



## **MCC HOSPITALITY ADVISORY COMMITTEE MINUTES**

**MEETING DATE: Wednesday November 6, 2019 –3:00 PM**  
**Town of Pelham, MCC Meeting Room, Fonthill**

**Present:** Vickie vanRavenswaay (Director of Recreation, Culture & Wellness)  
Karen Blake (RCW Administrative Assistant)  
Julie Cook (Recreation and Wellness Programmer)  
Patricia Shannon (Resident)  
Bill Huisman (Resident)  
Councillor Mike Cioffi  
Jake Dilts (Service Club Representative)  
Mara Bray (Purchasing Coordinator)  
Tim Toffolo (Pelham Panther's JR B Representative)

**Absent with Regrets:** Brian McLeod (Resident)

### **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 November 6, 2019 MCC Hospitality Advisory Committee meeting be approved, as presented.  
CARRIED

### **4 APPROVAL OF LAST MEETING'S MINUTES**

Moved by: Bill Huisman  
Seconded by: Jake Dilts

THAT the minutes of the October 16, 2019 MCC Hospitality Advisory Committee meeting be approved, as presented.  
CARRIED





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### **5 PANTHER'S DEN DELEGATION – Tim Toffolo (Pelham Panthers JR B Hockey)**

Tim Toffolo discussed his organization, its history, concession and catering background, as well as its finances and fundraising. He noted his organization's contributions back to the community and organization's focus.

After Tim left, the Committee discussed the Pelham Panthers organization and its role at the MCC.

### **6 CATERING RFP – Mara Bray**

Mara Bray discussed the Catering RFP and informed the Committee that the process will be done completely online. She will take the document that the Committee created and will adjust it to fit the Town's template. She will send it to Karen to distribute to the Committee to review. Mara advised the Committee to post the RFP for two to three weeks. Julie will give Mara a walk through date for caterers. Mara will do a call out to caterers including those who have been in the MCC previously, once the RFP is complete.

The Committee discussed future additional call outs, the number of caterers to accept and adding another clause to the RFP surrounding other town facilities. Julie mentioned that she will need to notify future bookings surrounding approved caterers as they may be affected by this change.

### **7 PELHAM ARTS ADVISORY COMMITTEE'S TERMS OF REFERENCE**

Vickie discussed the change in the Art Committee's terms of reference and suggested that a representative from each Committee attend each other's meeting to understand the other's goals and priorities. She does not want the actions of the Committees to overlap. Patricia is willing to attend the next Pelham Art's Committee's meeting.

### **8 UPDATE ON SERVERY**

Julie handed out the servery sales summary. Vickie updated the Committee about the sale of food items in the servery as well as the procedures surrounding these. The Committee discussed the sale of smaller beer cans, their price point and food handlers for servery staff. Staff will order smaller cans and sell them for \$6/can. The Committee agreed. Julie will send Patricia the servery sales summary.







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Vickie updated the Committee that she spoke with a community member in regards to assisting with ideas for branding the servery. The Committee discussed items to brand the servery with, branding locations (the table faces, door of the servery, walls behind the servery) and some potential names. Vickie asked the Committee for her blessing to work with this community member on a design for the servery. The Committee agreed.

The Committee discussed next steps including getting more community members involved in the process. She suggested the Committee talk to other residents who have historical knowledge of Pelham and might be interested in coming together in brainstorming ideas.

#### **9 BUDGETS**

Vickie discussed the MCC budget for 2020, highlighting a few budget lines, and answering questions brought up by Committee members.

#### **10 IDEAS FOR SUMMER 2020**

As per the agenda point regarding the Art Committee, Vickie believes the concerts that were discussed with Paul Di Diivitis in the previous Committee meeting might fall under the Art Committee's terms of reference and goals. She mentioned that Paul did reach out to her asking more questions. Vickie will attend the Art Committee meeting and will report back to the Committee on the discussion surrounding this topic. Vickie encouraged the Committee to continue to look for opportunities for the MCC and suggested looking into potential speaker series.

Vickie also updated the Committee on the grant that the Town of Pelham applied to regarding an addition of a library at the MCC.

#### **11 FEEDBACK & DISCUSSION Re: Pelham Art Festival and Pioneers Tournament**

Vickie updated the Committee on the great meetings had with the Pelham Art Festival and the Pioneers Tournament. She noted that the Town will continue to work with these organizations to be able to deliver successful events for both the organizations and the Town.

#### **12 HOSPITALITY SURVEYS**

The Committee discussed the two hospitality surveys, and their distribution (ie. Ipads, website, social media). Karen will send out the links to the surveys for the Committee to review before distribution. There was discussion surrounding adding a few questions to the surveys, including the time of day people are attending the MCC and adding if food service was supplied in the rental survey. Karen will amend these surveys and distribute shortly after.



**Recreation, Culture  
& Wellness**

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### 13 OTHER BUSINESS

### 14 NEXT MEETING

Next meeting: Wednesday December 4th @ 3:00pm

Tentative Meeting Dates for 2020:

January 8<sup>th</sup> @3pm  
February 5<sup>th</sup> @3pm  
March 4<sup>th</sup> @3pm  
April 1<sup>st</sup> @3pm  
May 6<sup>th</sup> @3pm  
June 3<sup>rd</sup> @3pm  
July 8<sup>th</sup> @3pm  
August 5<sup>th</sup> @3pm  
September 2<sup>nd</sup> @3pm  
October 7<sup>th</sup> @3pm  
November 4<sup>th</sup> @3pm  
December 2<sup>nd</sup> @3pm

### 15 ADJOURNMENT

Moved by: Jake Dilts  
Seconded by: Bill Huisman

THAT the meeting of the MCC Hospitality Advisory Committee, November 6, 2019, be adjourned at 5:00pm.  
CARRIED

  
Chair of MCC Hospitality Advisory Committee  
Patricia Shannon  
RCW Administrative Assistant  
Karen Blake

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