



COMMITTEE MINUTES

FANTASY OF LIGHTS COMMITTEE

AUGUST 6, 2019 @ 4:00P.M.

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

A. CALL TO ORDER

Councillor T. Gaffan called the Meeting to order at 4:05 p.m. with the following persons in attendance:

MEMBERS OF FANTASY OF LIGHTS COMMITTEE:

Mayor N. Santos
D. Doey
L. Duhig
D. Laman
J. Willoughby
J. Mockler arrived at 4:10

MEMBERS OF ADMINISTRATION:

Maggie Durocher, Administrative Support

B. DISCLOSURE OF PECUNIARY INTEREST

Councillor T. Gaffan reminded the Committee that any declaration is to be made prior to each items being discussed and to identify the nature of the conflict, if any, as the agenda items come forward.

C. PRESENTATIONS/DELEGATIONS

1. **NONE**

D. AMENDMENTS TO THE AGENDA

1. **NONE**

E. STAFF REPORTS

1. **M. Durocher, Program Manager**



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M. Durocher provided a verbal update on volunteer list and vendor packages for Sip and Shop.

F. MINUTES OF THE PREVIOUS MEETING

1. Fantasy of Lights Committee Meeting Minutes July 9, 2019

015-2019 Moved by D. Laman, seconded by L. Duhig to receive the minutes of the Fantasy of Lights Committee Meeting dated July 9, 2019

CARRIED

G. NEW AND UNFINISHED BUSINESS

1. **Santa Claus Parade**

Santa Parade Applications will be available at www.santaparade.org under the application tab in the upcoming weeks.

2. **Sip and Shop**

Committee reviewed the vendor package for Sip and Shop and discussed the topic of vendor fees. Vendor Packages to be sent out by Staff shortly.

016-2019 Moved by L. Duhig, seconded by D. Laman to increase the vendor fees to \$15 per table.

CARRIED

3. **Opening Night**

EDDK is once again agreed to prepare the food for the event. Volunteers will be required to assist with table set up, tickets, and clean up. With regard to flicking the switch, the committee will have to look.

For a new light and sound person for the event, Peter Slingerland was suggested. Performers for the stage are also required with Music Moves Kids-Erin Armstrong being put forward. M. Durocher can reach out to Erin.

4. **Train**

We are still in need of volunteers to drive the Train along with volunteers to assist with the procurement and distribution of cookies and hot chocolate. Councilor T. Gaffan to



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reach out to Lions/Rotary Club, D. Doey to reach out to S. Johnson from the Knights of Columbus and further noted that Jacqueline Blair might be interested in assisting. L. Duhig requested a check list of all of the necessary components involved with the Train and Cookies.

5. Breakfast with Santa

Councilor T. Gaffan noted that Vern's was up for sale. All of the food items with the exception of the Sausage can be cooked at the pavilion, the sausage would have to be precooked. L. Duhig expressed interest in the Children's activities for children from 4-10. M. Durocher to reach out to last year's sponsor to determine if they are interested in sponsoring the Candy Canes again.

6. Rack Cards

Having the Rack Cards available for the Colasanti event on September 14 and the A 1 fundraiser on September 30 is desirable. M. Durocher to reach out to M. Mahoney at the Reporter.

7. Pet Night-Paws and Claus

Vendor space to be the same as Sip and Shop. Santa and Mrs. Claus do not participate in Pet related events; therefore Elves would have to be available. Date has been set at Dec. 10 from 6-8pm. A Blank letter introducing the event is required to assist with soliciting vendors and sponsors. M. Durocher and staff to develop a poster promoting the event and this event will be included in all media buys. The committee discussed Photos on site and it was suggested that perhaps the school could do them. Food items, Hot Chocolate, water and coffee were suggested to be for sale at the event. Social Media Campaign #pawsandclaus to be undertaken.

8. Fundraiser

Volunteers are required for September 30 for the A 1 Fundraiser. Times are 11:30-2 p.m. and 4:30-8:00 p.m. D. Doey and Councilor Gaffan volunteered for the 4:30 p.m. shift.

September 14 at Colasanti's D. Doey volunteered to assist from 11-3 p.m.

9. 86'd Night Market

December 6 is the proposed date for the Fantasy of Light's Night Market. This is an all age event with an outdoor patio, and licensed beverage area. The set up for the event has fencing in place and M. Durocher will check set up for Train Access.



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H. NEXT MEETING DATE

1. The next meeting of the Fantasy of Lights Committee shall take place on September 10, 2019 at Kingsville Arena @ 4:00 p.m.

I. ADJOURNMENT

- 017-2019** Moved by D. Laman, seconded by Mayor N. Santos to adjourn this Meeting at 5:00 p.m.

CARRIED

CHAIR, Councillor T. Gaffan

**RECORDING SECRETARY,
M. Durocher**