

PLVD Clubhouse Committee Meeting Agenda

Date/Time: 10/07/21 6:30 PM

Location: Clubhouse ([Zoom](#) also available)

1. **IMPORTANT!** Certificate of Operation Needed
 - a. Meeting with Fire Deputy Robert Drown on 10/12 at 5:30 PM to obtain "Permit of Assembly" aka certificate of operation
 - b. When was the last time the fire extinguishers were serviced - [It was determined that the 4 fire extinguishers for the clubhouse need to be serviced. Allison will take care of this.](#)
2. Monthly Event Calendar
 - a. Published on [Website](#)
 - b. Add to bulletin board at clubhouse - [Allison will purchase bulletin Board](#)
3. Clubhouse Utilities
 - a. Wifi is up!
 - b. Eversource - [Electric has been transferred to PLVD](#)
 - c. Eastern Propane - [To be scheduled, We will add the clubhouse to the automated schedule for the pumphouses that falls under PLVD](#)
4. Clubhouse Renting Approved
 - a. Review a couple examples and start to establish - [We still need to establish a policy in the coming months prior to renting out the facility. We also need to discuss updates that may be needed prior to this.](#)
5. **Upcoming Events!**
 - Pillsbury Lake Halloween Festival Saturday October 30 3-6:30 PM
 - a. Festival from 3-5
 - b. Costume Contest 5-5:30
 - c. Trunk or Treat 5:30-6:30
 - Open to Town of Webster
 - a. Flyer details posted in the grapevine
 - b. Flyer details to be posted in 10/17 Concord Monitor
 - c. FYI Most Webster Halloween events are being canceled this year due to COVID. Therefore we may have a larger turnout than anticipated. [We are still moving forward with our event and encouraging masks. We also plan to set up activities outside \(weather permitting\)](#)
 - Basket Raffles (Proceeds go to Clubhouse Event planning fund)
[We decided to keep the baskets at a 25\\$ limit for each basket. All baskets need to be provided by October 23 10 am clubhouse decorating day. We will take pictures of each basket and post online so people can see prior to the event. We will sell tickets for the baskets and put the name and phone number on the ticket they are submitting. 1 ticket for 3\\$, 3 Tickets for 5\\$, 5 tickets for 10\\$](#)
 - a. Those **Donating a Basket:**
 - Allison Marks
 - Jodi Marks
 - Cindy Chepke
 - Georgette Bachelder
 - Jennifer Buck
 - Elsa Chern
 - Christie Holland
 - Dora Collins
 - Sandy Estep
 - Mary Pepin

- i. Half the winnings for each game will go to Clubhouse Event planning fund Allison will post an announcement to bring cash to the event if they would like to participate in this
- g. Cornhole
 - i. Anyone have any boards? Still TBD, trying to get some boards
- h. Halloween Projector
 - i. Commissioner Goodwin is letting us use this for the event
- i. Next Planning Meeting
 - i. **Saturday Oct 23 10-12 (moved from Oct 16)**
 - ii. Bring any Halloween Decorations!
 - iii. Start cleaning out the upstairs storage room
- j. ~~50/50 Raffle~~ **2 Volunteers Needed** We decided to **NOT** proceed with the raffle at this event since we have other cash activities

6. Items to Discuss at October Monthly PLVD Board Meeting:

- a. Clubhouse Building Inspection
 - i. Identify top maintenance needs for 2022 budget
- b. Establish Policy for Clubhouse Rentals
 - i. Additional Insurance Policy Needed for those renting outside of PLVD
 - ii. Determine Fees
- c. Maintenance Funds
 - i. \$2,000 To Date
- d. Announce Pillsbury Lake Halloween Festival
- e. Mailbox -update to Clubhouse in January?

7. Open Agenda

- a. Future Event Ideas
 - i. Craft Fair Update? Town Hall collab? **Decided to hold off until next year**
 - ii. Bingo
 - iii. Cookie Swap (Date?)
 - iv. Soup Swap (Date?)
 - v. Yankee Swap (Date?)
 - vi. Self Defense Class (Summer 2022)

We discussed some upcoming events that we would like to start planning and getting the word out. On December 11 at 1-3 we will have a cookie swap with Santa event for kids. On December 12 at 6 PM we will have an adult only Christmas party. We will plan on a potluck style event with 50/50 raffle and yankee swap (20 \$ gift limit) . We can start planning these events at the next meeting. Allison will work on adding these events to the event calendar and creating a flyer in the meantime. We also discussed holding a New Years Day Brunch (Gary and Diane French to host) at the clubhouse. This will also be a potluck style event. We also discussed having sleigh rides again, like past years, in February. Sandy has a new contact for sleigh rides that she will check in with. We expect this to be 500\$ for the horses/sleigh. We can discuss this in the coming months. In summary:

Dec 11: Cookie Swap with Santa

Dec 12: Adult Christmas Party (potluck/yankee swap/ 5050 Raffle)

Jan 1: New Years Day Brunch

February: Sleigh Rides and BonFire

Action Items:

- **Allison will create a facebook event**
- **Sandy will reach out to her Sleigh Ride contact**
- **Updated Clubhouse Halloween Festival Decorating Date is October 23 10-12**
- **Raffle Baskets have a 25\$ limit. All Baskets need to be brought to the October 23 decorating meeting so we can take pictures and post online**

- **Allison will service the fire extinguishers and obtain permit of assembly**