



COMMITTEE MINUTES

HIGHLAND GAMES COMMITTEE

JULY 31, 2019 @ 6:30 P.M.

Kingsville Arena Room 'B&C', 1741 Jasperson Lane, Kingsville

A. CALL TO ORDER

D. Plumb called the Meeting to order at 6:38 p.m. with the following persons in attendance:

Members of Highland Games Committee:

Robyn Braybrook-Gard
Patricia Reid Crichton
Donald Noels
Helen Noels
Doug Plumb
Douglas Robinson
Robert Stafford
Barry Wilson
Matthew Dick
Councilor K. DeYong

Members of Administration:

Amanda Keller, Admin

Guest: Deputy Mayor G. Queen

B. DISCLOSURE OF PECUNIARY INTEREST

D. Plumb reminded the Committee Members that any declaration is to be made prior to each item being discussed and to identify the nature of the conflict, if any, as the agenda items come forward.

C. PRESENTATIONS/DELEGATIONS

D. Plumb thanked all committee members for a great success on this year's Highland Games. It was noted that the overall attendance and ticket sales exceeded expectation with over 6,000 tickets sold.

D. AMENDMENTS TO THE AGENDA

1. Remove item #4 Review of suggestions submitted and replace with note taking
2. Add item 1B subcommittee rules
3. Add tent suppliers



COMMITTEE MINUTES

4. Communication Protocols
5. Advertising
6. Sponsorship
7. PRAC
8. Tug of War

E. STAFF REPORTS

1. No report

F. MINUTES OF THE PREVIOUS MEETING

1. Highland Games Committee Meeting Minutes June 12 2019

The committee agreed upon not approving the minutes from the previous meeting as they did not have a sufficient amount of time to review prior to.

080-2019 Moved by Councilor K. DeYong seconded by M. Dick to not approve the minutes of June 12 2019 meeting.

CARRIED

G. NEW AND UNFINISHED BUSINESS

1. **D. Plumb - Minute Taking**

D. Plumb indicated that the current minute taking system was not useful to the committee. The minutes taken by the Town official do not go into detail as to what the committee needs. The committee would like to take their own notes/ minutes separate from that of the Town official. This will help the committee to have consistent and detailed notes on which they can draw from.

The committee would like to keep their own comments/ discussions documented in a more detailed format. Proposal pending approval from PRAC and Town Council.



COMMITTEE MINUTES

081-2019 Moved by Don Noels seconded by M. Dick to have the committee take separate notes from that of the Town.

CARRIED

D. Plumb suggested that one or two members of the committee be present at each PRAC meeting to ensure accuracy and approval of information. These two members can also be present in front of council in reporting to the Town. It was presented that there would be no motion needed to attend PRAC but if the committee members wanted to speak they would need to be deemed a delegation and placed on the agenda.

R. Braybrook-Gard suggested seeing minutes prior to going to PRAC. D. Plumb indicated that had already been discussed but not followed through. The committee agreed that they did not want minutes to go to PRAC unless the committee has approved them first.

082-2019 Moved by Councilor K. DeYong seconded by R. Stafford to approve minutes from the committee prior to going to PRAC.

CARRIED

2. D. Plumb - Review Terms of Reference

D. Plumb presented a diagram, which illustrated restructuring of the committee. D. Plumb discussed how this restructure would help each member of the committee have a clear construction of who is responsible for what. H. Noels explained that by restructuring the committee it would allow each member to know exactly what he or she is responsible for accomplishing.

083-2019 Moved by D. Robinson seconded by B. Wilson to accept the restructure of the committee.

CARRIED



COMMITTEE MINUTES

084-2019 Moved by B. Wilson seconded by P. Reid Crichton to accept the roles and individuals of the restructure.

CARRIED

085-2019 Moved by Councilor K. DeYong seconded by D. Noels to present to PRAC to accept requested restructure.

CARRIED

3. D. Noels - Review of Financial Statements

D. Noels presented the Financials from this year's game indicating that they had sold over 6,000 tickets and had slightly gone over budget. He explained that the report made from The Town Treasurer Ryan, which suggested to the committee that any surplus made from the games should be transferred over to a Highland Games reserve. The report recommended that if the Games fall short one year, money could be pulled from the reserve or if a surplus is made, it can be transferred over to the reserve.

086-2019 Moved by Councilor K. DeYong seconded by R. Braybrook-Gard to accept the financials presented by D. Noels.

CARRIED

4. H. Noels - 2020 Planning Schedule

H. Noels presented the planning schedule for the upcoming months leading it next year's games. H. Noels indicated that they are expecting next year's budget to be approved by Council hopefully by December. The committee plans on keeping the event to a 1-day event with possibly making the dance a 2-day event.

5. Councilor K. DeYong - Volunteer Report

Councilor K. DeYong created a survey, which concluded that overall volunteers were very happy with helping with this year's event. It was noted through the survey that there were some areas that had too many volunteers while other areas (ie. parking) were missing volunteers.



COMMITTEE MINUTES

087-2019 Moved by D. Noels seconded by B. Wilson to accept Councilor K. DeYong's volunteer report.

CARRIED

6. D. Plumb - Communication Protocols

D. Plumb recommended that when responding to emails to make sure the reply is only going to the individual who it is intended to be sent to and not everyone on the list. He hopes this will help to prevent an overabundance of emails coming in. This will help the committee to save time and not have to filter through all responses to emails.

7. H. Noels - Advertising

H. Noels and D. Plumb recommended to use Patty Kristy from Graphic Gourmet for all advertising as she did a good job with this year's games. It was also noted that by sticking with the same individual for advertising it will maintain a consistent image throughout all advertising.

088-2019 Moved by H. Noels seconded by M. Dick that Patty Meuser-Kristy services be used for all advertising.

CARRIED

8. H. Noels - Sponsorship

H. Noels suggested putting together a sponsorship package to ensure that all individuals are treated fairly and equitably.

9. Update from D. Plumb re: Pictures

D. Plumb has asked the Clerk about legal ramifications with regard to taking pictures of identifiable individuals during the highland games. He is currently waiting for a response.

NEXT MEETING DATE The next meeting of the Highland Games Committee is scheduled for September 16, 2019.



COMMITTEE MINUTES

I. ADJOURNMENT

089-2019 Moved by D. Robinson seconded by B. Wilson to adjourn this Meeting at 8:15 p.m.

CARRIED

CHAIR, D. Plumb

**RECORDING SECRETARY,
M. Durocher**