



Southwold Family Day Committee

Family Day Committee Meeting Minutes Tuesday, February 7th, 2023 at 7:00 pm Council Chambers/Online

Committee Members Present: Councillor Scott Fellows, Joe McKinnon, Darlene Wadsworth, Jane Cox, Councillor John Adzija, Jim Carder, Keith Orchard and Abi Drewitt.

Also Present: Justin Pennings, Southwold Fire Department

Staff Present: CAO/Clerk Jeff Carswell

The meeting was called to order at 7:00 pm by Chairperson Scott Fellows.

Approval of the Agenda

Moved by Joe McKinnon

Seconded by Jim Carder

That the agenda for the February 7, 2023 Southwold Family Day Committee be approved.

Carried

Approval of the Minutes from the Previous Meeting

Moved by Joe McKinnon

Seconded by Jane Cox

That the minutes of the January 30, 2023 Family Day Committee be approved.

Carried.

Event Highlights

- Outdoor event, washrooms only indoor component
- 5 pm start
- Welcome from the Mayor
- Hotdogs, cookies, hot chocolate, popcorn

- Games
- Live music
- Bonfires
- Skating - if weather permits
- Fireworks at 7 pm
- End after fireworks

Action Item Updates

- Fireworks – Jim confirmed Fireworks have been ordered and the Optimist Club will look after them – Jamie will be the main organizer, 9-10 volunteers have been arranged, Insurance has been received, Township Permit Application submitted, looking into lighter options as the BBQ lighters may not work as well in cold weather
- Advertising and Promotion – Abi started a Facebook Event, promotion and advertising has started – \$80 approved for advertising
 - Other advertising options – Optimist Sign, Rosy Rhubarb Sign, Library
 - Provide information to Southwold Public School
 - Up to 520 Facebook Interested/Attending
- Music/Entertainment
 - Nick Ewanick confirmed
 - Cheque will be needed on Friday before – Jeff to advise Township Accounts Payable
 - 10 x 10 tent and heater – arranged by Scott Y - \$200
- Food
 - Scott F confirmed the Fire Department will BBQ
 - Will use their new BBQ – based on the size they should be able to keep up with demand between 5 – 7
 - Committee is to obtain food
 - Scott Y has placed food order – quantity increased to 672
 - Committee discussed further increase to 1000 based on anticipated attendance -Scott F will contact Scott Y about increasing the order
 - Drink – McDonalds doesn't have the drink jugs any more – drink mix added to food order – Scott F to advise Scott Y – Joe will work with Shedden Soccer to get drink jugs
 - Cookies
 - Rosy Rhubarb will sponsor up to \$500
 - Order from Spicers
 - Cookie order increased to 67 Dozen based on attendance projections (Approx. 40 Smile, 27 Choc Chip) – Abi will coordinate with Lizeanne – Jeff to check with Michele whether we have been invoiced or if a cheque is needed at pickup – Pickup on Friday
 - Popcorn – popper, kernels, oil, bags, staffing etc. – Scott Y - \$150
 - Quantity to be increased based on latest attendance projections
 - Supplies – limited quantities are available – items will be added to the Wholesale Club order

- Following the event the Committee organize and store extra supplies for future events
- Bonfires
 - Fire Department advised 3 would be fine
 - Township PW can supply firewood – Committee advised a Face Cord would be needed
 - Darlene confirmed 45 bales available for Collards
 - Rosy Rhubarb may be able to help with a wagon for straw bales – the Cattle Barn may be an option to store the straw on wagon if needed.
 - Keith, Darlene and John will organize straw bales
- Games
 - Confirmed
 - Believe in Wonders
 - 5 outside games, supplied, setup, staffed – Scott Y - \$405
 - Based on further review the games would take up too much space in the parking lot – Scott F will talk to Scott Y/Believe in Wonders about locating behind the Pavilion
- Timbernook Obstacle Course – plans have changed and Jade can bring an obstacle course – location TBD based on what space is available
- Site Layout
 - Committee discussed and marked out various site layout considerations
 - Optimist Club will cordon off the Fireworks area to keep people away
 - Games to be located behind the Pavilion (subject to confirmation)
 - The Committee discussed on-site parking constraints – movement of the games permits more parking in the parking lot, other areas include SOSP parking lot and using the trail to access the event and street parking. Based on recent and predicted weather conditions, parking on the grass will not be possible
- Skating – weather dependent – Scott F will advise the people that look after the rink about the event so it can be ready for use, weather permitting
- SWPH had several questions related to food handling/storage – responses provided and approval in place – Fire Department will incorporate requirements (mainly ensure food remain cold and have thermometers). Handwashing requirements were also provided and the Fire Department will look after
- Winterfest Toques – 7 Found at the office – will be distributed to Committee Volunteers so they can be identified at the event.
- Keystone Complex – John has a key, Jeff to confirm washrooms will be prepped and ready – only minor cleanup will be required at end of event – Keystone is not booked on Sunday so if rain date is needed, washrooms will still be ready
- Event volunteers to arrive around 3 pm, Fire Department indicated arriving before 3 pm and be ready to serve around 4:30 pm

Next Meeting

The next meeting will be held at the call of the Chairperson.

Adjournment

Moved by Abi Drewitt

Seconded by Joe McKinnon

That the meeting adjourn at 8:15 pm

Carried