

Zaharis PTO

Carnival Meeting Minutes

7:30am - Monday, October 3, 2011

- Meeting opened by Chairperson, Rebecca Squires. Details of the agenda express Rebecca's gratitude toward each subcommittee chairperson and every individual involved with putting together the event. She asked for each chairperson, in turn, to comment on their specific area.
- Carnival Committees:
 - Donations: Carrie Kerns
(Carrie you did a wonderful job on collecting donations and running the raffle throughout the evening. You did a marvellous job and things ran so smoothly. Thank you.)
 - Requesting a new, smaller raffle holder/spinner
 - Communications: KeriAnne Zimmerman
(KeriAnne all the flyers looked professional and went out timely. The public was informed and we got the word out well. Thank you.)
 - Together with Kelly Bickle's input; she feels there is a need to re-design the format and appearance of the ticket order form for purposes of drawing attention to the differences which will be introduced next year as well as making it more eye-catching and simple to read
 - A ZBC announcement has been created for broadcast on the 28th, 29th & 30th reminding students of the Carnival and the process of 'late-pre-order' pick-up
 - A discussion related to participation/use of carnival features led to the idea of informing via pre-carnival informational flyers as well as announcing during the carnival via the DJ of the 3 areas we noticed did not receive many visitors – Prize Holding Station, Userly Mountain Regional Park Booth and the Fingerprinting station
 - Entertainment: Sherree Butterfield
(Sherree all the vendors arrived on time and knew exactly where to set-up and everything operated well. Thank you for your dependability.)
 - Additional lighting near entry/ticket area was identified as a need for next year
 - Suggestion was made to alter the structure of fees / wristband for next year to improve the issue of lengthy lines
 - Possibility of establishing a additional / separate ticket for Bungee & Rock Wall
 - Observation was made based on attendance and participation this year that maybe next year we could do well with one more big, obstacle-course-like inflatable and one less small inflatable
 - DJ did a good job. Next year we need to utilize the DJ for making additional announcements (as mentioned above in Communications)
 - Food & Games: Edith Foster
(Edith had everything planned so well. Everyone knew how to help and was put to work efficiently. The games were fun, entertaining and ran well throughout the night. The food was good and the companies hired were polite and efficient. Thank you and your committee for the time and effort you all spent.)
 - Food: All vendors had a successful evening, and attendees seemed happy with selection
 - Games: Some fun, new games along with 'original' favorites created a good mix of activities which satisfied the kids

- Total Estimation Jars equaled 183
- Prizes: May need to create a plan of action for next year for volunteers to be able to borrow prizes from an 'overflow' bin in order to keep all 'booths' open
- For next year, the expectation of keeping all games open until close of carnival will be made clear
- Suggestion was made to create two (shorter) shifts for operating games to alleviate potential 'burn-out' and also to assist with set-up and clean-up staffing
- Another recommendation was made for a list to be created that informs the sellers at the ticket booth of the name of the game, its location, the number of tickets it requires, and the prize rewarded at the game
- It was agreed upon that the PTO will look into and consider purchasing a new, longer hose which will be beneficial for the dunk tank and for clean-up
- Ticket Sales: Kelly Bickle
(Kelly the ticket sale lines were short and the clerks were efficient. Everything is well calculated. Because of your exact accounting we have an accurate amount for revenue. Thank you for your time and precision.)
 - Ticket booth remained busy the entire night; yet without long wait-times
 - 10 t-shirts sold and many order forms were given out
 - A comparison of all 'ticket sales' from last year to this year revealed that
 - almost exactly the same number of wristbands were sold each year
 - game ticket sales were just slightly higher this year
 - raffle ticket sales this year were less than half of the total sold last year
- Volunteers: Diane Taylor
(Diane the volunteer system was impeccable. Every station was taken care of and reliable. Your ability to recruit volunteers was amazing to watch and thanks to you and your volunteers we were able to not worry about the details, and rely on the volunteers running the event. Thank you for your dedication to making it a seamless event.)
 - Greeters keeping gate entry count: 2240 carnival attendees!
 - Suggestions were made to improve the role for volunteering;
 - 'gate-keeper' - a new role; allowing volunteers in, keeping early attendees out
 - 'game-operators' - additional high school service organizations and shorter shifts
 - 'set-up shift' - shorter shift with efficient use of time; teams of individuals to perform particular tasks with detailed, written instruction
- Treasury: Alyson Sawkiw
(Alyson, thank you for your endless service in our accounting area. You are very precise and reliable and we appreciate you making this event run smoothly and accurately.)
 - Identified the need to have a building key on a 'responsible-party' near the ticket booth for ease of deposit and change-making process
 - Reported a \$1,005 profit in food sales
- Chairperson: Rebecca Squires
 - Opened the meeting discussion to miscellaneous topics, concerns, comments:
 - Attendance of non-supervised students under the age of 18; most likely will be enforced next year that all attendees under the age of 18 must be accompanied by an adult
 - Ideas on line control for next year included establishing a separate fee for 'big-attractions', stakes with 'line' rope, and additional 'big-draw' inflatable

Overall 2011 Carnival was a huge success!