

**Cowell Homeowners Association**  
**Activities Committee Meeting Minutes**

Thursday, January 19th, 2023 - CHOA Clubhouse

Present: Gloria Birch, Cinda Mah, Jenelle Rudden, Vania Vale, Nerissa Wetherell

Start: 7:32pm

End: 9:06pm

Gloria opened the meeting at 7:32pm, welcomed attendees and went over the agenda of items to be discussed: Spring Festival, an adult-focused event, and a possible blood drive.

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

- Welcome table
  - Set up welcome table more prominently at the entrance to the main lawn area to capture as many attendees as possible.
  - As in previous years, residents will be allowed to guests to this event
    - \*After the meeting, Gloria re-reviewed past event notes and saw that residents were allowed up to 6 attendees per household. Total headcount will be re-discussed with the Activities Committee and GM
    - Guest count will be managed via Google Forms invite
  - Pass out color coded wristbands for children participating in the egg hunt
  - Guess the m&m jar - this was popular in previous events and we will repeat it again this year. Winner takes home the jar.
- Food & Beverage
  - Order donuts from local donut shop, glazed and pink frosting with sprinkles or similar. One per attendee, plan on 600 donuts
  - Purchase self-contained fruit so we can eliminate the need to slice fruit - bananas and cuties. 500 bananas and 600 cuties
  - Beverages will be hot coffee, water bottles and juice boxes
    - Discussed solutions to brew and serve coffee. Decided the large self-contained 100-cup coffee maker/dispenser will likely be best. We'll need 2 to begin - one for caffeinated and one for decaf coffee
    - Beverage table will be set up on the lawn area closest to the pool deck so we can bring down a power cord to plug in the coffee pots
- Event Layout & Seating/Tables
  - Discussed layout options for the event and decided to keep it to the same location on the main lawn beneath the main pool for access to power and ease of organizing egg hunt on the sloped lawn
  - Guests will be invited to bring their own chairs/blankets
  - A few groupings of chairs and cocktail tables will be set up for guests near the food area - understanding it won't be enough for all attendees, it will give a place to rest and put down a cup of coffee and foster community mingling

- Easter Egg Hunt
  - Egg hunt will be divided by age groups: 3 and under, 4 & 5yo, 6-8yo, and a make-up egg hunt for latecomers
    - There will be a posted limit to how many eggs each child may collect
  - We will request plastic Easter eggs from the community to reuse, having them drop off eggs at the Business Office starting the week of 2/27
  - Easter egg fillings will include items such as stickers, temporary tattoos, and candy (hard candy in the past was not popular as it's a choking hazard for young children)
  - Eggs to be filled by Activities Committee and possibly Clubhouse staff
  - Previous years had 3700 eggs, we will aim for the same
  - Previous year had 2 golden eggs per age category, those who found the golden egg got to trade it in for a big prize (Easter basket full of prizes). This year we may put a \$5 Target gift card in it instead to simplify
- Easter Bunny
  - Gloria received estimate to rent Easter Bunny costume (\$250) - decided it makes more sense to purchase our own costume (\$140) and have a volunteer dress up and we can reuse it each year.
  - We will reuse the wooden hexagon prop purchased for Winter Fest and decorate with large paper flowers as a photo backdrop with the Easter Bunny
- Additional Entertainment
  - Discussed options for additional entertainment - bounce houses, face painters, balloon twisters, petting zoo, etc
    - 3 Face painters for 2 hours cost \$900, balloon twisters would be more. Zoo is \$550 for 2 hours.
    - Concern of bounce houses being a little dangerous - if we did bounce houses we would need one for younger kids and one for older kids
  - Given costs and expected headcount, we decided the petting zoo is likely the best choice.
    - Petting zoo allows us budget for a craft
- Crafts:
  - We had 6 craft tables at Winter Fest that were very popular. We would need at least 6 tables again for Spring
  - Ideas: picture frame or cardboard bunny ears. Need to explore feasibility of these options given the quantity of expected attendees
- Charity Component
  - Discussed several options: book drive, food drive, birthday party kits for Monument Crisis Center
  - Decided on book drive
- Volunteers:
  - Gloria discussed best way to thank Volunteers and we decided the \$5 gift card is nice and we will continue to do that.

## II. Adult-Focused Events

- The Business Office let Gloria know that there was an ask to bring adult-focused events into the 2023 Events Calendar. Several ideas were discussed:
  - Summer concerts & food trucks once stage is built
  - Summer morning Yoga on the Green once the stage is built
  - Cultural night - resident booths can be set up with items for sale
    - Discussion how there are many cultures represented in the Crossings
    - Could have music, food trucks, maybe a large paella maker
  - Bringing back the Smokestack Boutique - this used to be hosted over a weekend at the Clubhouse with local makers and artisans to sell their goods around the Winter holiday season
    - See if the Clubhouse could manage this given all of the needed paperwork to rent out the booths etc.
    - This was very well received in the past
  - Danville Cheese Gal can do grazing board classes
    - \$250/hour for 25 attendees, plus \$40-90/attendee. She brings all food, supplies and attendees keep their cutting board.
    - Waiting to hear back on whether she could do two classes back-to-back to accommodate more residents. CHOA would cover the \$250/hour rate, and residents would pay for their individual spots
  - Trivia night similar to Calicraft, using an app for the trivia
- Gloria to discuss options with the Board and GM

## III. Blood Drive

Gloria discussed the possibility of hosting a blood drive at the Clubhouse for residents to donate blood. Janaye Silva at the Red Cross is our point of contact.

- A minimum of 35 donors will be necessary
- Committee agreed hosting it on a Saturday would be best so it can be well-attended
- Gloria waiting to confirm the space is suitable and will determine next steps

## IV. Miscellaneous

- Discussed Summer of Fun ideas - fun run around Larwin (3-4 laps), water balloon toss, bubbles entertainer, music, run through the sprinklers, ice cream truck, possibly frozen margaritas/pops
- 1-2 Summer Concerts to be planned once stage is built - local bands and food trucks
- Gloria distributed CHOA Committee Applications to attendees to fill out

## Next steps:

Next meetings will be on:

- Wednesday, Feb 22 @ 7:45pm
- Thursday, March 16 @ 7:45pm

## Assigned jobs

- Gloria Birch
  - Send out meeting invites via Google calendar for Committee to accept/decline
  - Purchase Easter Bunny costume
  - Details on petting zoo & booking
  - Confirm need of table rental
  - Ask GM to purchase coffee makers
  - Ask GM to coordinate with gardeners to let grass grow longer in the space where the egg hunt will be conducted
  - Ask GM to send out call for plastic eggs to residents to reuse for Egg Hunt
  - Think through food for children with allergies
  - Delegate contacting Sweet Beginnings to see if they'd like to be the recipient of the book drive and what ages they cater to with their book distribution
  - Create Event Flyer
  - Create Google invite form
  - Schedule Clubhouse walk through with Red Cross
- Cinda Mah
  - Look up patterns to create 18" paper flowers - we will need 3 large and about several small flowers to decorate the photo backdrop
  - Call local donut shops for estimate on ordering 650 donuts
- Vania Vale
  - Once guest count firmed up, purchase beverages (honest juice boxes, ground coffee, water bottles) & fruit (bananas and cuties)

## Other next steps:

- Decide on Spring Craft
- Assign main point of contact from Committee for book drive
- 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

Gloria reviewed what was discussed during the meeting, thanked everyone for coming, and closed the meeting at 9:06pm.