

The 2004 Caressant Care  
Woodstock Rotary Dragon Boat Festival  
Saturday August 7, 2004  
Pittock Conservation Area

**Meeting Minutes**  
**Date: Monday July 5, 2004**  
**Location :Quality Hotel and Suites**

**2004 Committee Members:**

Dave Harris (chair)	<input checked="" type="checkbox"/>
John Brittain	<input checked="" type="checkbox"/>
Don Stoddart	<input type="checkbox"/>
Robin Ferro	<input type="checkbox"/>
Ed Fabian	<input checked="" type="checkbox"/>
<b>Website</b>	
Charles Binkle	<input type="checkbox"/>
Dana Wells	<input type="checkbox"/>

Lisa Wells (Co-Chair)	<input checked="" type="checkbox"/>
Bruce Cunningham	<input type="checkbox"/>
Marg Freure(rec.secretary)	<input type="checkbox"/>
Linda Shank	<input type="checkbox"/>

**Rowing Club**

Don Mackenzie	<input type="checkbox"/>
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Ruth Buchner	<input type="checkbox"/>
Dave Poole	<input type="checkbox"/>
Harvey Silverthorne	<input type="checkbox"/>
Richard Holmes	<input checked="" type="checkbox"/>

**UTRCA**

Chris Earl	<input checked="" type="checkbox"/>
Jennifer McLeod	<input type="checkbox"/>
Randy Murray	<input type="checkbox"/>

1.           **Sponsorship:** Harvey Silverthorne, Richard Holmes, Ed Fabian
  - a. Dave to send updated list to John B. for signage to be done
  - b. Committee to finalize sponsors by end of week
  - c. Dave to get gate passes and have them delivered to sponsors. Melissa Lowes has offered to help
  
2.           **Teams:** Dave Harris, Robin Ferro, Linda Shank, Marg Freure
  - a. Dave to arrange for pledge drive this year. \$300 shopping spree at Intersport.
  - b. Boat from rowing club confirmed
  - c. Dave to make a rack for lifejackets
  - d. Lifeguards confirmed
  - e. Still working on hiring steerspeople
  - f. Team numbers are at 29 right now
  
3.           **Advertising and Promotion**– Lisa Wells, Bruce Cunningham
  - a. Lisa to run ads in paper on Tuesday and Saturday (Oxford Review) to promote the festival
  - b. Lisa will look after getting the program flyer made. Dave to forward artwork from GWN and a sample of last years.
  - c. Event info to Radio Stations
  - d. Press release to be sent to Sentinel Review
  - e. Invite Elliot Ferguson from Sentinel Review to Practice Sessions
  
4.           **Land Activities and Vendors:** Dave Poole, John Brittain, Ruth Buchner

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- a. Caterpillar – confirmed
  - b. John to check with Oxford communications on the Radios
  - c. Dave Poole to check with Kevin Kitching re inflatable kids rides
  - d. Don Stoddart to call Paul re Dragon Dancers
  - e. Ruth will confirm with dignitaries for opening ceremonies at 11:00am
  - f. Keith Latter (clown) to be confirmed – Don
  - g. John to make sure signs are updated and put up
5.           **Medals and Trophies:** Don Stoddart
- a. Shirts 50 have been ordered for this year without the year on them
  - b. Medals and trophies are coming in
6.           **Website:** Charles Binkle, Dana Wells
- a. Reviewed web stats from last month. There is more usage immediately following e-mails to paddlers
7.           **Upper Thames:** Jennifer Macdonald, Randy Murray, Chris Earle
8.           **Finances** – Perry Lang
- a. Financial projection is for a \$11,000 profit if all sponsors come on board.
  - b. Dave to follow up on Insurance\
  - c. Ken Gene's contract for course setting is signed
  - d. GWN has all postdated cheques

**Next Meeting Tuesday August 3, 7:00pm at Pittock Day Use Area**