

MINUTES
RECREATION COMMITTEE
TOWN OF COVENTRY
Wednesday November 28th, 2018 at 6:00 p.m.

Board Members Present:

Martha Sylvester/Chair, Kelley Collins, Amber Lucas, Kate Fletcher

- 1. Martha Sylvester called the meeting to order at 6:03 p.m.**
- 2. Approve the minutes of the October 24, 2018 meeting**
 - Kate Fletcher made the motion to approve the minutes of the October 24th, 2018 meeting. Seconded by Martha Sylvester.
 - Minutes of the October 24th, 2018 meeting approved and signed as written.
- 3. Allow for Public Comment**
 - No public comment.
- 4. Committee roles:**
 - Martha asked if anyone preferred a particular role. Roles are as follows:
 - Treasurer: Kelley Collins made a motion to nominate Heather Sylvester, seconded by Martha. Heather Sylvester was unanimously elected Treasurer.
 - Secretary: Martha made a motion to nominate Kate Fletcher. Amber Lucas seconded. Kate Fletcher unanimously elected Secretary.
 - Vice Chair: Kate Fletcher nominated Kelley Collins, Amber Lucas seconded. Kelley Collins unanimously elected Vice Chair.
 - Martha will bring the final list of officers to the Select Board meeting on Monday, December 3, 2018
- 5. Holiday Tree and Cookie Exchange**
 - The date for this event will be Saturday, December 15, 2018 from 4-6 pm.
 - The tree will put up in front of the Community Center.
 - Kate recommended we ask Breezy Hill Acres to donate a tree. Martha will approach the owners and if they agree to donate, we will promote their business on the advertisement/flyers for the event.
 - We will need a tree stand, lights, garland, plastic ornaments, and a star or tree topper.

- We will have to purchase cocoa, marshmallows, and cups.
- People will be bringing cookies and we will provide sandwich bags to put the cookies in. People are encouraged to bring the cookie recipes on cards to exchange as well.
- Kelley recommended we also have holiday caroling.
- Kate will ask Sara Doncaster if she will help.
- Time will be from 4 pm to 6 pm. Schedule will be the tree lighting and caroling, followed by the cookie swap & cocoa.
- Advertise the event in newspapers, town website, school website, parent's club website, school sign, front porch forum, and hopefully the radio.
- Flyers will be sent home with students at CVS and Kelley will do an "alert now" message.

6. Other Business

- Martha discussed the VLCT Open Meeting Law training Tuesday, December 4, 2018 from 2-4 pm. The Recreation Committee needs to give a head count of attendees to Amanda Carlson. Martha briefly explained the rights of public information and open meetings.
- Town report submissions are due at the end of December. The Recreation Committee will do a group photo and Martha will work with Heather on a budget to present. The Select Board will have the final say on the committee budget.
- Martha will be attending the Select Board meeting on Monday, December 3, 2018.
- Martha will discuss the voter informational meeting at the December meeting.
- The school will be getting the town skating rink for next winter. The students will maintain the rink at CVS as part of their community service.

7. Set Next Meeting

- The next meeting will be on Wednesday, December 19, 2018 at 6:00 pm at the Coventry Community Center.

8. Meeting adjourned at 6:34 p.m.

The next Recreational Committee meeting will be held on Wednesday, December 28th, 2018 at 6 p.m.

Martha Sylvester / Chair

Kelley Collins

Kate Fletcher

Amber Lucas