Meeting Minutes  
Cameron Station Community Association  
Activities & Events Planning Committee  
Monday, December 2, 2013, 6:30 p.m.

The meeting was called to order at 6:37pm by Stephenie Zvonkovich, Chair, in Henderson Room at Cameron Clubhouse.

Members Present: Stephenie Zvonkovich, Chair, Meghan Test, and Monica Derosier  
Members Absent: Megan Brock, Vice Chair and Recording Secretary

Motion: Approve Meeting Agenda  
Moved By: Meghan Test  
Seconded By: Monica Derosier  
For: All  
Against: None  
MOTION: PASSED

Motion: Approve November 2013 Meeting Minutes  
Moved By: Stephenie Zvonkovich  
Seconded By: Meghan Test  
For: All  
Against: None  
MOTION: PASSED

I. Holiday Party, Sunday, December 8th from 5:00 p.m. to 7:00 p.m.

Food
1) Stephenie reported that Café Pizzaiolo is confirmed and they will begin set up at 4pm  
2) Action: Monica to purchase 20 rectangle tables cloths (various colors), balloons (holiday colors) and helium tank (disposable or rented).  
3) Monica reported that she order the cupcakes from Harris Teeter in holiday colors.  
4) Action: Monica to purchase ice.  
5) Action: Ask Megan B. to contact Waste Mgmt about possible cardboard trash cans.  
6) Action: Ask Megan B. if she can purchase 100 juice boxes, 3-4 cases of mini water and foil

Fun
7) Stephenie reported that the photo booth company, XOXO, is confirmed and they will begin set up at 4pm. They require 2 tables, electrical outlet and 10x10 space  
8) Meghan T. reported that both Santa and our live music, Sweet Life, are confirmed. Sweet Life is planning on arriving at 4pm.  
9) Action: Stephenie to bring small fan for Santa.  
10) Action: Meghan T. to purchase velvet for Santa’s chair and felt or other material to cover the blue wall mat in the gym.

Set-Up / Decor
11) Set Up is from 10:30am–12:30pm (Gym: Music, Photo Booth, Santa, Bar; Great Room: All Food  
12) Action: Stephenie to email volunteers and work with Mgmt to send dedicated email.  
13) Action: Stephenie to email Mgmt re: small card table and when gym tiles will be down.  
14) Action: Meghan T. to look into renting high cocktail tables for gym.

The meeting was adjourned by Stephenie Zvonkovich, Committee Chair at 7:07 p.m.  
Minutes Prepared by: Stephenie Zvonkovich, Chair  

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