

Cowell Homeowners Association
Activities Committee Meeting Minutes
Wednesday, February 22nd, 2023 - CHOA Clubhouse

Present: Gloria Birch, Elizabeth Wall, Nerissa Wetherell

Start: 7:52pm

End: 8:47pm

Gloria opened the meeting at 7:52pm, welcomed attendees and went over the agenda of items to be discussed.

I. Spring Festival - Saturday 3/25 - 9:30-11:30a @ Main Lawn

- Flyer & RSVP form
 - Gloria presented this year's Spring Festival flyer
 - We reviewed the Google RSVP form and made a few wording edits to ensure accurate headcounts
- Weather
 - A back-up date was chosen for the Spring Festival in case of extreme weather, Saturday 4/22
- Decor
 - Cinda Mah made several paper flowers for our photo backdrop decor
 - Ask to create two additional flowers in the yellow palette - one larger and one smaller
 - Omit red and white flower as it's not within the event theme colors
- Easter Egg Hunt
 - Nerissa bought a first batch of plastic eggs and egg stuffers. Some of the stickers will be too large for the eggs purchased, so the next order will need to include larger eggs
 - Elizabeth offered for her adult students at the Clayton Valley Charter High to help stuff eggs for the egg hunt
 - Egg hunt will be divided by the following age groups: 10a 3 & u, 10:15a 4-5yo, 10:30a 6-8yo, 11a last chance all ages
- Easter Bunny
 - Easter Bunny costume has been purchased so we can have it for future events
 - Easter Bunny will be available for photos at the event from 9:30-10a, and 10:30-11:30 to allow for a break for the costume-wearer during the egg hunt
- Entertainment
 - Petting zoo booked through TM Pony Parties
 - Zoo will require a minimum 15x15' space and easy access to water for the animals
 - No dogs allowed near the petting zoo to ensure safety of the animals and participants

- Animals included are generally ducks (3+), chickens (3+), goats (2), dogs/puppies (2), and bunnies when possible along with any baby animals they may have available
- We further discussed that there won't be a bouncy house at this event and that those will likely be booked for the Crossings Summer of Fun
- Volunteer Sign-ups
 - Gloria presented the Volunteer Signupgenius and made some changes to timing and volunteer counts to ensure we have the help needed
- Craft
 - Once we have the RSVP count, we will decide whether there will be enough budget to purchase a craft for children to make at the event
- Music
 - Gloria will explore options to have background music - utilizing the speaker in the storage room or asking a local musician to donate their time
- Charity Component
 - Sweet Beginnings Diaper Bank was selected for our Spring Festival beneficiary; we will collect new and gently used baby and toddler books for the diaper bank to gift alongside their diaper distributions

II. Blood Drive

- The Red Cross did a walk-through of our Clubhouse in January and agreed the space is adequate to host a blood drive
- A date was selected for the blood drive, 9/16, but will need to be changed as it is on a high Jewish holiday and we want to ensure all can participate
- Gloria will work with Janaye Silva to pick an alternate date and book the Clubhouse

III. Additional 2023 Events

- Dates were chosen for our Summer of Fun, timing TBD
 - Saturday 6/3: evening concert & food trucks
 - Saturday 8/19: morning fun run on Larwin, water balloons, run through the sprinklers, ice cream truck, bouncy house, possibly bubbles entertainer
- We discussed the option of Movies on the Green around time changes to allow for an early start time for the movie. Hire security guard to allow for BYOB. Date to be further discussed
- Gloria to further discuss ask for senior and adults-focused events with General Manager

Next steps:

Next meeting will be on:

- Thursday, March 16 @ 7:45pm

Assigned jobs

- Gloria Birch
 - Check in with TM Pony Parties on raincheck date and COI
 - Check supplies in storage: paper plates/cups/napkins, bracelets, etc
 - Double-check swim team schedule to ensure no conflicts for Summer events
 - Purchase volunteer thank you gift cards
 - Purchase golden eggs if budget allows
 - Discuss adult events with GM
 - Discuss option to purchase projector and screen with GM
- Elizabeth Wall
 - Begin filling easter eggs with CVCH students
- Nerissa Wetherell
 - Purchase additional plastic eggs and fillers as RSVPs come in

Other next steps:

- Decide on Spring Craft pending the RSVP count, if budget allows
- Assign Easter Bunny wearer
- Fill Easter Eggs
- Decide on golden egg prize/if we will do the golden eggs
- Create event space map
- Decide on Adult focused event
- Think through food option for guests with allergies for Spring Fest

Gloria asked the group if there were any further questions/comments/ideas, thanked everyone for coming, and closed the meeting at 8:47pm.