

Meeting Minutes

Edmonton Outdoor Club – Volunteer Meeting

Wednesday March 18, 2009 7:00 p.m. at The Rose and Crown
#195, 10235 - 101st Street

In attendance: Mark Gibbons, Ryan McKenzie, Jennifer Joyce, Mae Beck (recorder)

1. The slideshow for the 3rd Anniversary Party was pre-viewed. Jennifer will make some final adjustments before Saturday. All in attendance met with Dan (Rose and Crown Manager) to work out some final details and logistics for the evening. Scheduling the events for the evening was discussed and a tentative plan was determined.

The rough tentative guideline was established as follows:

7:00 pm Arrival of Volunteers
Lap top to be set-up with slide show (Mark & Ryan)
Greeting table to be set-up (Jennifer & Sandie)
Prize table to be set-up, prizes to be assigned to categories (Shirley & Mae)
Voting table to be set-up (Mae)
Ordering Food periodically throughout evening with 15 mins notice (Jenn)
Note that there will be a mandatory 15% gratuity charge and 5 % GST for all food ordered – as discussed our budget is \$300.00

7:30 p.m. Jennifer and Sandie will be working the Greeting table

Members start arriving and they will:

- * Sign in the attendance form for the event
- * Fill out an entry form for grand door prize as advertised on the event posting
- * Get a name tag
- * Be given a free snow scraper

50/50 Tickets will be available for EOC members only from 7:30 p.m. until 9:00 p.m. They will cost \$1.00 each (Bryan has agreed to do this.)

Icebreaker begins “Who am I?” nametags to be given out. **All EOC volunteers** can assist the members in playing this game. Each member will be given a nametag of a famous personality to wear on their back. They won’t know who they are. They can ask only 2 “yes” or “no” questions to as many people they need to; in order to discover who they are. Mae will send the 70+ names to Jenn for nametags.

(OK these are only rough guesstimations of the timeframe of events .. we will be “winging it”)

8:15 p.m. Jennifer (Master of Ceremonies) (Mark rented a Mega-phone)
Welcome and Introduction for Slide Show
About EOC, Year in review, EOC directors (outgoing and incoming)
Reminder for people to cast their votes

Jennifer and Larry will showcase the 6 winning photos and give out the prizes to the photo contest winners

8:25 p.m. Announcement made by Jenn that the voting is closed.

8:26 (haha) Votes to be tabulated quickly (Shirley & Mark) this could take 15 -20 mins

8:26 p.m. (Mae) Some door prizes to be won!!! (Dependent on number of prizes available) we will do several "Coin Toss" games while we are waiting for ballots to be counted, this will get people involved and excited about the prizes. There will also be a "Are you Smarter than a Stick" game prepared (if time permits) and if we have enough prizes. We can play this to stall for more time.(Mae)

Award prizes for the game. (dependent on number of prizes)

8:45 p.m. Coordinator of the Year Award goes to the coordinator with the most coordinated events. (Calculations are in!)

We can showcase Sandie's Slide show at some point to also fill in the time while ballots are being counted. (Jenn to announce this)

Draw for the GRAND door prize! (More names can be drawn for other prizes or more coin toss games can occur if we have more prizes, this is to be determined) (Mae/Jenn)

Announce the closing of 50/50 ticket sales so the winner can be announced at 9:00 p.m. (Jenn)

Announce sign-up and voting for Karaoke Contest to begin between 9 & 10 pm (Jenn)

Announce the 6 Awards Winners: (Mae)

- #1 Most well-prepared EOC member
- #2 Most Social Butterfly in the EOC
- #3 Most Colourful Character in the EOC
- #4 Most Memorable Moment/Person
- #5 Most helpful EOC member
- #6 Most unique coordinated event of the year

Announce the 50/50 Winner (Bryan/Jenn)

Other Announcements, thank you to members. Karaoke contest commences. (Jenn)