- 11:00pm	Kitchen Help	Lorri-Anne
Mason Alcock	5:00pm- 11:00pm	Kitchen Help	Lorri-Anne
Holden Andrews	5:00pm- 11:00pm	Kitchen Help	Lorri-Anne
Cameron Pratt	5:00pm- 11:00pm	Kitchen Help	Lorri-Anne
Anita Blakely	5:00pm- 11:00pm	Server	Lorri-Anne

Saturday Morning Volunteer Master List

8am-12 Breakfast

9am-2pm – Market

2pm onward – Switch to Concert

Volunteer	Starting Time	Duties	Team Lead
Shirley McGillvary	7:30am-11:00am	Door/Tickets	Danielle Boucher
Isabel McCann	7:30am-2:00pm	Kitchen Help	Danielle
Linda Dermott	7:30am-2:00pm	Kitchen Help	Danielle
Mason Alcock	10:00am-4:00pm	Kitchen Help/Market Help	Danielle
Kyla Armstrong	12:00pm-4:00pm	Morning Breakdown and Evening Setup	Lorri-Anne Pigeon
Deb Bronee	12:00pm-4:00pm	Morning Breakdown and Evening Setup	Lorri-Anne
Lori Walsh	12:00pm-4:00pm	Morning Breakdown and Evening Setup	Lorri-Anne
Melissa McKee	12:00pm-4:00pm	Morning Breakdown and Evening Setup	Lorri-Anne
Carol Vanderkruys	7:30am-2:00pm	Market	Carol
Erica McKnight	7:30 am-2:00p.m.	Floater	Carol
Cameron Pratt	7:30pm-12:00pm	Market Helper	Carol
Volunteer Dinner	4:30pm-5:00pm	Dinner and briefing for Concert	Lorri-Anne

Saturday Evening Volunteer Master List

Volunteer Dinner: 4:30pm -5:00pm

Volunteer Debrief and setup- 5:00-5:15pm

Volunteer	Starting Time	Duties	Team Lead
Autumn Howden	5:00pm-8:00pm	Bag Checker	Kristin Hendry-Vanderkruys
Autumn Howden	8:00pm-11:00pm	Tent Walkabout	Kristin
Melanie Walters	7:00pm-11:00pm	Bag Checker	Kristin
Erica McKnight	5:00pm-11:00pm	Bag Checker	Kristin
John Lamers	5:00 pm-8:00pm	ID Check	Kristin
John Lamers	8:00pm-11:00pm	Walkabout	Kristin
Eric Auchterloni	5:00pm-8:00pm	ID Check	Kristin
Eric Auchterloni	8:00pm-11:00pm	Walkabout-Back Fence	Kristin
Kristin	5:00pm-8:00pm	Front of Line Scanner	Kristin
Tim Hendry	5:00pm-8:00pm	Front of Line Scanner	Kristin
Pam Van Der Kool	5:00pm-11:00pm	Bar Ticket Sales	Kristin
Jennifer May	5:00pm-11:00pm	Bar Ticket Sales	Kristin
Allen	5:00 pm-	Bar Ticket Sales	Kristin

	11:00pm		
Isabel McCann	5:00pm-11:00pm	Tent Walkabout	Kristin
Vickie Brown	5:00pm-11:00pm	Stage Walkabout	Kristin
Tena Kellett	5:00pm-11:00pm	Stage Walkabout	Kristin
Lorri-Anne Pigeon	5:00pm-11:00pm	Bar Support	Lorri-Anne Pigeon
Carol Vanderkruys	5:00pm-11:00pm	Bar Runner	Lorri-Anne
Brittany Boucher	5:00pm-11:00pm	VIP Bar	Danielle Boucher and Lorri-Anne
Sarah Boucher	5:00pm-11:00pm	VIP Bar	Danielle and Lorri-Anne
Danielle	5:00pm-11:00pm	Band	Danielle
Zach Boucher	5:00pm-11:00pm	Band	Danielle
Tim Hendry	8:00pm-11:00pm	Band and Runner	Danielle

Sunday Morning Volunteer Master List

Volunteer	Time	Duties
Shirley McGillvary	8:30-11:00am	Back Roads Rally
John McGillvary	8:30-11:00am	Back Roads Rally
All committee Members	10:00-12:00pm	Teardown Crew
Mason Alcock	10:00-12:00pm	Teardown Crew
Isabel McCann	10:00-12:00pm	Teardown Crew
Cameron Pratt	10:00-12:00pm	Teardown Crew
Vickie Brown	10:00-12:00pm	Teardown Crew
Tena Kellett	10:00-12:00pm	Teardown Crew
Tim Hendry	10:00-12:00pm	Teardown Crew
Zack Boucher	10:00-12:00pm	Teardown Crew
Autumn Howden	10:00-12:00pm	Teardown Crew
Wayne Pigeon	10:00-12:00pm	Teardown Crew
Melanie Walker	10:00-12:00pm	Teardown Crew
John Lamers	10:00-12:00pm	Teardown Crew
Anita Blakely	10:00-12:00pm	Teardown Crew
Church	9:30am	Breakfast
Meet outback at 10am for Teardown Crew.		
Anyone who wants to have breakfast before we can meet at 9am.		