

Labor Day Planning Committee Meeting Minutes
August 15, 2018

The Meeting was called to order at 7:00 p.m. In attendance were: Jim Frost, Jim Couey Jodie Lawman and Suzanna Young.

Discussion of volunteers and assigned duties. We will have a volunteer organizational meeting on 8/29/2018 to assign volunteer duties. Volunteers will receive a free meal ticket for their help. Good for one hotdog or pizza slice and a soda.

Organization of events and times: 10 to 5 and with organized activities winding down approximately 3:00 p.m. Finalized layout of where activities/tables/apparatus will be placed (items needing water/electric, etc.) Dunk tank reserved. Joyce has offered to pick up on Saturday 9/1. We need to store in a secure location until Monday morning. Foods items/bottled water that need to be ordered by the District/quantity. Jim Frost will help with ordering of food/quantity. Pizza be delivered from Five Star for sale by the District.

Check in table; food ticket table: Tickets will be used for food purchases. Wrist bands for resident/guest check in. Jim Frost will provide wrist bands. The food table will be located in the field and will offer hotdogs, pizza, sodas and water. The cotton candy and ice machine will be located nearby which are provided by Jim F. We will use the drink bin from the screen porch and coolers for water and sodas. Suggested two volunteers per table. The committee has determined that Maintenance will not be needed for event day. Volunteers to set up/tear down tables and chairs. Start time for set up will be 8 a.m.

Waste Pro was contacted for disposable garbage cans. (12) They come with liners and pick up has been scheduled for Aug 29th. Boxes are collapsed. Jim Frost will pick up on the 29th in Sarasota.

Two (2) directional signs ordered for pool games. Additional signs needed: food table listing items, sign stating food donation gets a FREE cotton candy
Wednesday, 8/29: Date to meet with volunteers and assign duties. Tickets have been made to give each volunteer a free meal. Pizza or hotdog and beverage.

Cedar Hammock Fire Truck will be here from 11- 1, pending any emergency calls. The fire department will park to the north of the field facing west so they have quick exit in the event of an emergency call. I have offered meal tickets to the three (3) volunteers. Lifeguards will run pool games from 11- 1. Open swim will be from 2 to 6 pm. Concession stand will open from 2 until 6.

Open discussion for event details. Prizes, etc.

Meeting adjourned at 8:10 p.m. Next meeting is 8/29 to organize volunteers.