



Agenda & Meeting Minutes

Location: 109 Logan Road, hybrid in person and online

Time: November 14, 2022 at 6pm

Attendees: Susan, Erin, Kendra, Nicole, Grace, Amanda, Louise, BriAnna, Julie

Regrets:

1. **Call to Order at 6:05**

2. **Approval of October's minutes** – Moved by Susan. Seconded by Erin.

3. **Approval of agenda** – Approved by consensus with the addition of insurance and liquor policy.

4. **Working Business**

□ Banking updates – new signers

□ Financial updates – volunteer bookkeeper – Kendra and Nicole found social media post where someone was asking for help with yard work, who happened to offer accounting work in return. she will come into office to work. Angela Piper. Susan suggested she sign a confidentiality agreement. She doesn't have software so we will have to figure out how to open the files we have from Katelyn. maybe be able to get free trial to export files. *We don't have to charge HST as a small supplier.

i. Need motion on allowing volunteer bookkeeper to work at our books. Moved by Kendra, seconded by Erin

□ Dance preparation – updates/posters: 19 tickets sold. We do have liquor license. We need liability insurance. Julie is going to draft an alcohol serving policy to attach to insurance. Julie suggested 2 million with 1000 deductible, acceptable by consensus. Julie will send out draft tomorrow via email for board review. Posters are available at the office for members to pick up and post. Is anyone certified for safe serving? there is a short, possibly free course to take, Amanda will send link to Julie. We will pay the 45 dollars if we can't find a free one. Amanda and Louise and Grace will be first aid certified. Re security – Brianna spoke with Louise who did, who suggested talking to Annapolis Royal Pride group. We could also hire an off-duty police officer. Volunteer list and to-do list are available. We need decor items. We may be able to move to a smaller space in the Mahone bay Centre, which holding about 80 people, therefore we'd need fewer trees and decor items. Brianna asked about Christmas trees in storage for the father Christmas event, which we may be able to borrow. Grace asked about accessibility of the smaller space, Amanda confirmed that it is. If we change spaces, it'll have to go thru the fire inspector again and will need to modify the liquor license. We'll prepare for both scenarios. The smaller space is \$200 less. We have both rooms booked and have access to tables and chairs. Saltbox may sponsor our event. Louise says we should not accept an alcohol sponsor. A few board members expressed their support of their sponsorship. Grace will cc Julie on communication in the future. we're going to assume 80 people, 4 drinks per person. Susan made a motion to accept their sponsorship. Amanda seconds. Motion passes 7 to 1. Focus should also be on fun non-alcoholic options. Eggnog is also an option. Grace will keep our posters and posts up to date with sponsor logos.

□ Putting things together – desk and delivery box – Kendra will start that tomorrow.

5. Setting next meeting date.

6. Motion to adjourn – Adjourned.