

PLVD Clubhouse Committee Meeting Agenda

Date/Time: 9/23/21 6:00 PM

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

1. **IMPORTANT!** Certificate of Operation Needed
 - a. Identify areas that are off-limits until brought up to code - Primex Insurance report was provided with recommendations that will need to be evaluated at the PLVD monthly meetings. We need to obtain the Certificate of Occupancy prior to the Halloween Event. Allison Called TDS and added wifi for the clubhouse, to be installed within 7-10 days. Eversource is requiring additional documentation to be submitted so we are considered to be in good standing with the secretary of state. In the meantime Christie agreed to keeping the electric bills on auto draft until we get it switched.
 - b. This will need to be obtained annually
 - c. Allison is scheduling with Chief of Webster Fire DP
2. Monthly Event Calendar
 - a. Publish on Website
 - b. Allison or other available board members will have keys and need to open/lock building for each event
 - c. Add to bulletin board at clubhouse - Allison will purchase bulletin Board
3. Monthly Clubhouse Committee Meetings
 - a. First Thursday of Each Month - Next Meeting is October 7, Meeting time has been changes to 6:30 PM
4. Review new Clubhouse Website -<https://pillsburylakedistrict.com/clubhouse>
 - a. Add Event Calendars
 - b. Meeting Agendas/minutes
5. Lawn Care Sign Up Sheet
 - a. Allison can Create this and advertise on FB. A bulletin Board can be posted outside of the clubhouse door for sign ups. - All were in favor, We will likely start this next summer
6. Insurance Report Update
 - a. PLVS Board Members met with Insurance Provider last week -Insurance report with recommendations provided to clubhouse committee members. In summary, we will need to budget for major improvements next year to meet insurance recommendations.
7. Clubhouse Renting Approved
 - a. Review Emerald Lake Policy's and Establish our own - Brendan sent Allison a few examples that will be reviewed and discussed at upcoming meetings.
8. **Upcoming Events!**

Pillsbury Lake Halloween Festival Saturday October 30 3-6 PM - We decided to have the festival from 3-5, costume contest at 5:30, trunk or treat 5:30-6:30

 - a. Crafts/Vendors - We decided to NOT incorporate a craft fair and perhaps schedule this separately for Nov. We also discussed collaborating with the town of webster and hold at town hall.
 - i. Open to anyone - This event in general will be open to webster residents, Allison will reach out to the grapevine webster newspaper to publish event details
 - ii. ~~10\$ Vendor Fee to go towards Clubhouse Event planning fund~~
 - b. Basket Raffles (Proceeds go to Clubhouse Event planning fund) It was agreed upon that a clubhouse event planning fund is needed to assist with future events
 - i. Donations Needed Committee Members will each bring a basket
 - c. Kids Games
 - i. Bean Bag Toss
 1. Allison is making this
 - ii. Witch Hat Ring Toss
 1. Allison is purchasing this

- iii. Pumpkin Painting - Allison purchased paint and brushes, just need pumpkins
 - 1. Small Pumpkins, Paint, Brushes Needed
- iv. Touch/Guess Halloween Game (Supplies Needed) Still need volunteer for this
 - 1. HEARTS- Canned tomatoes.
 - 2. TEETH- Smalls Rocks.
 - 3. DRY SKIN- Cut up balloons.
 - 4. WITCH WARTS- Canned peas.
 - 5. WORMS- Cooked spaghetti.
 - 6. EYEBALLS- Peeled grapes.
 - 7. SPIDER LEGS- Grape stems.
- d. Costume Contest (5:30 PM Judging) We will need 2 judges, we will do Kids only, prizes will be needed
- e. Face Painting (Volunteer/Supplies Needed) - Supplies and Volunteer needed, we discussed keeping this to a simple design
 - i. 3\$ Charge (Proceeds will go to Clubhouse Event Planning Fund)
- f. Candy for Prizes (Donations Needed) - Hoping the community donates candy, Allison will post on facebook
- g. Discuss Free vs Chargeable Event (TBD) It was determined to make this a free event for webster residents. We will have a 50/50 raffle (two volunteers needed) and we already have tickets. Proceeds will go to the Clubhouse Event fund.
 - i. Pillsbury Lake Community Only vs Open to Everyone
 - ii. Free for Community Members? Charge for anyone outside of the community?
- h. Football Squares (Robert Anderson will run)
 - i. Winner will win money, half the winnings will go to Clubhouse Event Planning Fund
- i. Left/Right/Center Game (Robert Anderson will run)
 - i. Half the winnings for each game will go to Clubhouse Event planning fund
- j. Cornhole (More Boards needed)
- k. Bake Sale (Donations Needed) - Decided on doing this in the future/separate from the halloween event because we will already have a ton of candy
 - i. Proceeds will go to Clubhouse Event Planning Fund
- l. PLVD Community Trick or Treating to follow- It was decided that we will do a trunk or treat instead. We have atleast 5 clubhouse members that will decorate their cars and will open this up to the community as well. It would be nice to get around 10. Trunk or treat will be held in the lower parking lot from 5:30-6:30. We will have to mark off the spaces prior to the event start so noone parks in this area.
 - i. ~~6-8 Saturday October 30~~
 - ii. Need to Spread the Word via Facebook/flyers/newspaper?- Allison reached out to the Grapevine and created a flyer that can be shared on social media and printed out (depending on cost)
- m. Mask Policy it was determined that we would encourage masks for the indoor activities but not outdoor activities. The flyer states "masks encouraged for indoor activities"
 - i. Indoor-Required
 - ii. Outdoor-Optional for Vaccinated Guests
- n. Schedule Next Planning Meeting (Oct 7 and Oct 16 are upcoming meetings, Oct 16 we will plan on decorating and cleaning the clubhouse)

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

- a. Clubhouse Building Inspection
 - i. Identify top maintenance needs for 2022 budget
- b. Internet for Clubhouse Needed
- c. Establish Policy for Clubhouse Rentals
 - i. Additional Insurance Policy Needed for those renting outside of PLVD

- ii. Determine Fees
- d. Maintenance Funds
 - i. \$2,000 To Date
- e. Announce Pillsbury Lake Halloween Festival
- f. Mailbox - Keep P.O. Box or update to Clubhouse

10. Open Agenda

- a. Future Event Ideas
 - Many Future ideas were mentioned and include the following:
 - Bingo Nights
 - Craft Fair to be held in November depending on Certif of Occupancy/monthly board meeting discussion on insurance recommendations
 - Lisa offered to hold a Self Defense class next summer
 - Cookie Swap in December
 - Soup Swap
 - Yankee Swap
 - Family Christmas Party, 1 PM potluck TBD based on insurance recommendations
 - Christmas Cookie Bake Sale
 - We also discussed cleaning out the upstairs storage room and making that the official PLVD office