

Halloween in Paradise Membership Committee
August 29, 2018 Meeting Minutes

Attending: Kathy Crawford, Mary Couch, Karrie Larrabure, Tricia Yachcik, and Jackie.

The Meeting was called to order at 12:12 pm on Wednesday August 29, 2018 by Kathy Crawford.

Meeting Minutes from August 15, 2018 were approved.

Kim stopped by to discuss plans for the maze and get input from the group. Please save bubble wrap and TP rolls.

Tricia ordered the Twister game and it is on the way. She decided to make balloon pumpkins and will let the kids draw faces on them with sharpies. Balloon pumpkins can be premade before the event and Tricia will check to make sure she has enough sharpies, if not, sharpies can be purchased. A sign will need to be made and posted at the event warning that the balloons contain latex.

Karrie has a DVD player that can be used with Kathy's TV for playing movies for the kids.

The President of the HPP Board of Directors will mention this event in the *Conch*.

Mary and Kathy will pursue finding food truck vendors and will notify the Board.

Kathy made expenditure sheets that include everything purchased and donations; monetary and non-monetary. She also created a Facebook donation page. She completed and delivered donation request letters. The other members of the committee were asked to do follow up phone calls to the businesses to confirm that they had received the letters. Thank you cards for Sears and the Neighborhood Watch were signed by the committee members, Kathy will deliver. Kathy said that

Judy offered to let us use her shaved ice machine, the committee decided to ask Judy if she would be willing to make the shaved ice during the event. They also had some questions and concerns about keeping the ice frozen and if it would be too messy for this event. The rules sign typos are fixed, Kathy made and painted three Trick or Treat doors, a Photo Op with the HIP pin design, and another Photo Op using a purchased banner. All four signs for HPP Exits are made, so are signs to be posted at mail boxes and event flyers are made. Please keep an eye out for or think of schools or businesses in our neighborhood to deliver the flyers to. We're still looking for ideas for non-candy prizes. Kathy purchased large banners for gates to community center, big sign for front entrance, and all station signs are made.

Next meeting, we will get our activities and games together and have Karrie's 3-year-old daughter test them to help us determine if any changes or guidelines are needed for the games. This meeting will be held at Kathy's house.

Kathy reached out to the Seniors of Paradise to ask them if they would post our event on their Facebook page, after some correspondence with them, Kathy is waiting to hear back.

We have 100 paper lunch bags, need sandwich bags and large trash bags. Please think of supplies we'll need.

Instruction sheets for the volunteers are typed up for each activity with rules included, the committee reviewed these sheets. Volunteers will be asked to arrive at 4:30 (event is 5-7) there will be a sign in sheet with a letter to the volunteers thanking them for helping and asking them to make sure we are focused on keeping the event fun for the kids.

Next swap meet will be on September 8th if anyone would like to stop by. HIP pins and crochet animals will be available for donations.

Next Meeting Wednesday September 12th, at 10:00 am at Kathy's house.

Meeting adjourned at 12:01 p.m.