



**Corporation of the Municipality of South Huron  
Community Hub/Recreation Project Steering Advisory Committee  
Minutes  
July 17, 2018  
6:00 PM – 8:00 PM  
Carling Room**

**Members:**

Chair, Dawn Rasenberg  
Mayor Maureen Cole Ex-Officio  
Councillor Craig Hebert  
Councillor Ted Oke  
Peter Hrudka  
Robert Oud  
Craig Ivatts  
Ron Mayer

**Regrets:**

Vice Chair, Mike Ondrejicka  
Darlene McKaig

**Staff:**

Scott Currie, Communications & Strategic Initiatives Officer  
Sean Dillon, YMCA  
Megan Goss, Recording Secretary

**1. Call To Order**

The chair called the meeting to order at 6:00 PM.

**2. Agenda**

**Motion:** 49-2018

**Moved:** Oud

**Second:** Ivatts

**Disposition:** Carried

**That the Agenda for July 17, 2018 be as presented.**

**3. Disclosure of Pecuniary Interest and the General Nature Thereof**

None

#### **4. Minutes**

**Motion:** 50-2018

**Moved:** Hrudka

**Second:** Oke

**Disposition:** Carried

**That the minutes of July 12, 2018 be adopted as presented.**

#### **5. Business Arising**

5.1 LeisurePlan International will start as soon as possible after the communication process is complete.

#### **6. Business to be Discussed**

##### **6.1 Fundraising Feasibility Study**

Important to note the scope of work of the committee for this RFP as it will be the job of the committee to identify businesses and individuals who are likely to make a donation or support the project. This is a quiet phase of the campaign where the designate would seek funding and then open it up for those who may want to give.

The consultant is also going to want to connect with those who may be connected with a lead donor. Consultant will identify other factors that may hinder the process and they will make recommendations for making the project more attractive. They will also identify volunteers who should be involved in the fundraising process.

Under item 2 bullet F in the scope add "including a proposal of support and ongoing leadership of the consultant throughout out the campaign and cost and scope of services".

Mayor Cole left meeting at 6:27 PM

Sponsorship is not within this RFP's scope.

Dillon to amend item 2 bullet F of the scope and send to municipal staff for formatting.

#### **7. Work Plan Review**

About 6 weeks behind the original work plan. LeisurePlan International will be a minimum of 4-6 weeks to complete the calling.

Site tours- Site tours are booked for Monday July 23<sup>rd</sup>. Dillion will try to change the date of the site tours to July 31<sup>st</sup> and will confirm with staff so staff can notify committee. This tour will take place in lieu of a regular committee meeting.

Part of the YMCA's contract includes a commitment to hold focus groups- add to an August agenda.

#### **8. Committee Updates**

None

## 9. Correspondence

None

## 10. Key Messages

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## 11. Adjournment

**Motion:** 51-2018

**Moved:** Hrudka

**Second:** Ivatts

**Disposition:** Carried

**That the Community Hub/Recreation Project Steering Advisory Committee hereby adjourn at 7:19 PM to meet again on August 14 at 6:00 pm or at the Call of the Chair.**

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Dawn Rasenberg, Chair

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Megan Goss, Recording Secretary