
MEETING DATE: Wednesday February 12, 2020 –3:00 PM
Town of Pelham, MCC Kinsmen 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)
Jake Dilts (Service Club Representative)
Jeff Pickup (Fenwick Lions)
Kevin Twomney (Kinsmen)
Len Doyle (Kinsmen)
Heather Scott (Rotary)

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

1 WELCOME

The Chair, Patricia Shannon, called the meeting to order at 3:01pm.

2 IDEAS FOR SUMMER 2020

2.1 Community Dance

Each service club representative introduced themselves to the Committee. Vickie described the past Community Dances, including the entertainment and attendance, which used to be held at the Haist St Arena. Vickie asked for feedback from the service clubs on their desire to participate in the organization and execution of a Community Dance on the arena pad of the MCC. The Committee discussed the dates of June 26th or 27th, 2020. Discussion surrounded the logistics, timeline, entertainment, ticket price, corporate sponsors, food vendors, themes and target audience, role divisions and distribution of expenses/profits between the organizations. Service Clubs were asked to bring this information back to their clubs and report their interest in participating in the dance to Vickie. As soon as Vickie hears back, she will send an email to the Committee. Service Club representatives left after this discussion.

During this discussion, quorum was met.

2.2 Smaller scale Music Events in the MCC

Vickie updated the Committee of smaller scale events at the MCC including a grant that the Town has applied to that would collaborate with the Kinsmen Club to run regular coffee houses in the Fall.

3 ADDITIONS TO THE AGENDA

4 ADOPTION OF THE AGENDA

Moved by: Jake Dilts

Seconded by: Bill Huisman

THAT the agenda for the February 12, 2020 MCC Hospitality Advisory Committee meeting be approved, as presented.

CARRIED

5 APPROVAL OF LAST MEETING'S MINUTES

Moved by: Jake Dilts

Seconded by: Bill Huisman

THAT the minutes of the January 8, 2019 MCC Hospitality Advisory Committee meeting be approved, as presented.

CARRIED

6 CATERING RFP APPROVALS

The Catering Service applications and evaluations were distributed. The Committee spent time reading through the applications and evaluated each applicant by the evaluation scale provided by the Purchasing Coordinator. The Committee approved two out of the three applicants. The Committee discussed the process/procedure of becoming an approved vendor, the billing process, and external vs. internal bookings. The Committee discussed the next steps involved in this process including the creations of a procedure to add additional caterers to the approved caterers list. Patricia will create the simplified application form and approval process. Julie will look into the billing process. Alterations will also have to be made to the MCC rental agreements to note the change of approved caterers and associated fees. The Committee discussed the start date of March 1st for the approved caterers list to be in place for future bookings.

7 SERVERY DEVELOPMENT

7.1 Update on Servery

Julie distributed the updated Servery Sales to the Committee and they discussed the sales. Patricia asked for sales of the Servery to be compared by month to the 2019 sales starting at the subsequent meeting.

7.2 Branding – Next Steps

Vickie updated the Committee on the status of the branding of the Servery.
Discussion will continue during the subsequent meeting.

8 Review of MCC Hospitality Committee's Goals and Priorities

Deferred until the next meeting

9 Actions from Survey Results

Deferred until the next meeting

10 Other Business

Vickie updated the Committee on a meeting with the Pioneers Tournament.

11 NEXT MEETING

Next meeting: March 4th @3pm

April 1st @3pm

May 6th @3pm

June 3rd @3pm

July 8th @3pm

August 5th @3pm

September 2nd @3pm

October 7th @3pm

November 4th @3pm

December 2nd @3pm

12 ADJOURNMENT

Moved by: Bill Huisman

Seconded by: Jake Dilts

THAT the meeting of the MCC Hospitality Advisory Committee, February 12, 2020, be adjourned at 5:02pm.

CARRIED


Chair of MCC Hospitality Advisory Committee
Patricia Shannon


RCW Administrative Assistant
Karen Blake

