

Cargill and District Community Fund (CDCF)
Cargill Community Centre Entrance Committee Minutes

Meeting Date/Time: May 28, 2019 – 12:30 pm

Location: Cargill Community Centre

Purpose of Meeting: Plan Entrance Grand Opening

Present: Liz Fry, Becky Maus, Carman Lippert, Brian Raper, Gail Lippert

Municipal Representation: Mike Murphy

Absent: Dave Barrett, Brian Dales, Lynn Davidson, Jairus Maus, Kevin Schmidt, Mike Weber

Discussion – Grand Opening:

- Grant Opening scheduled for Thursday, June 20, 2019 from 6:00 to 8:00 pm at the Cargill Community Centre.
- Invitations emailed (or mailed) to Brockton Council; Brockton Staff; Officials – J. Trudeau, D. Ford, B. Lobb, L. Thompson, L. Miller, B. Walker; General Contractor and Subtrades; Architect; Engineer; CDCF Committees; Cargill Lawn Bowling Club, and all donors.
- Invitations to be put on tables at CDCF Father's Day Brunch.
- Responses to date have been received from C. Peabody and B. Lobb to provide remarks at the Grand Opening Ceremony. Donors - Trillium Mutual Insurance (Roots Community Fund) and Farm Credit Canada will send representation.
- Advertising completed – Cargill Area News; Brockton (social media); CDCF (social media); poster at Cargill Variety and Bruce County Library. Advertising in Walkerton Herald Times, Hanover Post, Paisley Advocate, CKNX and with Darren Holm (digital sign – in kind) to be arranged.
- Media contacted – B. Raper (Cargill Area News) and R. Garvey (Bayshore Broadcasting). Walkerton Herald Times, Hanover Post, Paisley Advocate and CKNX to be contacted for coverage.
- Draft program reviewed. G. Lippert to finalize.
- S. Cuneo will provide and setup outdoor sound system.
- Grand Opening Format – outside under portico:
 - Meet and Greet: 6:00 to 6:15 pm
 - Ceremony and Ribbon Cutting: 6:15 pm
 - Master of Ceremony: D. Barrett
 - O Canada National Anthem: S. Cuneo
 - Remarks: B. Raper, Co-chair, CDCF Entrance Committee; M. Weber, Co-chair, CDCF Entrance Committee; B. Lobb, MP, Huron- Bruce; and C. Peabody, Mayor, Municipality of Brockton.
 - Still waiting to hear from other invited dignitaries.
 - Ribbon Cutting Participants: B. Raper, M. Weber, B. Lobb, C. Peabody and J. Domm (and other dignitaries if attendance confirmed).
- List of all partners (corporate, government and private) to be compiled and D. Barrett to deliver at ceremony.
- Refreshments and facility tours to follow.
- Décor – balloon bouquets, flowers, ribbon, round tablecloths (blue theme).

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- Food and Refreshments – cupcakes, fruit trays, tea, coffee, cream, punch and water. M. Murphy will sponsor the cupcakes.
- Setup for meeting room decided (round tables).
- Alternate plan for rainy weather – ceremony will take place in main hall and ribbon cutting will be outside (rain or shine).
- Grand Opening setup scheduled for **Thursday, June 20th at 12:00 noon.**

Action Items:

1. G. Lippert - advertise in Walkerton Herald Times, Hanover Post, Paisley Advocate and CKNX
2. G. Lippert – arrange for invitation on tables for CDCF Father’s Day Brunch
3. G. Lippert - contact Walkerton Herald Times, Hanover Post and Paisley Advocate – event coverage
4. G. Lippert - ask J. Domm to participate in ribbon cutting
5. G. Lippert – compile list of project donors and provide to D. Barrett
6. L. Fry – purchase balloons, ribbon and round table clothes
7. B. Maus – arrange for flowers and punch
8. L. Fry - arrange for cupcakes
9. G. Lippert - purchase fruit trays and cream
10. B. Raper - obtain a big scissors for ribbon cutting
11. G. Lippert – prepare program and arrange for Brockton Rec Department to photocopy

Project Status:

Before Domm Construction submits a request for 4th Draw, a walk-about is required to address deficiencies. **ACTION:** C. Lippert to contact J. Domm.