|  |  |
| --- | --- |
| caov-logo  | khmerottawa **The Cambodian Association Ottawa-Valley** L’Association des Cambodgiens de l’Outaouais  55 Eccles Street, Ottawa, ON K1R 6S3       Tel: (613) 864-5167  |

**Meeting Date:** March 6, 2025

**Time:** 7:30pm – 8:30pm  **Place:** Google Meet

**Attendees:** Samnang Eam, Allysa Olding, Samuel Hem, Sopear Tep, Vannary Sok, Sophal Thin, Veasna Vong

**Agenda:**

**7:30** Greeting

**7:35** Khmer New Year Agenda/Evening Program

**8:00** Tasks and Responsibilities

**8:15** Open discussion

|  |
| --- |
|   **Meeting Minutes**  |
| See attached for Khmer New Year schedule 1. **Urgent Action Items**
* **Sopear** - email the Ukrainian hall to confirm a date to pay the balance of the rental, bring liquor licence, ask about requirements on serving beer and questions regarding the kitchen for our caterer
* **Veasna** - inquire about security and mention that we need actual crowd control to not go over our capacity of ~350 people
* **Samnang** - to confirm the number and names of children performing so the certificates can be made
* **Samuel** – order posters of our flyer and distribute throughout the community (by weekend of March 15th or sooner), get Smart Serve
* **Allysa** – to check if a friend would be willing to take some photos of the event, get Smart Serve
* **Everyone** – to reach out and look for volunteers: an extra hand for the door/donation table otherwise Allysa has volunteered, students looking for volunteer hours to help decorate, set up/take down, clean up etc., door greeters to dress up in traditional clothing
 |
| 1. **Khmer New Year Tasks and Responsibilities**

 Samnang  * CAOV banner
* Ask dad to bring back a Khmer flag
* Organize/Arrange traditional outfit dressed greeters (if we find any)
* Bring donation box
* Help arrange 50/50 sellers

Allysa * Bring ice – 5 bags
* 2 dozen roses for performers
* Design and print certificates for the participants
* LCBO – 2 boxes of white wine, 2 boxes of red wine, 4 bottles of Hennessy
* Red cup shot glasses

Vannary* Price sign for Hennesy shots $8 per 1.5 oz shot
* Work with Sophal about decorations: budget ~$100

Samuel* Together with Sophal/Pear - Costco: 35 cases of beer 15 Corona, 20 Heineken, pop: Coke, Pepsi, Sprite, Gingerale, Crush Variety x2 cases, juice boxes 1 case, chips 2 boxes, water 10 cases, wine glasses, limes
* Help unload/set up

Sopear* Together with Sophal/Pear - Costco: 35 cases of beer 15 Corona, 20 Heineken, pop: Coke, Pepsi, Sprite, Gingerale, Crush Variety x2 cases, juice boxes 1 case, chips 2 boxes, water 10 cases, wine glasses, limes
* Bring cut limes for Corona
* Check supply inventory and update

Veasna* Get change for the bar ($200 change float), bring cash box
* Help unload/set up
* Bring ladder to help with any decorations

 Sophal * Work with Vannary about decorations ~$100
* Together with Sophal/Pear - Costco: 35 cases of beer 15 Corona, 20 Heineken, pop: Coke, Pepsi, Sprite, Gingerale, Crush Variety x2 cases, juice boxes 1 case, chips 2 boxes, water 10 cases, wine glasses, limes

 **EVERYONE is to meet at Ukrainian Hall @ 1:00pm or 3pm (previously discussed) for set-up**. **Once set-up is complete you are welcome to leave and are asked to return by 6:00pm.** **EVERYONE is also responsible for clean-up at the end of the event**  |
| 1. **Miscellaneous**

  |
|  **6.  Next Active/BOD Meeting - TBD**   ***Meeting Adjourned.***  |