

# Dayton Civic Activities Meeting Agenda

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October 11th/ 6 PM / Community Center

## ATTENDEES

Call to Order

Called to order at 6:01 with Donna, Shellie, Emily, and Allison

## AGENDA

### Last Meeting Follow-up

#### 1. Lightup theme

\*\* Shellie suggested a “toyland theme”; a station for mailbox for letters to santa; fix up some of the stuff that we already have

#### 2. Chairs for Mr and Mrs Clause

\*\* Shellie started looking and found some that are \$200

\*\* Possible renting instead (Allison)

\*\* (Emily) research the chairs/benches/etc amounts and report

#### 3. Business Donations

### New Business

- Lightup date and time

\*\* December 3rd 3-5:30PM

- Food to serve

Discussion about the ideas other than hotdogs, Shellie shared maybe pizza but through the discussion it seemed that timing and not all families would be eating at that particular moment—some save for later

\*\* Julie shared that in previous years folks suggested doing a dinner somewhere like the Vets as an option

### **FOOD NEEDS:**

\*\* Hot dogs

\*\* Buns

\*\* Fruit

\*\* Water (already available through donation)

\*\* Snack/cookie

\*\* Bags to put the meal in (DONNA will contact DURO BAG to ask for donations)

- **Toy donations**

Walmart: claims that everything has to be completed online but Donna couldn't find any form

Meijer: Donna is on top of communicating with them

\*\* Donna will let us know how we can help her

\*\*\* Buy 250 toys at \$15 \$3650

- **Lightup at the Moment serve hot chocolate and spiced tea**

\*\* Shellie will ask Tim/Crystal for the hot water dispenser

Cups: hansman's donated

Spoons: Allison asked if could they have the craft be making a chocolate spoon

Mixes:

Marshmallows:

- **Stockings**

\*\* Last year the stockings purchased were too small; we have to buy the correct size

- **Budget:**

Donna made a motion for \$5,500 and Emily seconded

## NOTES

- **Thank you notes were sent to businesses that donated to the raffle, Mr and Mrs Alford, and Sergeant Linkugal**
- **Community Center storage room organization thank you Donna and Emily still more to do**

## ACTION ITEMS

1. **Meet to finish organizing room**

- a. Donna will meet with Public Works to get the trash out
- b. Potentially  $\frac{1}{3}$  of the space is organized
- c. Emily mentioned maybe using the mugs in storage for the hot chocolate

\*\*\* **Set aside 30-1hr after a meeting to make sure it is organized**

\*\*\* **November 11th 2-4PM (shellie is sending a calendar invite)**

2. **Update and repair Christmas Decorations**

\*\* November 8th after our meeting we prioritize and make a plan for next steps

3. **Next year we are going to participate in Trunk Or Treat (thanks Donna)**

4. **Volunteer to take the lead Lightup:**

**Food:** 3 volunteers to run

\*\* Had donations and spent \$200 last year

**Toys:** Donna is in charge and will keep us in the loop how we can help

**Craft:**

Another craft (may have something in the storage) (Emily); Shellie suggested a clear ornament with decorating options

\*\* Maybe \$100

**Photo Station:**

\*\* Shellie is going to ask Jerrod if he wants to help with that

\*\* We have to reinforce/weigh down the cut-outs

\*\* Potentially getting a printer that we can provide a print-off of the photo with santa

**Letters to Santa:**

\*\* Putting stationary at different businesses for children to pick up and write their letters to Santa; also will be available at the event

**Volunteers: needed**

**Decorations**

**5. Confirm bookmobile**

a.

**6. Snowman/Cam**

a.

**7. Fire department**

\*\* Shellie wants a sign-up sheet at the welcome table to let folks attending know they can volunteer throughout the year

Meeting adjourned at 7:07PM