

CSTD Recreation Committee Meeting

9/16/24

Attendees: Bunny Tessier, Cyndi DeMayo, Lisa Arconti and Meegan Lepler

Location: CSTD Clubhouse Community Room

Summer 2024 events recap;

Our goal was to discuss what went well / what needs to be tweaked going forward. We had four band events, one summer picnic and two movie nights. All of our events were a success as far as feedback from the community and turnout. **We had quite a few issues with vendor paperwork and late payments.** We came up with a list of responsibilities that we believe Brandon Hyde, our Office Manager should own and a list of responsibilities that the Recreation Committee members should own. Please review and provide feedback;

Recreation Committee members are responsible for hiring vendors, obtaining completed Scalzo Vendor Packet, Certificate of Insurance docs and an invoice. All of the listed items must be submitted via email to Brandon Hyde via email at least 30 days prior to event (and cc Recreation Committee co-chairs; Meegan Lepler and Liz Moore). We are responsible for sending all event dates to Office Manager via email. We are also responsible for sending event emails to Brandon for him to send to community within 24 hours of receipt of email.

We believe Brandon Hyde, Office Manager's, responsibilities are; add dates for event to CSTD calendar, send out community wide emails within 24 hours of receiving from Recreation Committee to announce events. Create and display sandwich board signs; one week prior to event. One at CSTD entrance and one by the gold cart pad by the playground. Submit completed vendor packet, COI and invoice to Scalzo Management to ensure vendors are paid no later than 3 weeks prior to event date. Ideally, we would like to have our vendor checks in hand by end of June to avoid last minute fire drills. If vendor is paid by check, they check must be available in the CSTD clubhouse office, not Scalzo Management office. Please confirm.

Questions from the Recreation Committee;

1. If we have vendors that we use each year (i.e. Durkins tent rentals for the summer picnic), do we need to submit a competed vendor packet each year? Or will an updated COI and invoice suffice?
2. Can we arrange for one porta potty to stay by the playground until Nov 1st each year?
3. How far in advance does Scalzo require our documents in order to have a check cut?
4. Regarding our insurance for our band events; if we provide all of our dates, can one insurance policy be purchased in advance at a discounted rate?
5. Jon would like to discuss at the 9/18/24 Board Meeting; does Brandon need added support from Scalzo re: vendor management?

Fall / Winter 2024/25 events

1. September Annual Fall Fest Saturday, 9/21/24. Twins BBQ and tap truck available for residents to purchase food/drink, first time ever – mini golf course! A resident will have a DJ booth set up – free of charge. Bunny's children will help run the Mini Golf Course; they will receive community hours for school. Do we need a Security Guard for the event? We will have a table set up to distribute the CSTD apparel orders. We sold 105 pieces! The design and quality are awesome! Hoping to re-open the shop late winter/early springtime for residents to have new apparel for summer '25. We are so excited! Hoping to add new pieces to our online shop!
2. October Kids Halloween Party / Followed by first annual dog parade – Meegan to reserve clubhouse Sunday, 10/20/24
 - i. Doggie Parade will immediately follow kid's party; we will meet dog owners with their dogs at basketball court. We will all parade around the perimeter of the ballfield. Doggie costumes will be judged and awarded prizes based on; cutest, scariest, most original. Prize ideas include \$25 Petco gift card, doggie treats.
3. November food drive – for Brookfield Food Pantry – Meegan to reach out to Food Pantry for their needs and dates

4. December Annual Caroling event – Meegan to reach out to Boy Scout troop for date; we are working on a new route so that homes that we haven't caroled to yet and reached and to officially kick off the event with a tree lighting (artificial tree – like we did Dec 2023; provide hot cocoa). Meegan to also confirm someone will play the guitar, caroling packets.
5. December Santa visits the Shores – Meegan to reach out to Candlewood Vol Fire Dept for date (confirm that it doesn't interfere with BVFD Santa Brookfield town visits). Do we want to order and provide the custom Shores holiday chocolate bars?
6. December Kids Holiday party – Meegan to reserve clubhouse Sunday, 12/15/24
7. December Annual House Lighting Contest - need to check clubhouse attic for yard signs; if we don't have them; re-order so we aren't scrambling at the last minute.
8. January 2025 Ladies Night – BYOC (Bring Your Own Charcuterie Board) - need to look at Jan calendar and reserve clubhouse. Prizes and awards for; most original, most beautiful, most unique concept (can be meats, vegs, desserts, etc)
9. February 2025 Chili cook-off - need to look at Feb calendar and reserve clubhouse

Other things to note/questions;

1. We would like to possibly add a band event Sept or Oct 2024. We need to confirm budget, Bunny to reach out to the band she has in mind to confirm cost and availability.
2. Where is our Easter Bunny suit being stored?
3. Bunny will attend the Monthly CSTD Board Meeting on Wed 9/18/24 and provide Recreation Committee update. Jon Lepler will be there as our Committee Liaison. Thank you, Bunny!
4. Annual December Cookie Swap; Lisa Arconti to reach out to the neighbor that usually runs this event to see if she would still like to have it. We can provide any support she may need.
5. Is there a CSTD Welcome Packet or basket? How do new residents learn about events; adding their email address for Shores emails, our FB Residents page?

Thank you all!

-Meegan Lepler