



## **Southwold Family Day Committee**

### **Family Day Committee Meeting Minutes March 18, 2024 at 6:30 pm Council Chambers, Fingal /Online**

Committee Members Present:

Councillor John Adzija  
Councillor Scott Fellows  
Jane Cox  
Jim Carder  
Abi Drewitt  
Lizeanne Kerkvliet  
Darlene Wardsworth  
Joe McKinnon

Regrets: Keith Orchard, Scott Young, Morgan Bengen

Staff Present: Lisa Higgs

#### **1. Meeting to Order and Welcome**

The meeting was called to order at 6:33 pm by Co-Chairperson Scott Fellows.

#### **2. Approval of the Agenda**

The Committee members approved the agenda for the March 18, 2024 Southwold Family Day Committee.

#### **3. Approval of the Minutes from the Previous Meeting**

The minutes of the February 5, 2024 Family Day Committee were approved.

#### **4. 2024 Event Debrief**

a) Committee Member Reports on February 17<sup>th</sup> event

<b>Event Space/Item:</b>	<b>Positives:</b>	<b>Negatives/Feedback for Next Year:</b>
Bonfires:	<ul style="list-style-type: none"> <li>- Well attended, well manned, very popular</li> <li>- There was sufficient firewood for the event, even though it was very cold.</li> </ul>	<ul style="list-style-type: none"> <li>- Needed to add additional bonfires and needed to relocate some hay bales. Next year, should plan for five bonfire pits and have seating for all.</li> </ul>
Layout of Pavilion:	<ul style="list-style-type: none"> <li>- Liked the condiments at the corner stations; that there was lots of stuff at these corners (i.e. cookies, condiments, hot chocolate)</li> <li>- Good idea to relocate several picnic tables because it created more space in the pavilion and created seating outside of the pavilion</li> </ul>	<ul style="list-style-type: none"> <li>- There was a lot of congestion at the popcorn/cotton candy machine area.</li> <li>- Thought that the popcorn and cotton candy were at a good location. Need a better job by including signage for popcorn/cotton candy and hotdogs, etc.</li> <li>- Awareness of utility access important in future planning</li> </ul>
Hot Dogs:	<ul style="list-style-type: none"> <li>- 1200 hotdogs were given away during the event.</li> <li>- Condiments individually packaged worked well, but likely better in warmer temperatures.</li> </ul>	<ul style="list-style-type: none"> <li>- Fire fighters want to completely take care of the hotdogs, including the cooking, ordering of the food, shopping, condiments, etc.</li> <li>- Good idea to have a member of the fire</li> </ul>

		department attend the Winterfest meeting.
Hot Chocolate:	<ul style="list-style-type: none"> <li>- The hot chocolate was served hot later into the event which was well received.</li> <li>- The later batches of hot chocolate were better.</li> </ul>	<ul style="list-style-type: none"> <li>- There was miscommunication between the Fire Fighters making the hot chocolate and the actual instructions.</li> <li>- Coffee urns need to be upgraded or replaced.</li> <li>- Fire Fighters needed to use Keystone tools; the utensils should be available and cleaned. Inventory of Keystone items needs updating.</li> </ul>
Believe in Wonder:	<ul style="list-style-type: none"> <li>- Loved their staff; very nice staff.</li> </ul>	<ul style="list-style-type: none"> <li>- Need two popcorn machines for next year. Believe in Wonder did not bring enough supplies for the event (only had 37 bags of popcorn sold).</li> <li>- Nothing for children under age 4. Lighting of the area was not good.</li> <li>- Opportunity to switch vendors in</li> </ul>

		the future (Countryside Inflatable Elgin)
Facepainter for 2025 (option from a Shedden Resident), or a balloon artistry	- Could be a good idea if we do something inside next year.	
Nick Ewanick:	- Very good; professional, right price.	- Nick was cold during the event; would be smart to bring more heaters to him. - Change his location next year; perhaps put him closer to the bonfires in the music trailer. Would need to ensure that there is power at the fence for him so more people can hear him. - Perhaps try to place the trailer in a way to block the wind. - Possibly bring in a second music artist to relieve Nick.
Opening Ceremonies:	-	- Needs to be started closer to the opening of the event. Would makes sense to move it closer to the event. If can be a greeting instead

		<p>of an opening ceremony event; could be done immediately ahead of the Fireworks.</p>
Bonhomme:	<ul style="list-style-type: none"> <li>- Kids loved the snowman costume. Either terrified or loved him and it sparked conversations. Hopefully Morgan's husband can participate again</li> </ul>	<ul style="list-style-type: none"> <li>- Need to ensure that there is a person to assist the snowman person for navigation.</li> </ul>
Opening the Complex:	<ul style="list-style-type: none"> <li>- Was necessary to open the complex because it was so cold.</li> <li>- Needed space for parents to care for their children inside warm (nursing mothers, changing children).</li> </ul>	<ul style="list-style-type: none"> <li>- Some members felt like that was mistake because the kids were too rowdy in the complex. Need to determine whether to provide programming next year inside, signage, responsibility.</li> <li>- Need to provide things for kids to do inside if they are going to be inside (even as simple as crayons and paper); a bouncy castle.</li> </ul>
Volunteers:	<ul style="list-style-type: none"> <li>- Scott Fellows contributed a lot of his time. The entire team worked</li> </ul>	<ul style="list-style-type: none"> <li>- Need more manpower. Need more volunteers and to assist each</li> </ul>

	<p>especially hard during the event and great commitment from members.</p> <ul style="list-style-type: none"> <li>- Had a great group of volunteers that did show up. Good work done by volunteer fire fighters and their spouses.</li> </ul>	<p>other more in the cleanup of items.</p> <ul style="list-style-type: none"> <li>- Need more staff to stay at night.</li> <li>- Is there an alternative by offering volunteering in shifts (i.e. having a nighttime crew).</li> <li>- Possibly sponsoring a team, a nominal amount to help with cleanup after the event.</li> <li>- Maybe provide hot paws for the volunteers?</li> </ul>
<p>Police Auxiliary/Parking</p>	<ul style="list-style-type: none"> <li>- Excellent Officers, forever chasing cars off the shoulders of the roadway.</li> <li>- People movers were very safe, moving in a good direction.</li> <li>- People were taking the people mover for rides.</li> </ul>	<ul style="list-style-type: none"> <li>- Joe McKinnon indicated that they need to have a zero-tolerance rule.</li> <li>- Feedback was that perhaps we should let the Keystone fill up first and then encourage the people movers. The feedback was that the Keystone lot should be reserved for firefighters, volunteers, and personnel.</li> <li>- Need more signage for event parking/directional</li> </ul>

		<p>arrows and larger A-Frame signs.</p> <ul style="list-style-type: none"> <li>- Need to ensure path is cleared on side streets for people movers.</li> </ul>
Other: Toques	<ul style="list-style-type: none"> <li>- Toques – Brand new toques are available for future. Volunteers can keep their toques year over year.</li> </ul>	<ul style="list-style-type: none"> <li>- To be stored in the basement in a container; need to purchase these; Abi to acquire clear totes.</li> </ul>
Other: Lighting	<ul style="list-style-type: none"> <li>- Good rental lights</li> <li>- Portable lighting in the parking lot was great at Corsely.</li> </ul>	<ul style="list-style-type: none"> <li>- May be worth purchasing patio style lighting that can be used at different events. Committee members shared that they have leftover Christmas lights available.</li> <li>- One light was sufficient for the event.</li> </ul>
Other: Fireworks	<ul style="list-style-type: none"> <li>- Awesome display done by the Optimist Club. Very positive feedback from the community.</li> </ul>	<ul style="list-style-type: none"> <li>- The fireworks had to be extinguished after the event was over by the Fire Department.</li> </ul>
Thank you's:	<ul style="list-style-type: none"> <li>- Good thank you page on behalf of the Township.</li> </ul>	<ul style="list-style-type: none"> <li>- Should we send thank you cards on behalf of the Committee. A</li> </ul>

		<p>personal way to express thanks, done by the Committee chairs. Staff to prepare. Collards, Shedden and Fingal Optimists, Southwold Volunteer Fire Fighters, OPP, Deb Logghe, Randy Dawdy, Brad Bengen, Rosy Rhubarb, Victoria Fellows, Shirley Lortsch, Bob &amp; Trina Fellows, Quinton Spriet, Country Grocer, Richard Andrews, St. Thomas Rent-al, Ed Ketchebaw, Green Lane Community Trust.</p>
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- 5. **2025 Event Planning**
  - a. Family Day is Monday, February 17, 2025
  - b. Event Date should be Saturday, February 15, 2025.

6. **Other Business**

- 7. **Next Meeting**  
 The next meeting, an initial organizing meeting will be held on September 16, 2024 at 6:30 pm.

- 8. **Adjournment**  
 That the meeting adjourn at 8:20 pm.