Meeting Minutes
Cameron Station Community Association
Activities & Events Planning Committee
Tuesday, April 10, 2012, 7:00pm

Members Present: Stephenie Zvonkovich; Meghan Test; and Megan Brock
Mike Johnson, Board Liaison

Others Present: Candidates for Committee: Michelle Kinasiewicz, and Tiffani Payne

I. The meeting was called to order at 7:04 pm by Stephenie Zvonkovich in the Cameron Club Henderson Room.

II. Stephenie moved for Approval of Meeting Agenda; Meghan T. seconded Motion
Stephenie moved for Approval of March 2012 Meeting minutes; Megan B. seconded Motion

III. Introduction of prospective candidates for Activities and Events Committee

Upcoming Events/Execution:

1. Spring Yard Sale on Saturday, April 14, 2012, at 8:30 a.m.
   • Action: Signs out with patches
   • Action: Jessica completed marketing
   • Action: Balloons; Meghan T., 100 balloons with string, medium helium tank
   • Action: Meghan T./Stephenie to blow up balloons; meet at Cameron Club house at 7:20 a.m. – 8:30 a.m. to blow up balloons for resident pick-up Action:
     Marketing/Jessica will contact Washington Post
   • Action: Stephenie completed flyer

2. Spring Happy Hour: Friday, 5:30 p.m. to 7:30 p.m., May 18th
   • ACTION: Yong contacted Los Toltecos for Quote, for 40-50 people, budgeted for $600, will keep budget at $500; cost for last Happy Hour was $511
   • ACTION: Recommend cutting quesadillas, etc. into extra pieces
   • ACTION: Patches for Signs for Happy Hour and sign placement week of Happy Hour
   • ACTION: Megan B. will purchase nametags and 3 large bags of ice.

3. Pool Party Update: June 16th, from 11:00 a.m to 3:00 p.m.
   • Action: Stephenie filed the Request for Special Events permit with the City of Alexandria, with a site map, and should be approved within 2-3 weeks; contact is Parks/Recreation/Permit Section: Cheryl Lawrence at 703-746-5419
   • Action: Mike obtained catering quotes from Red, Hot & Blue and Rocklands for catering; Red Hot & Blue for 600 people is $7496.15, and Rocklands is 7975.19.
Mike stated that R, H&B was the better value as they included water and other drinks and were more willing to accommodate more people if necessary. The also provided a 10% discount. Rocklands was more focused on what our total budget was than giving a summary of what they could provide for 600 people. Based on our discussions, and Mike’s recommendation, the Committee determined that R, H&B is the better value.

- Action: Stephenie to send article to Judy at Compass for May 25th distribution
- Action: Red Hot & Blue food permit for open flame
- Action: Inflatables update: Hops & Pops Moonbounce
- Action: 150 folding chairs, Banquet tables, 650 people and 2 canopies
- Action: Cameron Station Beautification Award to be presented during Pool Party
- Action: DJ – Mike Johnson will facilitate getting DJ for this event
- Action: Consider hiring a Balloon Artist for event

5. Other items:

- Action: Reviewed survey prepared by Stephenie to gauge interest in Cameron Station 5k; deadline to complete survey is May 31st; need to map out a 5k within the community and find out if bike path is public or part of community
- Action: Discussion of use of Cameron Station room/rental to hire Mr. Skip 1 time per month at $5 per child, on Thursday afternoon at 4:00 pm; Meghan T. stated that there is broad community interest in such an event
- Action: Discussion of Prospective Candidates for Activities and Events Committee; and agreement to table the discussion for the next meeting.
- Next Meeting is May 7th at 7:00p.m.
  1. Continue Pool Party Discussion;
  2. May HH final logistics;
  3. Any 5k follow-up;
  4. Discussion of Snow Cone event co-hosted with Maid Brigade;
  5. Discussion of Casino Night

The meeting was adjourned by Stephenie Zvonkovich at 7:57 p.m.

Minutes Prepared by: Megan Brock, Recording Secretary