**Dufferin Marsh Committee**

**Executive Meeting Minutes**

**Tuesday, November 4, 2014**

Present: Brenda, Jenn, Mary, Nadia, Sheila, Eric, Greg

Regrets: Linda, Liz, Charles

The meeting was called to order at 8:15 pm.

1. **Minutes of October 21st Meeting**

The minutes were accepted with no comment. Moved by Nadia, seconded by Mary, carried.

1. **AGM**

29 tickets have been sold or booked. There are also a few more possible attendees. Nadia stated that she believed that we could do as many as 35 people but she will doublecheck. Several members mentioned that service tends to be slow at Port Soiree and that some members of the executive may have to help out. It was decided that the meeting will aim to start at 5:30, in order to get through everything in time for the dinner at 7. Mary, Jenn, and Brenda will arrive at 5 to setup. It was decided to have members of the executive meet people at the doors (there are two entrances to the basement; through the main floor and directly from the back parking lot). Several people haven't paid so we will need to take money at some central location.

The shopping bags have been ordered and will be placed on people's chairs. Name tags were suggested as a way to make people feel more welcome, Mary will provide some.

The Committee will pay for up to seven litres of wine (red and white house wine) to be served to the guests.

The slate for the executive is much as last year, except Greg is willing to stand for Recording Secretary should Linda choose not to return in that role and Nadia will stand for Membership Secretary should Liz choose not to. Neither Linda nor Liz were present at the meeting to confirm their intentions.

1. **Reports**

Reports will be presented at the AGM.

1. **Financial Statement for 2014**

Brenda presented the financial statement and was pleased to note that despite increased expenditures this year (in particular the retreat), we still had $1763.19 in the account at fiscal year-end. Eric will audit the statement.

1. **Main Street Christmas**

Nadia contacted Angela who was supposed to send all necessary forms to Mary, but this did not happen. Brenda will follow up. It was decided to add an extra 15lbs of chestnuts to the order, as we ran out early last year. The location will be the same as last year. Eric will take the tent for patching and provide propane. Nadia is unavailable to attend but has offered the use of her barbecue. Brenda will provide bags, tongs, the table, and a cash float (made up of $40 that Eric owes from previous refreshments). Charles will provide the light and an extension cord. Mary will provide hand wash station, banner, and propane.

Mary and Eric will setup and work from 4 to 5. Greg and Brenda will work from 5-6. Mary will email for volunteers for the later time slots.

The roasting will occur at Mary's house at 7pm on Friday, December 5th.

1. **No item**

7, 8, 11. No updates.

9. **Vests**

Brenda spoke to Steve Fisher and has determined what materials she needs to produce the logo but will hold off pending a possible name change.

10. **Social Media**

It was reported that the new Facebook page was not visible, but there is a Community page that started earlier this spring and had posts about a few of the events. No one was aware who was responsible for this page.

**NEW BUSINESS**

1. **Signs for Lookout**

The designs have been sent to the sign maker. One sign will be produced as a prototype.

1. **Remembrance Day**

Brenda has ordered a $50 wreath. Mary and Brenda will lay it on the 11th

The meeting was adjourned at 9:30pm. Next meeting is **Tuesday, January 13th at 8:00pm at The Grackle**