Meeting Minutes
Cameron Station Community Association
Activities & Events Planning Committee
Tuesday, July 7, 2015, 7:30 pm

I. CALL TO ORDER/ESTABLISH QUORUM

The meeting was called to order at 7:34pm by Radhika Goel, Committee Chair in the Conference Room, Cameron Clubhouse.

Members Present: Radhika Goel, Committee Chair; Al Luna, Vice Chair; Michelle Rampey; Recording Secretary; Committee Members: Penny Aldrich, Phyllis Fantazier, Pilar Movilla Temme

Members Absent: Jerry Graves, Cindy Nelson, Norma Vargus, Rich Vargus

Others Absent: Paul Rocchio, Board Liaison to the Activities & Events Planning Committee

Others Present: Corey Medina

II. APPROVAL OF MEETING AGENDA

Motion: Approve Meeting Agenda
Moved By: Radhika Goel
Seconded By: Michelle Rampey
For: All
Against: None
MOTION: PASSED

III. Residents’ Open Forum
   a. None.

IV. Ice Pops & Cupcakes at the Pool – August 14th from 5pm to 6pm
   a. Penny Aldrich suggested eliminating cupcakes due to trash and mess concerns around pool area
   b. Al Luna confirmed only ice pops will be distributed and the hours will be reduced.
   c. Al Luna advised that David Thorpe donated $20 to sponsor only the August 14th event which covered the $16 expense for ice pops.
   d. All tasks’ are on schedule or completed.

V. London Curry House Happy Hour – August 14th from 5pm to 9pm
   a. Per last month’s discussion regarding resident requesting later HH, Al Luna has confirmed HH has been extended
   b. All tasks are on schedule and completed for reoccurring event.
VI. Poker Night – August 19th from 7pm to 9pm
   a. Radhika Goel inquired about the number of attendees and Al Luna confirmed that there were 8 to 9 neighbors in attendance
   b. Radhika confirmed that Al Luna had a discussion with the attendees regarding reducing the number of poker nights sponsored by the committee. The attendees requested that the poker nights continue monthly for the remainder of this year and be reduced to quarterly in 2016.
   c. All tasks’ are on schedule or completed.

VII. Bollywood Happy Hour – August 21st from 6pm to 9pm
   a. Radhika Goel volunteered to take the lead to organize the event
   b. Radhika confirmed the event budget is $100 for table covers, gift cards etc. and will consist of bringing your own beverage and dish to the clubhouse

VIII. Cotton Candy at the Pool – August 28th from 5pm to 6pm
   a. Al Luna confirmed reduced hours for the event
   b. All tasks’ are on schedule or completed.

IX. Movie Night – August 28th from 7pm to 8:30pm
   i. Al Luna confirmed Movie Night will be held at the clubhouse
   ii. ACTION: Michelle Rampey will assist Al Luna set-up for the event

X. Luau August Pool Party – August 8th from 11am to 3pm
   a. Radhika Goel confirmed that all permits have been obtained with the exception of one which requires an inspection on August 8th between 10am and 11am.
   b. Roads will begin to be blocked at 5pm on 7th of August for the event, confirmed by Radhika Goel
   c. Radhika Goel confirmed vendors have been secured for the event.
   d. Hawaiian entertainment will perform between 12pm and 1pm
   e. Recycled trash cans & liners have been confirmed for the event, per Radhika Goel
   f. 15 volunteers have been confirmed to meet at 8am at Fitness Center Desk, per Radhika Goel
   g. Per Radhika Goel, the balloon artist with be in the gazebo and the food vendor will be on Kilburn Street
      i. Tickets will be distributed to obtain food from vendor based on guest showing a current Cameron Station ID, with the exception of lifeguards and committee members and volunteers, per Radhika
         1. Everyone that shows a current Cameron Station ID is allowed two additional guests that are allowed to receive meal tickets
         2. Adults will receive one color ticket versus children in order to track demographics of attendees and how much food will be needed in the future
         3. A third ticket color will be distributed for ice-cream
   h. Radhika Goel discussed process for picking up checks from the office for those working with specific vendors
      i. Radhika Goel advised to pick up checks by Friday
ii. Al Luna suggested to call the office and arrange for check to be placed in a safe for after hours pick-up if unable to pick up checks prior to office closure
i. All tasks are on schedule or completed.
i. Action: Radhika Goel confirmed 7-8 volunteers are scheduled for clean-up between 3pm to 5pm
ii. Action: Radhika Goel confirmed 15 volunteers are scheduled for set-up between 8 to 11am
iii. Action: Radhika Goel confirmed 5 volunteers are scheduled to help during the event between 11am to 3pm.
iv. Action: Al Luna is responsible for D.J. and Radhika will confirm the electric outlet needed for the D.J.’s use
v. Action: Radhika Goel needs to confirm carpeting for Fitness Center’s gym in case it rains vendors can move indoors
vi. Action: Radhika Goel will bring coffee and Al Luna will bring donut holes for committee members and volunteers arriving at 8am

XI. Adult Casino Night – September 12th
a. Radhika Goel stated budget for Adult Casino Night Food Vendor (includes beverages) remaining at $2000.
b. Securing Casino Vendor responsibility transferred to Radhika and Radhika confirmed that the vendor will set-up in basketball court area
c. Radhika Goel discussed that the large meeting near the kitchen will accommodate the food vendors and wanted to expand the area outside around the pool
d. Due to concerns in the past regarding alcohol consumption at this event the committee agreed that two tickets per person would be distributed for alcohol
   i. Action: Jerry Graves and Pilar Movilla Temme are working to secure Food Caterer.
   ii. Action: Radhika Goel will work to secure Casino vendor
   iii. Action: Michelle Rampey will secure beverages for the event
   iv. Action: Penny Aldrich and Michelle Rampey will decorate outside/pool area

XII. Fall Yard Sale – September 26th
a. Radhika Goel requested that we discuss the event in greater detail next month and it was approved by all committee members
b. Radhika Goel stated that the main requirements for the event will be ordering balloons and setting up advertisement for the event

XIII. Review: London Curry House Happy Hour – July 10th
a. Radhika Goel and committee all agreed that the event was successful and Al Luna did an excellent job coordinating with LCH as well as getting the hours extended

XIV. Review: Ice Pops and Cotton Candy Poolside – July 10th and July 24th
a. Al Luna confirmed that each event reaches about 35 participants throughout the day making both events successful
b. Note: Al Luna requested previously that future events have reduced hours due to challenges with availability which was approved by the committee
XV. Review: Poker Night – July 15th  
a. Al Luna confirmed that there were 8 to 9 loyal participants that still enjoy attending  
b. Al Luna continues to receive positive feedback for Poker Night  

XVI. Review: Movie Night – July 24th  
a. Per Radhika Goel, there were approximately 40 attendees for movie night with the majority of the participants being children and received positive feedback  

XVII. Review: Patriotic and Bastille Adult Happy Hour on Kilburn – July 17th  
a. Adult Happy Hour on Friday, June 12th was attended by 58+ residents. Received positive feedback stating that residents thought there was enough food, they were impressed with tents and decorations, as well as selection of drinks brought and provided  
b. Special thanks to Michelle Rampey (July 17th Event lead), Radhika Goel, Jerry Graves, Al Luna, David Woodhead [non-committee member] for providing decorations, support, music and games, as well as clean-up  

XVIII. Discussion of 2016 Added Events  
a. Radhika Goel revisited the issue regarding the money that committee would have liked to save on reducing Poker nights would not go into effect until next year so any additional event ideas in 2015 will not have a budget  
b. Radhika Goel stated that there were three events which were approved for next year which are: Tea Party for mother/father and daughters; Father & Daughter Dance; Apple Time with Story Tellers & Family Time  

XIX. Discussion of Accepting Donations and Levels of Donations  
a. Radhika Goel posed to the committee what levels of accepting donations the committee would like to accept. The committee determined that it would like to establish a structure and accept all levels of donations and support, per Radhika’s suggestion  
   i. Action: Radhika Goel advised that she will work on a process of how to accept money at various levels looking at liability for committee members accepting donations and discussing it with our legal support  
   ii. Action: Radhika Goel will develop a structure for levels of support to clearly reward and recognize higher levels of support as well as honor donors who cannot provide as much support  

XX. October International Potluck  
a. Radhika Goel discussed recruiting committee members & individuals to dress in international dress/costumes as part of the event  
b. Radhika Goel requested that the committee implement Phyllis Fantazier’s idea to use the event to welcome new Cameron Station Owners to the community  
   i. Action: Phyllis Fantazier volunteered to be in charge of welcoming new owners  

XXI. 70’s & 80’s Dance & Karaoke Night – November 20th
a. Discussion to possibly add art exhibits to the event but committee decided to look at doing an art exhibit after Thanksgiving due to concerns about space for combined events
   i. Action: Radhika Goel will verify if gym can be used as the dance floor for event

XXII. Art Exhibit – November/ December TBD
a. Committee discussed the opportunity to exhibit Cameron Station and friends artwork with an opportunity to purchase art, per new member Cory Medina’s suggestion
   i. Action: Cory Medina will organize event and recruit artists

XXIII. Motion for Board to Purchase Tables
a. Activities and Events Committee would like to submit a motion for the approval from the board to purchase 8-10 cocktail tables and 2 folding tables. [10 cocktail table x $100 (including shipping) / 2 folding table x $90 (including shipping) = $1180]

   Moved By: Radhika Goel
   Seconded By: Michelle Rampey
   For: All
   Against: None
   Motion: Passed

XXIV. Motion to Accept New Board Member
a. Radhika Goal made a motion to accept new committee member, Cory Medina
b. Al Luna seconded the motion
c. All members on the committee unanimously accepted Cory Medina onto the committee

   Moved By: Radhika Goel
   Seconded By: Al Luna
   For: All
   Against: None
   Motion: Passed

The next Committee meeting is Tuesday, September 2nd at 7:30 p.m. Conference room.

The meeting was adjourned by Radhika Goel, Chair at 8:36 p.m.

Minutes Prepared by: Michelle Rampey, Recording Secretary.