AGENDA
VETERANS DAY COMMITTEE

Vicki Warren
Jordan Ehrenkranz

November 9, 2016
4:30 p.m.

Canyon Lake Council Chambers
31516 Railroad Canyon Road
Canyon Lake, CA 92587

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comments
5. Introduction of Committee Volunteers
6. Accept Meeting Minutes

   6.1 October 18, 2016
7. Plans for November 11, 2016 Celebration
8. Adjournment

Next Meeting Date: To be determined

MINUTES

REGULAR MEETING OF THE CANYON LAKE VETERANS DAY COMMITTEE

November 1, 2016 4:30 p.m.

Canyon Lake Conference Room
31516 Railroad Canyon Road
Canyon Lake, CA 92587

1. Call to Order

The meeting was called to order at 4:30 p.m.

2. Pledge of Allegiance

Bert Barbay, Canyon Lake Resident, led the Pledge of Allegiance.

3. Roll Call

Present: Committee Chair Vicki Warren and Committee Member Jordan Ehrenkranz

4. Public Comments

There were no public comments.

5. Introduction of Committee Volunteers

There was discussion regarding some of the Committee Volunteers not being in attendance at the meeting, but were on the volunteer list.

6. Accept Meeting Minutes

6.1 October 18, 2016

The minutes for October 18, 2016 were accepted with a change. Committee Member Ehrenkranz was present at the October 18, 2016 meeting, but the minutes included in the agenda packet indicated that he was absent. The minutes would be amended.

7. Presentation by Kathy Barbay

Kathy Barbay, with the Quilts of Valor group, was introduced. Ms. Barbay discussed the various ways that people could contribute to making the quilts, and the pattern that she uses. She went on to display what the Quilt of Valor looks like and the wording on the quilt. She stated that there would be two quilts given away this year, one for a woman and one for a man.

There was discussion regarding who the quilts were given to in the previous year, and how they decided who would receive the quilts. This year the quilts would be given out with a drawing, and the person must be present.

There was discussion regarding the drawing and presentation of the Quilts of Valor at the Veteran's Day event. Committee Chair Warren asked that as many of the Quilts of Valor volunteers as possible be in attendance, and line up in front of the stage for recognition. She asked that Ms. Barbay go into some detail at the event to let people know about the Quilts of Valor group.

There was discussion regarding previous recipients.

8. Quilts of Valor

This item was addressed under Agenda Item 7.

9. Plans for November 11, 2016 Celebration

Committee Chair Warren went through a list of tasks. The balloon arch had been ordered, the banner application had been submitted to the Property Owners' Association (POA) for the banners near the gates, the banner with names had been ordered, the hot dog barbeque was confirmed with Coldwell Banker but the exact location needed to be determined.

Administrative Services Manager Mike Borja stated that a food permit may be needed for the hot dog barbeque. He stated that the City could absorb the cost of the food permit. There was discussion regarding what was needed for the permit.

There was discussion regarding whether or not there would be food specials at the Canyon Lake Country Club. It was stated that there had not been a lot of participation the previous year so there may not be specials this year. There would be discounts offered.

There was discussion regarding the first aid station, and the layout of the event.

The POA would be providing breakfast, coffee, and bottled water for the event.

There was additional discussion on the layout of the event.

Veteran's bricks were discussed. Administrative Services Manager Mike Borja provided an update on the installation and number of spaces left. There was discussion regarding expanding where the bricks were placed for additional space.

The chairs and tables arrangement was completed, and the invoice was paid.

The Choraleers were scheduled for the event, and Committee Chair Warren was going to contact the group for an updated list of songs.

The emcee was discussed, as well as the payment for the emcee. The keynote speaker and his presentation were discussed. The flag raising was discussed, the "Proud To Be American" performance was discussed. The presentation of the roses and laying of the wreath was discussed.

There was discussion regarding an honorary guest.

There was discussion regarding the changes in who would be doing announcements, and the program that would be provided to all attendees.

The Field of Honor Flags were discussed. There was discussion regarding the golf cart transportation for people who needed assistance, the invitations were sent out, the pastor for the event was discussed.

The presentation regarding women in the military was discussed. There was discussion regarding getting water donated to the event, and there was additional discussion regarding the hot dog barbeque. Administrative Services Manager Borja stated that he had been in contact with CR&R and they would be providing trashcans for the event.

The Pledge of Allegiance presentation was discussed. The posters for the event had been distributed to local businesses.

There was discussion regarding donations and payments to vendors. The flyover was discussed. Updates to the Veteran's List were discussed. The Volunteer List was discussed.

The maintenance crews were contacted so the Veteran's Memorial area would be cleaned up before the event. There was discussion regarding making sure that the flag used in the ceremony was clean and in good shape, and that the key for the lock box on the flag pole was at the event.

Lanyards were passed out to the volunteers for the event.

There was discussion regarding an additional meeting before the event. A meeting was set for November 9, 2016 at 4:30 p.m.

10. Adjournment

The meeting was adjourned at 5:45 p.m.

Respectfully submitted,

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Ariel M Hall
City Clerk