

Volunteer Appreciation Committee Meeting – Township of South Stormont
April 22, 2022

Meeting #01-2022 of the Volunteer Appreciation Committee (VAC) was held Friday, April 22, 2022, in the Boardroom at Town Hall at 2:00 p.m.

Present

Tammie Grant (Chair)
Lise Steinburg
Sharon Potvin
Sandra Donnelly
Ray Beauregard
Deputy Mayor Smith (Council Rep)
Kevin Amelotte (Staff)
Cara Lemkay (Staff)
Rox-Anne Hendrie (Staff)

Regrets

1. Meeting called to order at 2:13 p.m.
2. Discussion / Decision / Update Items:

DISCUSSION	ACTION
2021 Award Nominations	Deadline for submission will be June 1, 2022. Staff will prepare the list of the nominees for the committee to review at the next meeting to be held on Tuesday, May 17, 2022.
Volunteer Appreciation Gala – Event Date	The date has been set for Friday, August 19, 2022.
Theme and Decorations	The theme will be “An Elegant Affair” with the colours focused on red, black and silver. Images were circulated with what could be done and the committee will continue to investigate options. There were discussions about swag ceiling and curtain drapery, crystal chandeliers for lighting, red roses for centrepieces and silver, black and red table linen. Committee member Tammie Grant will contact the decorators and contractors to get quotes and inquire regarding availability for the ceiling swag and curtain drapery.

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	Staff Rox-Anne Hendrie to contact a local decorator to get a quote for acquiring decorating services.
Food Caterer & Bar Service	<p>Committee decided to move forward with booking Prestige catering. Committee member Tammie Grant will contact the caterer to discuss options and suggestions for the menu.</p> <p>Committee member Ray Beauregard to contact The Knights of Columbus (St. Andrews) to confirm availability and book for the bar service.</p>
Entertainment	The committee discussed options for entertainment. Deputy Mayor Dave Smith will investigate and provide quotes from several disc jockeys that will be available for the required date. There was also a discussion about having a cello player during the dinner. This will be reviewed at the forthcoming meeting.
Guest Speaker	Deputy Mayor Smith has confirmed the guest speaker will be Ms Karen Elizabeth Hennessey. She is the vice chair of the Ronald McDonald House and has many years of experience as a volunteer.
Master of Ceremony	Staff Kevin Amelotte will email Gord Shaver to secure his services for the event.
Invitation Design & Printing	Committee member Ray Beauregard will contact graphic designer Marc Sauve who has volunteered in previous gala events to provide the design of the invitations. UPS will print the invitations. Cost is currently undetermined.
Guest List	There will be 135 guest invitations. This will include the pandemic award winners from the last two years. Guests will be required to RSVP by the deadline. Failure to do so will result in their invitation being reassigned. This will be reviewed at the meeting in May.

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3. Additional Items

DISCUSSION	ACTION
Photographer	A discussion with regards to acquiring volunteer services from a student photographer to capture the special moments during the event whilst earning community service hours.
Dress Attire	It was suggested that guest could wear elegant attire with red, black and silver as the colour theme.
Decorating Schedule	The Hall has been reserved as of Noon on the 17 th of August until end of day on the 20 th .

4. Next Meeting

DISCUSSION	ACTION
Next meeting of the VAC	Meeting has been tentatively scheduled for Tuesday, May 17 at 1:30 p.m.

5. Adjournment at 3:05 p.m.

The foregoing is considered a true and accurate record of items discussed. If any discrepancies or inconsistencies are noted, please contact the undersigned.

Respectfully submitted by;

Rox-Anne Hendrie
Administrative Assistant
Parks and Recreation Department