

*Volunteer Appreciation Committee Meeting – Township of South Stormont*  
February 9, 2023

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Meeting #02-2023 of the Volunteer Appreciation Committee (VAC) was held Thursday, February 9, 2023, at Town Hall in the Council Chambers at 1:00 p.m.

Present

Tammie Grant (Chair)  
Councillor Woods (Virtually)  
Ray Beauregard  
Lise Steinburg (Virtually)  
Sheila Merpaw  
Nancy Hallberg  
Elaine Barr  
Kevin Amelotte (Staff)  
Rox-Anne Hendrie (Staff)

1. Regrets

- Meeting called to order at 1:06 p.m.
- Sandra Donnelly
- Sharon Potvin

2. Discussion / Decision / Update Items:

<b>DISCUSSION</b>	<b>ACTION</b>
2022 Nominations	After the selection process, the committee chose the winners for the 2022 Fran Laflamme Award.
Groups/Organizations	Staff provided a list to the committee of the groups and organizations and decided on keeping the numbers of invitations at approximately one hundred and thirty (130) guests. Staff will work on the invitation list and send to the committee for review.
Decorations/Decorator	The theme is Tiffany & Co. There will be teal tablecloths, vases with boxes, fresh flowers, small glasses with floating white candles. The drapery fabric will be silver, tiffany teal and a damask pattern on the stag background. The committee will pick up glass vases from various stores. The Committee Chair Tammie Grant will look to see if she has enough flowers and will get more if needed. Tammie purchased

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	the boxes, ribbon and wrapping paper to decorate the boxes. The committee will meet on Wednesday, April at 1:00 to wrap boxes and Thursday at 1:00 to decorate the hall. The committee discussed giving away the small teal boxes with pastel-coloured candies or chocolates.
Food Caterer & Menu	Prestige has been confirmed to cater the event.
Bar Service	Committee Member Ray Beauregard has confirmed with the Knights of Columbus to provide their services for the 2023 event. He will relay concerns from last year's event, provide wine for the tables and to use the wine glasses that were purchased last year.
Entertainment	Committee Chair Tammie Grant has secured the Moe Lemieux Band. They will take up the entire stage. Decorating will be limited for this area. There are 6 members. However, Tammie will confirm with the members to be sure how many seats they will need.
Guest Speaker	Committee Member Ray Beauregard has confirmed Jillian Lynch as guest speaker. She will discuss her journey as a volunteer and will have eight (8) to ten (10) minutes for her speech. The committee discussed travel expenses for Jillian. Ray will discuss with Jillian to confirm.
Master of Ceremonies	Committee Staff Member Kevin Amelotte has confirmed with Gord Shaver, and he has once again kindly accepted to be guest speaker for the Gala. The agenda will be sent to him two weeks in advance to allow for preparation.
Invitation Design/Table Programs	Staff will arrange to make the changes on the invitations with the UPS Store and once approved, they will print the new invitations/table programs.
Invitation Printing/Mailing Deadline	Printing will only commence once the corrections have been approved by staff.

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	Once the invitation list is completed, they will be mailed out.
Awards & Certificates	Committee Member Lise Steinburg will request the certificates from the Prime Minister and the Committee Staff Members will reach out to the MPP and MP to invite and offer the opportunity to present the awards to the successful nominees.

3. Additional Items

<b>DISCUSSION</b>	<b>ACTION</b>
Presentations	Presentation of Fran Laflamme awards will be delivered by Committee Members Elaine Barr and Sheila Merpaw. The biographies will be written by Elaine and will be approved by the committee. Staff will advise the Council of the 2022 winners. Committee Member Ray Beauregard will introduce the guest speaker.
Grace Before the Dinner	It was decided and confirmed that “Grace” would be delivered by Committee Member Nancy Hallberg prior to the dinner.
Gifts	Committee Member Elaine Barr will ask Pommier Jewelers for the gifts this year and Township pins were provided. Draws for gift baskets were discussed as a giveaway, because the centerpieces will not be given away this year. Councilor Cindy Woods will ask the Ingleside Bakery to donate a few items for the baskets. In addition, the committee will purchase items for the baskets.

4. Next Meeting

<b>DISCUSSION</b>	<b>ACTION</b>
Next meeting of the VAC	The next meeting is scheduled for Thursday, March 16, 2023, at 1:00 p.m.

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5. Adjournment at 3:14 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