

**SOUTH BAY COMMUNITY ASSOCIATION  
ACTIVITIES COMMITTEE MINUTES - Approved  
October 9, 2023**

- 1) The meeting was called to order at 1:04PM.
- 2) We had a quorum with the following committee members present: Christine Spagle, Acting Chair, Susan Shadrick, and Mark Schwendener. Absent were Debbie Cacho and Chair Adina Rivers.
  - a) At this time a motion was made, seconded and carried 3/0 to recommend the Board approve the addition of Katie Schwendener to the Activities Committee.
- 3) Additions to the agenda were made as follows:
  - a) Under New Business: adoption of an “event spreadsheet”
  - b) Under Old Business: review of dates/times and actions needed for events scheduled for the next 4 months
  - c) Under Old Business: debrief October presentations: the Port Townsend Aero Museum, Port Hadlock Potlatch of 7/4/1891 by North Olympic History Center
  - d) New Committee Member
    - i) With the added agenda items a motion was made to approve the agenda, seconded and carried 4/0.
- 4) Old Business
  - a) Lounge Update: Discussion regarding adding a 3<sup>rd</sup> evening to the Lounge, but until additional staff is secured to assist Mark that’s on hold. A suggestion was made to consider doing a “pot-luck” on one of the existing two evenings the Lounge is currently open but at this time there was agreement to leave as is with food provided.
  - b) Event Spreadsheet: in order to bring some structure to scheduled events Chris created a spreadsheet to capture specific information about each event to be distributed as updated to committee members so everyone is working from the same plan. A couple of changes were made and Mark will send to Chris a planning tool he has that may be incorporated. All committee members were in favor of using the spreadsheet, and Chris will update with current information and distribute to the others.
  - c) Upcoming Events

- i) Salmon Feast Nov 10: Susan will lead decorating using “Fall” décor we have already, with decorating to occur the morning of Nov 10. The piano may be on the stage and if so we may be able to have a pianist playing in the background – Mark will take care of that. Rebeckah will likely work the bar and volunteer(s) will be needed to help with the buffet table. Chris working on securing the fish and should have information on pricing by the end of the month.
  - ii) Holiday Decorating: Scheduled dates are Nov 28 and 29. Susan will review what’s in the shed and work out a plan.
  - iii) Holiday Gala: caterer TBD
  - iv) February 23 Chocolate and Wine Event: Chris contacted Jonathan Doyle (clarinet and sax, who played at the same event last year) regarding pricing. She will meet with Mark to discuss. Also with Jonathan would be Casey McGill (ukulele) and their music styles blend well. More information at the next meeting.
  - v) Jefferson Health Care: scheduled and set for Oct 26 “Lonely, You are Not Alone” about the importance of maintaining social interactions as one ages. We have three other dates set aside for JHC and they are amenable to working with in identifying topics of interest to our community.
- 5) New business
- a) Debrief
    - i) PT Aero Museum presentation was very well received and everything went smoothly.
    - ii) North Olympic History Center, David Brownell, Old Patsey’s Potlatch was also very well received. No changes suggested.
  - b) Verify we have enough volunteers – as we work through each event the committee will determine volunteer needs.
  - c) Decorations – see above.
- 6) Comments - none
- 7) Adjourn – a motion to adjourn was seconded and carried 4/0. Adjourn at 2:10PM