

**Cowell Homeowners Association  
Activities Committee Meeting  
Wednesday, February 1st, 2017  
4498 Lawson Ct Concord, Ca 94521**

**Present:** D.Glover – Chair, A.Steinberg, D.VonAustin, D.Zarges

**Absent:** M. Weinmann, S. Weinmann

Meeting called to order at 6:30pm by Donna Glover-Chairperson

**1. 2017 Walnut Country Events**

- Reviewed the change in date for Fall BBQ
- Discussed the 25% – 30 % No show for 2016 events and how to handle going forward
  - Write article for March Signal highlighting the No show % and lack of volunteers– Donna
  - Continue to track No Shows – Donna

**2. St. Patrick's Day – Saturday, March 11<sup>th</sup>**

- Sponsored by Nancy Bennett

**3. Spring Festival – Saturday, April 15<sup>th</sup> 10:00am – 2:00pm**

- Discussed combining with the Safety & Security Committee to include:
  - Red Cross, CERT, Animal CERT, CARES (Ham Radio Operations), VIPS (Volunteers in Police Service), SATURN (Salvation Army, Concord Police and Contra Costa Fire
  - Will setup tents/booths on the basketball court next to playground
- Reviewed the approved budget detail for this event being \$2,500
  - Astro Jump – 2 bouncy houses = \$400
  - Balloon Twisting & Face painting = \$800 ( 2 performers for 2 hours 11- 1)
  - Food & beverages = \$500
  - Plastic Eggs & fillers = \$300
  - Crafts = \$200
  - Prize baskets = \$100
  - Paper Products = \$200
- Last year's participation was about 400 people (145 kids with both parents and lots of grandparents)
  - Based on feedback, agreed to increase number allowed (including guest) from 5 to 6 this year
  - Monitor attendee numbers once Evite is opened for registration
- **Communications**
  - Start taking RSVP via Evite on Friday, March 10<sup>th</sup>
  - Signal article – March & April – Andy
  - eSignal – (March- twice and April once) – Donna working with Rich
  - Flyers around clubhouse – March 10<sup>th</sup> – Andy
  - Attend March Senior Potluck to announce and provide flyers – Donna
  - Entrances Signs to be hang on Friday, March 10<sup>th</sup> – Andy
  - send out blast email on March 15<sup>th</sup> – Donna
- **Activities**
  - 2 bouncy houses ( 4 and under & 5 and above) – Andy to order
  - Easter egg hunt by ages
  - Making 2 crafts – Donna to order
  - Agreed to add a jelly bean guessing contest for older kids – Donna
  - Balloon Twister & face painting – Donna to arrange
  - Characters walking around – Donna to work with Salinda
  - Safety & Security booths, fire truck and police car - Donna to work with Barry
  - Discussed food for kids – fruit cups, cookies, juice boxes and water
- 3 egg hunts by age category
  - Cut off at 8 years old
  - 2016 numbers:
    - 4 years & under = 57 kids (too large of an age span)
    - 5-7 = 28 kids
    - 8 -10 = 14 kids
  - Agreed to the following age schedule & breakdown:

- Under 3 years of age starting at 10:15 - 10:30
- 4-5 years old starting at 10:30 – 10:45
- 6 – 8 years old starting at 10:45 – 11:00
- **Plastic eggs**
  - No chocolate candy – it melts
  - Use stickers or toys instead of all candy
  - Agreed to fill at least 2000 plastic eggs (approx 700 per age category) - Andy
  - Maximum of 10 eggs per child – Donna will make signs and make announcement
  - Minimum of 5 eggs per child – Donna will make signs and make announcement
  - Need 2 prize baskets for each age category (total of 6 baskets) – Donna
  - Colored bracelets for age category
    - Andy to check inventory, but know we have lots from last year
  - Recycled plastic eggs
    - Andy checked and none left over from last year
    - Need recycle bins on event day – Andy
- **Food**
  - Agreed to keep it simple with fruit cups, cookies, water and juice boxes
  - Last year we make 200 fruit cups (30 lbs of fresh fruit from Safeway)
  - We have 5oz plastic cups left over from New Year's Party
  - 500 cookies on 6 platters
  - 300 waters – we have plenty left over
  - Juice boxes – last year 160 – Check inventory – Donna
- **Crafts**
  - 2 crafts – Donna to order
  - Setup tables with examples
- **Paper Products**
  - 5oz plastic cups – Left over
  - Napkins -400
  - Tablecloths – need to purchase a roll to cover craft tables
  - Dessert plates – check inventory
- **Decorations**
  - Plenty from last year - Egg hunting signs & caution tape for egg hunts
- **Character's Interaction**
  - Confirmed that Salinda will be providing character outfits
  - Volunteers to wear costumes
    - Boys Scout troop – Check with Mark that we need at least 10 scouts
    - Rod & Thor

#### 4. **Wine Tasting – Sunday, May 21<sup>st</sup> 3:00pm – 6:00pm**

- 2017 budget is \$1,000
- Requires security – Andy to arrange
- Plan on 125 people
- Discussed purchasing wine instead of using vendor to save cost
- Andy will be charge of picking out 5 wines and providing wine detail for tables
- No dessert wines
- Light appetizers
  - Last year we had Nothin Bundt mini cupcakes
  - 2- Cheese and fruit platters
  - Chocolate berries in cups
- CHOA Board members to pour at 5 tables

**Next Meeting** – Wednesday, March 1<sup>st</sup> 6:30pm @ Clubhouse lounge