A&E Committee Meeting Minutes

Call to order

A meeting of Cameron Station Activities & Events Committee was held at Clubhouse on July 5th, 2017.

Attendees

Attendees included Andrew Yang, Ritah Karera, Sarah Tressler, Phyllis Fantazier, and Michelle Rampey.

Members not in attendance

Members not in attendance included David Nguyen, Julie Anne Kalbfleisch, and Linda Taousakis.

Approval of minutes

Minutes were emailed to committee without comments or requested changes.

Upcoming Events

July 14th (Wednesday) Kids Movie Night at 6:30pm at the Clubhouse in Great Room:

Andy confirmed that he was taking the lead and Sarah volunteered to assist.

Sarah suggested that 20 pizzas would need to be ordered and approved by those in attendance.

Sarah also suggested that more floor space remain for kids to bring blankets & pillows & less tables. Andy concurred.

Andy provided sign for the event to Michelle to fix prior to event.

July 26th (Wednesday) Adult Happy Hour at 6:30pm at Kilburn Pocket Park:

Michelle suggested locating the event at the pocket park to avoid issues with the City.

Ritah proposed the start time at 6:30 and the event to run until 9:00pm, all those in attendance concurred.

Michelle suggesting using the high top tables and setting up the white tent for the event, as well as staying with the Patriotic them for July. All those in attendance approved.

BUNCO Night

Michelle discussed BUNCO night will resume on Wednesday, August 30th, once Julie returns.
August 1st (Tuesday) National Night Out at 5:00pm to 7:00pm at Armistead Boothe Park

Michelle reported that Samuel Tucker agreed to partner to provide Gazebo/Awning behind the school, as well as bathrooms & walkie-talkies. Michelle will volunteer to monitor Samuel Tucker’s hallway during event. Sarah mentioned that she might be able to help out for the event as well.

Michelle explained that Mindy Lyle will be the lead for the event. She has begun recruiting volunteers & obtained $2500 from the Greenhill Foundation.

Michelle also informed the committee that Parks & Rec has agreed to allow the event at Boothe Park without any challenges or fees.

David Thorpe will be DJing the event and invitations have been sent to VIP guests.

Michelle spoke with Mindy who approved asking Mark Brzezinski’s band to perform.

Mindy mainly needs ideas, suggestions, and/or volunteers from the committee at this point.

August 12th (Saturday) Cameron Station Annual Pool Party at 11:30am to 3:30pm

Michelle reported that the noise permit is the only permit left to obtain and an application has been submitted.

The Special Event Permit has already been granted by Parks & Rec.

Deposits have also been made to our vendors for face painting/balloon artist / moon bounce/tent & chairs/ dunk tank/ and DJ. The catering will need to be paid 2 days in advance.

A request for additional life guards has been made through the management office.

A request has been submitted to the Fire Department to fill the dunk tank as well as attend our event. Michelle requested that the Fire Department do the “Stop, Drop, & Roll” discussion with the kids.

After Phyllis discussed the set-up of last year’s event. It was discussed to have the carpet placed in the gym to cover the floor so that we can have the vendor set up half the tables in the gym so that some can eat in air conditioning.

Sarah volunteered to create two maps of a proposed set-up for the event. One map would be how the committee proposed to set-up for the event in good weather conditions, and the other map would reflect how the committee would propose a set-up in case of inclement weather. The areas to be mapped out are Kilburn St. between Cameron Station Blvd. and Medlock Ln, the pool area, gym, great room, and gazebo.

The committee’s main task at this time would be to recruit volunteers for set-up/clean-up (set-up begins at 9am to 11am / clean-up begins at 3:30pm - 5:30pm). According to Phyllis, it only took 45 minutes for clean-up last year because the vendors clean-up their own stuff.

The Dunk tank also needs volunteers for 30 to 60 minute durations. We will need 4 - 8 volunteers.
Phyllis volunteered to approach ProFit for sponsorship and/or participation. Michelle volunteered to approach David Thorpe for sponsorship as well.

Andy mentioned the topic regarding wristbands and reminded us that we can simply refer to Cameron Station ID cards. Phyllis mentioned that tickets were used in the past but she believed it was for a head count to determine how many kids versus adults attended but it was confusing to deal with different tickets. All those in attendance agreed that Cameron ID cards would be what we would reference for entry and participation.

**September 23rd (Saturday) Cameron Station Yard Sale**

Michelle mentioned that she realized that the committee forgot about the Fall Yard Sale. Phyllis suggested that we schedule the yard sale for September 23rd based on October events. Phyllis also suggested that the rain date be September 30th, the following Saturday. Michelle asked if it was acceptable to miss September 30th, due to a class reunion event in South Carolina. Those in attendance did not object. Everyone in attendance agreed to the dates Phyllis proposed.

**October 7th (Saturday) Casino Night**

Based on concern for budget, Michelle reached out to “Dealers Choice Casinos” to see how much it would cost to rent casino tables & staff for a 3-hour event. The amount quoted was $3050 based on the following information:

- 6 Blackjack Tables
- 2 Roulette Table
- 2 Texas Hold’em Table
- 1 Mini Baccarat Table
- 1 Big Money Wheel Table
- 1 - 10’ Craps Table

This would give you approx. 112 playing positions at one time.

Michelle mentioned that this amount does not include the alcoholic drinks that are normally provided and finger foods.

**October 21st (Saturday) Kids’ Halloween Party**

Michelle quickly mentioned the event in light of next discussion of Budget.

**2017 Budget**

<table>
<thead>
<tr>
<th></th>
<th>Initial Amount</th>
<th>Amount spent as of May</th>
<th>Amount left as of May</th>
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<tbody>
<tr>
<td><strong>Estimated Expenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>June Kid’s Movie Night &amp; BUNCO</td>
<td>$400.00</td>
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<tr>
<td>July Kid’s Movie Night &amp; Adult HH</td>
<td>$500.00</td>
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<tr>
<td>August Pool Party</td>
<td>$10,000.00 (with sponsors’ donations/ without $13,000)</td>
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<tr>
<td>August National Night Out</td>
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<tr>
<td>August BUNCO Night</td>
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<tr>
<td>Sept Kids’ Movie Night &amp; BUNCO</td>
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<tr>
<td>Sept Yard Sale</td>
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<tr>
<td>October Casino Night</td>
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</tbody>
</table>
October Kids’ Halloween $1,000.00
November Adult HH & BUNCO $500.00
December Christmas Party $13,000.00

Total Estimated Expense: $32,600 (amount without asking for additional sponsorships)

Additional business

Cheryl Lawrence, from Alexandria Parks & Recs requested to attend a committee meeting to discuss potential partnership in the future. She hopes to bring back movies in Brenman Park and would like to work with us on partnering with her for man power & possibly identifying potential sponsors.

All receipts turned into office should copy Michelle Rampey within the email due to tracking expenses to maintain budget. Rampey_michelle@yahoo.com

Announcement: Ideas for 2018 Submission for Budget

Event ideas to be submitted for 2018 need to be submitted to Michelle Rampey by July 15th for the 2018 calendar year.

Next year’s budgets have to be submitted to the board for review and approval for 2018.

Ideas mentioned so far are: July 4th Parade, Apple Time, & Community Outreach Project, New Residents Event