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| 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

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| **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.*** |