Meeting Minutes  
Cameron Station Community Association  
Activities & Events Planning Committee  
Monday, May 7, 7:30pm

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

I. The meeting was called to order at 7:33 pm by Stephenie Zvonkovich in the Cameron Club Henderson Room.

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

III. Stephenie Z. moved to Recommend Approval of Michelle Kinasiewicz to join Activities Committee as permanent member to Board; Meghan T. seconded.

IV. Table future candidates: Laura, Tiffani, Maura and Hallie

Past Events:

1. Feedback/discussion regarding Spring Yard Sale held on Saturday, April 14, 2012, at 8:30 a.m.
   • Community used 50/100 balloons obtained for yard sale;  
   • Consider neighborhood sign for yard sale in future to be posted out on Duke Street on day of yard sale only.

Upcoming Events/Execution:

1. Spring Happy Hour: Friday, 5:30 p.m. to 7:30 p.m., May 18th
   • ACTION: Stephenie has flyers completed and mailed to the community; as well as up in various locations around community;  
   • Meghan T. suggested Baja Fresh who will provide larger quantities of food for budgeted amount; Meghan T. will pick up food from Baja Fresh and bring music;  
   • ACTION: for sign placement week of Happy Hour will be completed by management;  
   • ACTION: Megan B. will purchase nametags and 3 bags of ice.  
   • ACTION: Stephenie Z. will send out community email for volunteers to assist with HH.

2. Pool Party Update: June 16th, from 11:00 a.m to 3:00 p.m.
   • Action: Stephenie obtained Special Events permit with the City of Alexandria, with a site map; and for inflatables;  
   • Action: Stephenie started flyer and will be ready by May HH; will send article to Judy at the Compass; and will arrange for placement of signs;
Action: Mike confirmed catering from Red, Hot & Blue; he will check to ensure they are supplying utensils, plates, handi-wipes.

Action: Mike will contact Ray to help put up signs regarding road closure morning of the event;

Action: Megan B. will contact A-1 Towing to show up morning of June 16th to relocate any cars parked in set-up area between 7:30 a.m. and 8:30 a.m; cars should be relocated to Ben Brenman Blvd.

Action: Mike booked DJ Frank for event;

Action: Mike will obtain trash receptacles from American Disposals/cardboard boxes for trash bags.

Action: Raffle Tickets and Balloon artists, roll table clothes from Party City;

Action: Red Hot & Blue food permit for open flame

Action: Hops & Pops Moonbounce setting up at 9:00 a.m.;

Action: Need $20 for tips;

Action: Need to schedule photographer for event;

Action: Need to confirm 1 to 2 extra lifeguards for event; check with management.

Action: 150 folding chairs, Banquet tables, 650 people and 2 canopies

Action: Cameron Station Beautification Award to be presented during Pool Party

Action: Mike J. to confirm that Fire Department and Police car for pool party.

5. Other items:

Action: Maid Brigade Snow Cone event scheduled for August 12th; consider whether they want to come serve Snow Cones during Pool Party;

Stephenie will send survey regarding Cameron Station 5k to management for community distribution;

The meeting was adjourned by Stephenie Zvonkovich at 8:32 p.m.

Minutes Prepared by: Megan Brock, Recording Secretary