

Carleton Camporee Team Meeting #1  
Sunday, 19 Feb 2023, at 19:00

#	Item	Who	Notes
1	<b>Welcome/Introductions</b>		
	Welcome	Brian Lypps	Introduction to returning team
	Carleton Events evolution	Ross Trusler	How we got here
	Attendance	Ross Trusler	<a href="#">Self Check-in sheet</a>
2	<b>Section Representative Orientation</b>		
	Intro to event	Brian Lypps Kelly Fontaine Ross Trusler	Order of Events (see Team <a href="#">Timeline document</a> ), key info, other notes Explanation of rotations Park Maps, what is where
	Intro to assets	Dave Skinner Steve Redshaw Ross Trusler	What activity equipment do we have? Website, Mailing Lists Event Root Folder, Forms
	Review Duties, Expectations	Ross Trusler	Roles document
	Quality Games	Ross Trusler	List, Resources
3	<b>Event Team Roles</b>		
	Co-Chairs, Shadow	Brian L. & Ross T.	Barrett Caya (Shadow)
	Registrar, Shadow	Kelly Fontaine	Lisa Sheehy (Shadow)
	Treasurer, Shadow	Kelly Fontaine	Lessia Dudas or Shane McNally (Shadow)
	Secretary(s)		Yvonne van Lith, Sophie Sommerer, Rawle Bachoo
	Quartermaster, Shadow	Dave Skinner	Lisa Rowe, Blair Duffy
	Website/IT Team	Steve Redshaw	Ben Maheral
	Beaver Game Coords		Robin Drummond, Tracey Pick
	Cub Game Coords		Brent Webster, Nick Fidler
	Scout Activity Coords		Mike Thomas, Michael Evans
	Company Activity Coords		Aaron Ramsey
	Crest Lead	Lorne Franklin	
	Campfire Chief	Company/Crew?	Shannon Bruce (Colony), Tarek Belghith(Pack), Mike Kennedy (Troop),
	Scouts Own Coordinators	Who does Company/Crew?	Karyn Russell (Pack), Georgia Dryden (Pack), Melanie Gladwin (Colony), Jason Timms (Troop)
	HQ Cooks	John Howitt?	Leah Elwell, Don Neelin
	Demo Coordinator	Dan Hewitt	
	Communications	Chris Cleary	
	Safety Coords		Pat Cutrone, Samantha Lacaille
	OOS setup, parking, teardown	Kim Lafreniere, Rachel Byczkowski, Robert Bakker, Tina Franklin, Glenn Neil, Cameron Steadman, Jessica Hartwig, Samantha Dorion	
4	<b>Review Action Items (From Previous Meeting)</b>		

	Previous Action Items	N/A	
	Decisions Made Between Meetings	Chairs et al	Location, Capacity, Revenues
	Event Application Process	Chairs (Ross)	Explain Process Part I & II Application
5	<b>Updates</b>		
	Registration	Registrar	Commitment #s.
	Budget	Treasurer	Present Budget
	Equipment	Quartermaster	
	Web updates	Website/IT	Any recent changes
6.	<b>New Business – Decisions to be made</b>		
	Gate Stages	Chairs (Brian)	Identify Go/No-Go dates, triggers
	Reg dates	Registrar	Reg Online? Payment?
	Theme/Crest	Crest Lead	Review <a href="#">deadlines for polls</a> , submissions
	Demo	Dan Hewitt	Explain ideas
	Onboarding	Game/Challenge Coords	<a href="#">Review a Master List of tasks</a> . Arrange for onboarding date/time with Kelly.
		Registrar/Treasurer	Set date with Kelly to review materials, budget
		QM Shadow, HQ Cooks	Set date with Dave to onboard
		IT Shadow	Set date with Steve to onboard
		Campfire Chiefs	Onboard by Kelly (or set date)
		Scouts Own Coords	Set date to onboard with Ross or Kelly
7	Recapitulation	Secretary	Secretary recapitulates action items
8	Round Table		
9	Next Meeting		set date

### Safety & Parking Committee Meeting

#	Item	Who	Notes
S1	<b>Onboarding</b>		
	Who is required when during event	Ross Trusler	Explanation of various roles
	Team Tasks	Ross Trusler	Go through lists of tasks for each role
	Overview of the Adventure Planning Process	Ross Trusler	
S2	<b>Hazard Identification</b>		
	Review and/or Brainstorm hazards	Ross Trusler	
	Next meeting	Ross Trusler	Set standalone meeting to complete Hazard ID if necessary