



## COMMITTEE MINUTES

### HIGHLAND GAMES COMMITTEE OCTOBER 21<sup>ST</sup>, 2021 @ 7:00 P.M. Via-Zoom

#### A. CALL TO ORDER

Doug Plumb (Chair) called the Meeting to order at 7:02 P.M. with the following persons in attendance:

##### MEMBERS OF HIGHLAND GAMES COMMITTEE:

Doug Plumb (Chair)  
Kimberly DeYong  
Barry Wilson  
Robyn Braybrook-Gard  
Patricia Reid Crichton  
Matthew Dick  
Douglas Robinson  
Wendy Musselman  
Amanda Everaert  
Tim Fuerth  
Vic Chepeka

Guest: Colin Swan, John Musselman  
Absent: Robert Stafford

##### MEMBERS OF ADMINISTRATION:

Karen Loney Manager

#### B. DISCLOSURE OF PECUNIARY INTEREST

Doug Plumb (Chair) 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. MINUTES OF THE PREVIOUS MEETING

**014-2021** Moved by P. Reid Crichton, seconded by D. Robinson to receive the minutes of Highland Games Committee Meeting dated July 19, 2021.

**CARRIED**



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### **D. NEW AND UNFINISHED BUSINESS**

#### Resignations

- Accept resignations from:
  - o Helen Noels
  - o Don Noels
  - o Heather Brown
- D. Plumb will send a letter to each thanking them for their past service on the committee.

**015-2021** Moved by B. Wilson, seconded by D. Robinson to accept resignations.

**CARRIED**

#### New Committee & Sub Committee members for 2022

- Wendy & John Musselman – will assume responsibility for Marketing/Social Media and Vendor Coordination.
- Amanda Everaert – will continue being responsible for the 5K Kilt Run and assume responsibility as the BIA Representative.
- Tim Fuerth – will assume responsibility for Finance.
- Colin Swan – will assume responsibility as Representative for the Clans.
- Vic Chepeka – will assume responsibility for Merchandise.

#### Committee Reports – Accepting Reports

- Amendments/Additions to D. Plumb's report:
  - o Eventbrite was used in the past for pre-sale event tickets. The Town of Kingsville has offered the software program called PerfectMind which they currently use and has no cost. D. Plumb will continue to check particulars.
  - o The website is currently being updated. D. Plumb is working to update some online forms. As required, he will forward to committee members for review before adding to the website.



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- The new Splash Pad & playground will remain accessible to the public during the 2022 event. This may cause complications with parking. The site plan will remain mostly consistent with what was proposed last year but fencing near pavilion, location of second gate (near pavilion) and the 5K Kilt Run finish line are still being discussed.
- C. Swan shared concerns for the Clans, currently planned to be located on the East side of the lower bowl. His concerns were regarding where to access the park and where to load/unload. C. Swan and D. Plumb will walk the park together to further discuss vehicle access on the field and shuttle service options.
- D. Plumb will share the site plan with all committee members when complete.
- Amendments to P. Reid Crichton's report:
  - Item #1 will be removed from the report; the pavilion will be used for the Highland Dance Competition.
  - P. Reid Crichton and the ladies assisting with the Highland Dance Competition will evaluate gate recommendations. These recommendations will be brought to the next meeting.

**016-2021** Moved by T. Fuerth, seconded by K. DeYong to accept reports as amended.

**CARRIED**

### Assigning Duties

- Develop Site Plan – D. Plumb, J. Musselman and W. Musselman
- Parking Coordinator – D. Robinson
  - The Lutheran Church Youth Group will coordinate an additional off- site location.
- Marketing/Social Media – J. Musselman and W. Musselman
- Signage (Lawn Signs, Directional Signage and Sponsor Recognition) – Still Empty
- Vendor Coordination and Not-for-Profit Vendors – J. Musselman and W. Musselman
- Wristbands and Admission – K. DeYong



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- K. Loney has wristbands at the arena and will leave with printing for D. Plumb to pick up.
- Merchandise – V. Chepeka
- Legion Representative – D. Plumb
- A.S.K. Representative – Multiple offers so still to be determined

### Budget Review and Approval for 2022

- Executive Summary

**017-2021** Moved by W. Musselman, seconded by D. Robinson to accept Executive Summary.

**CARRIED**

- 2022 Budget
  - Axe Throwing has been eliminated from this year's plan.
  - Float costs were approved at the last meeting and plans are moving forward.
  - Column 'K' indicates the percentage change from the preceding year
  - Increased security cost is for the beer garden which last year was contained in the pavilion.
  - Line 32, Column 'A' indicates "not required". This is in reference to the code and not the relevancy of the expense (Biodegradable Cups).
  - Line 34 appears to have doubled in cost from last year. The budget will be amended to break this expense into three separate items:
    - Lads & Lassies Interactive Stage - \$1000
    - Highland Dance Competition - \$8500
    - Craft Centre - \$1000

**018-2021** Moved by M. Dick, seconded by B. Wilson to accept the budget as amended.

**CARRIED**

### Shuttle Services

- D. Plumb is still looking to source ten 4 seater golf carts and shuttle services. If anyone has a source, please bring to his attention.



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### Approving Admission Costs for 2022

- A lengthy discussion covered cost for children/young adults, access to beer gardens, complexity of tiered pricing, timeline of events and volunteer coverage needs.
- P. Reid Crichton confirmed that each dancer in the Highland Dance Competition will be granted one free admission for their accompanying parent/guardian.

**019-2021** Moved by M. Dick, seconded by J. Musselman to accept an adult ticket price of \$20 which provides all access entrance into the Highland Games event. From 4pm until 8pm adult ticket price will reduce to \$10. All entrance after 8pm will be free. Anyone 14 years and under will be free.

**CARRIED**

### Credit Cards and Electronic Payments – Technology?

- The committee discuss their preference to have capabilities for electronic payments rather than a cash only event.
- K. Loney will discuss current Wifi capabilities and investigate methods of payment used at past events.
- At this time, D. Plumb will leave this detail from the advertising campaign.

### Dog Policy Review

- A discussion took place on whether dogs should be allowed at the Highland Games event. A motion was not brought forward therefore the policy will not change.

### Advance Ticket Sales



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- PerfectMind has capabilities to change ticket pricing on a certain date. It would provide a printed email confirmation for the attendee and a master list for event organizers.
- Advanced ticket sales and paper confirmations do present complications for the entrance gate volunteers

**020-2021** Moved by M. Dick, seconded by V. Chepeka to not have early bird ticket pricing.

**CARRIED**

### Graphic Design

- Patty Mueser no longer able to provide graphic design services
- Tara Hewitt & D. Plumb met to discuss plans for the future. The Southpoint Sun in Leamington has a graphic artist willing to assist who charges \$60 per hour. All requested edits from past graphics will first go to Tara. If needed, they will then be forwarded to the Southpoint Sun graphic designer for assistance.

### Volunteer Requests

- K. DeYong asked that all volunteer requests be forward to her by the end of January. In the request, please provide the number of volunteers needed and a small description of responsibilities.
- D. Plumb will re-send the master list again to all committee members.
- K. DeYong and A. Everaert will connect to discuss the 5K Kilt Run volunteers

### Sponsorship

- P. Reid Crichton and A. Everaert will connect to discuss potential overlaps on sponsorship requests
- D. Plumb will provide P. Reid Crichton with online sponsorship forms



## COMMITTEE MINUTES

### **E. NEXT MEETING DATE**

November 18th, 2021 at 7:00 P.M. Via Zoom

### **F. ADJOURNMENT**

**021-2021** Moved by K. DeYong, seconded by B. Wilson to adjourn meeting at 8:42 P.M.

**CARRIED**

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**Doug Plumb CHAIR**

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**RECORDING SECRETARY, Robyn  
Braybrook-Gard**