



## MEETING MINUTES

<b>Meeting Name:</b>	150 <sup>th</sup> Relay Committee / <b>McNab/Braeside Relay 150</b>	
<b>Meeting Location:</b>	Council Chambers	
<b>Date / Time:</b>	June 5, 2017	7:00 p.m.
<b>Minutes Prepared By:</b>	Councillor Heather Lang, Chair	

### 1. Purpose

To plan 150<sup>th</sup> relay

### 2. Attendance

Name	Present	Name	Present
Councillor Heather Lang	Y	Georgia Quinn	Y
John Brady	Y	Roger Robertson	Y
Andy Kalnins	Y		
Jason Marshall	regrets	Karla Blemkie, Recreation Dept	regrets
Nicci Murray	Y		

### 3. Agenda

No.	Subject	Responsible
1	Call to order/Welcome/Attendance	HL
2	Adoption of Agenda	HL
3	Approval of minutes June 5	All
4	Updates re relay route/sections	All
5	Update on finale preparations	HL
6	Update on logistics	HL
7	Guinness	JB
8	Budget & Sponsorship / Fundraising	All
9	Media relations	All
10	Other	All
11	Adjournment	All

4. Action Items:				
No	Actions, Decisions and Important Issues	Responsible	Status	Closure Date
1	<p>The meeting was called to order at 7:00 p.m. by Chair Heather Lang. Attendance was taken by Chair Lang.</p> <p>Note: At 6:30 p.m., a press conference was held to promote the baton. Carver Dub Juby was in attendance, as was Mayor Tom Peckett. Media in attendance: Derek Dunn, Arnprior Chronicle-Guide (My-FM will be using the supplied news release).</p>	HL	Open	
2	<p>Agenda reviewed and adopted.</p> <p><b>Moved by Andy Kalnins, seconded by Georgia Quinn. CARRIED.</b></p>	HL	Open	
3	<p>Minutes for meeting of May 29.</p> <p><b>Moved by Georgia Quinn, seconded by Andy Kalnins. CARRIED.</b></p>	HL	Open	
4	<p><b>Updates re relay route/sections:</b></p> <p>Chair Heather Lang reviewed with committee members the progress on each section of the relay route. Updates were made.</p> <p>Route sections are 90% completed.</p>	ALL	Open	
5	<p><b>Finale preparations:</b></p> <p>Chair Heather Lang gave a brief overview of the preparations taking place re the finale. To date, no confirmation received yet from MPP, MP or County Warden. Follow-up will be made to all three.</p> <p>If MPP John Yakabuski does plan to attend, perhaps he could lead the singing of 'O Canada'.</p> <p>Georgia Quinn will look into getting Canadiana items, including flags.</p>	HL	Open	
6	<p><b>Update on Logistics (OPP, traffic control, route markings, etc.):</b></p> <p>Andy Kalnins has obtained 50 shepherd's hooks from Mel's Flowers (on loan) and these will be used to mark critical turning/decision points for route. Each route marshall will decide if and how many of these hooks they will use. The hooks will have balloons for easy visibility.</p> <p>The committee felt that the explorer canoes are sturdy enough, that there wouldn't be an issue. As well, all canoeists, etc. will be required to wear life jackets.</p> <p>Andy Kalnins and Chair Heather Lang are meeting Sunday morning to start to bag the participant and volunteer head ribbons.</p>	ALL	Open	
7	<p><b>Guinness:</b></p> <p>Led by John Brady, the committee discussed the Guinness application. Agreement was made that we are not going to attempt to gather all evidentiary material required. We will collect what we can in terms of video footage, photos, etc.</p>	JB	Open	
8	<p><b>Budget / Sponsorship / Fundraising:</b></p> <p>Chair Heather Lang provided an update on revenues and expenses.</p> <p>To date, \$550 in sponsorships have been obtained. Expenses are at \$1448.62. We are still waiting to hear back from RONA.</p>	ALL	Open	

9	<p><b>Media Relations:</b></p> <p>Chair Heather Lang will continue to pursue media opportunities to promote the event, including outreach to media outside the local area, and will work with the Township's Recreation Department on photo opportunities for sponsors.</p>	HL	Open	
10	<p><b>Other:</b></p> <p>Nothing to report.</p>	ALL	Open	
11	<p>The meeting adjourned at 8:15 p.m.</p> <p><b>Moved by Roger Robertson, seconded by John Brady. CARRIED.</b></p> <p>Next meeting: June 15</p>	HL	Closed	06/05/ 2017