

MCC HOSPITALITY ADVISORY COMMITTEE MINUTES

MEETING DATE: Tuesday June 25, 2019 – 3:00 PM
Town of Pelham, MCC Boardroom, Fonthill

Present:

Vickie vanRavenswaay (Director of Recreation, Culture & Wellness)
Karen Blake (RCW Administrative Assistant)
Julie Cook (Recreation and Wellness Programmer)
Jake Dilts (Service Club Representative)
Patricia Shannon (Resident)
Bill Huisman (Resident)
Bea Clark

Absent with Regrets: Brian McLeod (Resident), Councillor Mike Ciolfi

1 WELCOME

The Chair, Patricia Shannon, declared quorum and called the meeting to order at 3:02pm.

2 ADDITIONS TO THE AGENDA

3 ADOPTION OF THE AGENDA

Moved by: Bill Huisman
Seconded by: Jake Dilts

THAT the agenda for the June 25, 2019 MCC Hospitality Advisory Committee Meeting be approved, as presented.
CARRIED

4 APPROVAL OF LAST MEETING'S MINUTES

Moved by: Jake Dilts
Seconded by: Bill Huisman

THAT the minutes of the June 11, 2019 MCC Hospitality Advisory Committee meeting be approved, as presented.
CARRIED

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MINUTES

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5 GOALS OF THE COMMITTEE FOLLOW UP – Bea Clark

Bea Clark distributed and reviewed the draft goals with the Committee and asked if the documents reflected the discussion that was had during the previous meeting. Bea asked the Committee to create timeframes for each action step. The Committee discussed these timelines and additional action steps that could be including in the goals. From this discussion, Bea will finalize the draft goals and email them to Karen to distribute to the Committee. The Committee will approve these goals at the subsequent meeting.

Some discussion that emerged from the review of the Committee's goals were: financial targets for hospitality events, relationships with non-profit organizations, and types of hospitality events. Patricia asked Bea what other Town of Pelham Committees have been discussing during their goal planning process. Bea explained that most Committee's find other municipalities to compare best practices with and do research surrounding this. Other Committee's also put an emphasis on the gaining feedback on practices and programs from Pelham residents.

6 CURRENT PRACTICES, PROCEDURES & PROGRAMS WITHIN THE MCC

Vickie distributed and explained the following documents:

- Ice and gym schedules for September to December 2018
- Sales reports from September to December 2018 and January to March 2019
- Programming schedules from Fall 2018 to Summer 2019
- Special Events Calendar
- Actual Results of the 2019 MCC Budget including Internal and External bookings

The Committee discussed these documents and Staff answered any questions they had. Julie explained to the Committee the current practices of the inventory and the settlement of alcohol sales. The Committee will digest the information that was presented during this meeting and will come back to staff with questions during a subsequent meeting.

Julie is working on the April to June 2019 sales report, and a January to June 2019 Bar Sales report which she will circulate to the Committee at a later date.

During this discussion, terms of catering agreements and/or what that may look like in the MCC was discussed.

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7 OTHER BUSINESS

8 NEXT MEETING

Next meeting: Tuesday, July 9 @ 3:00pm

9 ADJOURNMENT

Moved by: Patricia Shannon

Seconded by: Jake Dilts

THAT the meeting of the MCC Hospitality Advisory Committee, June 25, 2019, adjourned at 5:06pm.

CARRIED



Chair of MCC Hospitality Advisory Committee
Patricia Shannon



RCW Administrative Assistant
Karen Blake



**Recreation, Culture
& Wellness**

