



MEETING MINUTES

Meeting Name:	150 th Relay Committee / McNab/Braeside Relay 150	
Meeting Location:	Council Chambers	
Date / Time:	May 1, 2017	7:00 p.m.
Minutes Prepared By:	Councillor Heather Lang, Chair	

1. Purpose

To plan 150th relay

2. Attendance

Name	Present	Name	Present
Councillor Heather Lang	Y	Georgia Quinn	Y
John Brady	Y	Roger Robertson	Y
Andy Kalnins	Y		
Jason Marshall	regrets	Karla Blemkie, Recreation Dept	Y
Nicci Murray	regrets		

3. Agenda

No.	Subject	Responsible
1	Call to order/Welcome/Attendance	HL
2	Adoption of Agenda	HL
3	Approval of previous minutes	All
4	Updates re relay route/sections	All
5	Update on finale preparations	HL
6	Update on OPP + initial communications	HL
7	Update on head scarves (ribbons), GPS, baton, time capsule, drone	All
8	Budget	HL
9	Other	All
10	Next meeting / Adjournment	All

4. Action Items:				
No	Actions, Decisions and Important Issues	Responsible	Status	Closure Date
1	The meeting was called to order at 7:00 p.m. by Chair Heather Lang. Attendance was taken by Chair Lang. Chair Lang welcomed Ralph Chown to the meeting, as an observer and participant.	HL	Open	
2	Agenda reviewed and adopted. Moved by Andy Kalnins, seconded by Roger Robertson. CARRIED.	HL	Open	
3	Minutes for meeting of April 24. Moved by John Brady, seconded by Andy Kalnins. CARRIED.			
4	Updates re relay route/sections: John Brady submitted a sample of a tracking form for the route (scheduling and timing) and asked committee members to populate their sections. Discussion took place with Ralph Chown on the relay as a whole (debriefing) as well as clarification on the section in which he is involved (Clay Bank to Flat Rapids landing).	ALL	Open	
5	Finale preparations: Heather Lang gave a brief overview of the preparations taking place re the finale, and provided an update on the list that is being populated of all the items that are needed. Quantities for food, etc., will be determined once the committee has a better idea of attendance/participation in the relay. Karla Blemkie produced a draft site plan for the finale. Discussion took place on how to create some drama to incite people to come to the closing ceremonies. Committee members to come back with ideas.	ALL	Open	
6	Update on OPP + initial communications: Heather Lang informed committee members that a meeting will be taking place with two OPP representatives on May 11 at the Township building. Attending the meeting will be the Treasurer, Geoff Patterson and Karla Blemkie, along with Heather Lang. John Brady suggested that those in attendance seek the OPP's recommendations, give feedback on areas of concern (if any) and any other risk mitigation suggestions. Communications: The next press opportunity will take place at the beginning of June to unveil the baton being created by Dub Juby for the event. Heather Lang will be giving an interview on Valley Heritage in the next two weeks.	ALL	Open	

7	<p>Head scarves (ribbons), GPS, baton, time capsule, drone:</p> <p><u>Head scarves:</u> Andy Kalnins recommended the cheapest option would be to buy wide ribbon that can be cut with pinking shears. He suggested that perhaps the ribbons could sport some sort of stamp for the occasion.</p> <p>Moved by Georgia Quinn, seconded by John Brady, that Andy go ahead and purchase the ribbon and investigate a stamping option. CARRIED.</p> <p><u>GPS:</u> Andy Kalnins suggested we track the route using his own GPS option. Karla Blemkie put forward the idea of using a fitbit.</p> <p>John Brady suggested we get someone who is doing the whole route to track the event in real-time. Andy Kalnins will pursue and report back.</p> <p><u>Drone video:</u> Chair Heather Lang informed committee members that she reached out to the Arnprior Airport to ask about the no-fly zone for drones and received communication back. She connected the airport manager Dan Lynch with Zach Remus, and Zach will be coming to the next meeting to give the committee an update.</p> <p><u>Time Capsule:</u> Andy Kalnins was away on business, but will be bringing a container that may be suitable to the next meeting.</p> <p><u>Baton:</u> Chair Heather Lang is still trying to secure a meeting with Dub Juby.</p>	ALL	Open
8	<p>Budget:</p> <p>A general discussion took place around the budget. Tax receipts will be issued.</p> <p>Chair Heather Lang to work with Karla Blemkie on a list of items such as food that will need to be purchased.</p>	ALL	Open
9	<p>Other:</p> <p><u>Road Markings:</u> It was suggested that spray paint be used to mark where participants should stand for passing of the baton. This is the most economical option.</p> <p>Pylons could be used in the villages.</p> <p>Karla Blemkie to ask Glenn Arthur about using any pylons he may have in stock; Georgia Quinn to ask NEAT.</p> <p><u>Guinness Application:</u> John Brady informed the committee that we need at least 4 unbiased witnesses to act as verifiers. They will need to be supplied with log books.</p> <p>Committee members are to send ideas for possible people to John Brady.</p> <p><u>Branding the event:</u> John Brady had an idea to develop foam core signs that could be used along the route to brand the event and identify the route. These would be a highly visible way to promote the relay.</p> <p>Georgia Quinn to look into the sign itself. Chair Heather Lang said she could supply the stands that she still has from the election campaign (as long as she got them back!).</p>	ALL	Open

10	The meeting adjourned at 8:30 p.m. Moved by Roger Robertson, seconded by Georgia Quinn. CARRIED.	HL	Closed	05/01/ 2017
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