

## Events Committee Meeting - January 23, 2012

Attending: Don Karas, Kathy Casey, Geraldine Cooke, Gwen Haas, Sandi Karam, Carolyn Odums, Geraldine Cooke.

### Old Business

Port Warwick Newsletter: Next issue will be out around February 1, 2012

Financial Update: The Events Committee account continues to be in solid shape.

- a. Balance as of 1 January = \$4,650.00
- b. Outstanding Bills = \$0
- c. Deposits since 1 January = \$300.00

Events on the Squares:

- a. Concerts and Farmers Market dates confirmed from Debi Ernest. Concerts will begin on May 23, 2012 and end on August 29, 2012
- b. Market Dates are May 2, 2012 through September 26, 2012.
- c. We need to check starting time for concerts 6:00 pm or 6:30pm.** Also, will check on starting times for market. **BOD confirmed that they had agreed to 6:00 PM start.**
- d. Easter Egg Hunt on Saturday April, 7, 2012 at 11:00AM on Emily Dickenson Square.
- e. Chili and cornbread cook-off will be held on Saturday, April 28, 2012 at 5:00 pm in Mark Twain Square.
- f. Considering holding another Port Warwick Garage Sale event. Carolyn will champion the organization of this event for apartment and condo dwellers. BOD concerned that some people complained last year & Committee needs to prepare a letter advising residents and getting their concerns ahead of time. All understand that SOME residents will be opposed, but unless a large number complain the event can take place.**
- g. Habitat for Humanity is interested in holding a 5K race in PW sometime in June. The committee determined five events of this nature will be the max for each year. The information relating to the Habitat event will be passed to Debi Ernst. BOD said to pass the information to Debi – it is her responsibility.**

### New Business:

- a. Don Karas assumes the Chairperson duties on a temporary basis.
- b. DRAFT Charter for the Events Committee (Attached) was approved by the committee. **Request approval/signature by BOD. BOD will study, sign & return to me.**
- c. Debi Ernest will be attending every other Event Committee Meeting as a guest to keep herself updated on all important information.
- d. 2012 Event Committee Meetings will be held the third Monday of every month at 6:30 PM. The next meeting will be Monday, February 20, 2012 at 6:30 pm.

Respectfully,

Donald S. Karas

**Charter for the Events Committee  
of the  
Port Warwick Conservancy**

The Port Warwick Conservancy recognizes that it exists to represent the Port Warwick communities, consisting of interconnected groups that are impacted by personal and institutional choices. The Conservancy, being dedicated to promoting awareness of the current and future impacts of our actions, hereby authorizes formation of an Events Committee.

**MISSION:** The Events Committee will report to the Conservancy Board of Directors (BOD) on the state of events and provide recommendations both new events and for improvements to current events throughout Port Warwick.

**MEMBERS:** The Events Committee shall:

1. Consist of three to seven residents of Port Warwick, preferably with representation from a Class A, Class B, and Class C residences. Members will serve at the pleasure of the BOD, and will be appointed from volunteers in the PW community. The right to appoint and remove members of the committee at any time shall be vested solely in the Committee, provided however, that no member may be removed without the consent of the majority of the BOD.
2. Meet informally at least monthly. Meetings may consist of traditional type face to face meetings, or be “virtual” using email, teleconferencing, etc. A chairperson will be appointed at the first informal meeting after creation, and will serve a one year term.

**RESTRICTIONS:** The Events Committee is NOT authorized to financially or legally obligate the Association in any manner (contracts, services for hire, borrow money, purchase equipment and supplies, etc.) unless it has been specifically approved by the BOD. In the event that a quorum of BOD members is not available, the committee may expend up to \$500.00 from their operating budget without such approval.

**FUNCTIONS:** The Events Committee's charter includes oversight of event contracts, preparation of RFPs, review and evaluation of all contractor responses, and recommendation of selections for contract award to the Conservancy's Board of Directors. This Committee also provides oversight and assistance to the Conservancy Manager on all matters concerning events, to include validation of all work accomplished prior to payment. The Events Committee works through the Conservancy Property Manager to ensure a single point of contact for Contractors, but may request the Conservancy Property Manager to arrange meetings with Contractors to discuss problem areas or areas of concern.

**EVENTS:** The committee will be involved in three types of events.

1. Standing Events - Standing Events are those that are conducted periodically throughout a given fiscal year, and are repeated yearly. Thus far, those events may include:
  - a. Decorating Styron Square for the Holiday Season. Preparation for this event includes arranging for set-up and take-down of the Gazebo Christmas Tree, trim around the

Gazebo, and trim around street lamps on the square. This event is normally completed between Thanksgiving and New Year.

- b. Easter Egg Hunt. Preparation for this event includes decorating the chosen area, buying, preparing, and hiding Easter Eggs, conducting games for attendees, arranging for refreshments distributed during the hunt, and providing prizes for attendees. This event is normally held on the Saturday before Easter.
  - c. Port Warwick Day. Preparation for this event includes buying food and refreshments, games, and tableware for residents to use, obtaining and setting up tables and chairs for serving/attendees, and soliciting volunteers to serve food/clean up. This event will normally be held in April/May to coincide with the approval of the Conservancy Bylaws.
2. Spontaneous Events - Spontaneous events are those that are proposed as non-recurring events in addition to Standing Events. A spontaneous event will be championed by a member of the Committee, who takes responsibility for organizing, preparing for, conducting, and cleaning up after the event. An example of such an event is a neighborhood Pot Luck on one of the four smaller squares in the community.
  3. Port Warwick Foundation Events - PWF Events include the Port Warwick Art and Sculpture Festival (PWASF), the Summer Concert Series held on Styron Square on Wednesday evenings in the summer, and rental of Styron Square to interested parties for special events (weddings, fund raising, etc.). The Events committee will monitor all such events and provide input to the BOD as to acceptable functions or infractions to the Foundation contract.

**NEWSLETTER:** In addition to events, the Committee will prepare and publish a community newsletter bi-monthly (every other month) on or about the first of the month. The newsletter will focus on residents, events, and items of interest to the residents and property owners in the community.

**BUDGET:** The Events Committee shall have an operating budget consisting of a percentage of the proceeds from the sale of property in the community and proceeds from sale of Ads in the newsletter. The funds in this budget will reside in a separate account in Towne Bank, and at least two committee members will be authorized to deposit funds and/or write checks. On the occasion that a planned event will exceed the current funds, the committee will petition the BOD for the necessary funds. The budget will be audited every other year in conjunction with the annual Conservancy budget audit.

#### **COMMITTEE PROCESSES AND PROCESURES:**

1. There are no quorum requirements for the monthly informal meetings.
2. All recommendations put forth by the Committee must reflect the majority opinion of those in attendance. Minority opinions may also be forwarded.
3. The Committee will incorporate all BOD recommendations for charter changes, or provide rationale as to why they should not be incorporated.
4. The Committee shall report meeting notes to the BOD at the monthly BOD meetings.

**Approved by the Port Warwick Conservancy on the 26th day of January, 2012.**

Cortney Cunningham  
President