



**The Corporation of the Township of Central Frontenac
Volunteer Appreciation Committee**

September 3, 2025 at 9:00 a.m.

14216 Road 38, Sharbot Lake - Council Chambers

Roll Call

Members: Councillor Duncan McGregor and Councillor Lynn Klages

Staff in Attendance: Jody Legue – Deputy Clerk & EA to the CAO and Sarah Watkins
– Clerical Assistant

Regrets: Abigail McKinnon – Planning Assistant

1. Call to Order

Chair Duncan McGregor, called the meeting to order at 9:08 a.m.

2. Approval of Agenda

MOVED BY: Lynn Klages **SECONDED BY:** Jody Legue

THAT the agenda of the September 3, 2025, meeting be approved as presented.

CARRIED

3. Disclosure of Pecuniary Interest

None.

4. Approval of Minutes

MOVED BY: Sarah Watkins **SECONDED BY:** Duncan McGregor

THAT the minutes of the July 16, 2025, meeting be approved as presented.

CARRIED

5. Business

a) Status Update

Jody reported that only \$700 has been spent so far for the invitations and pins. The remaining expenses will be for catering and decorations.

Sarah updated the committee that 92 RSVPs had been received, not including Council members and their guests, which would bring the total attendance to approximately 110 people. She noted that Abby had sent the caterer a figure of 120 to be safe.

b) Decorations

Jody shared that the plan includes tablecloths and fall-themed decorations. Lynn suggested that any leftover decorations could be reused for the office.

Jody also reminded the group that drinks had not been discussed, noting that water, pop, coffee, tea, and juice will need to be purchased, along with coolers to keep them cold.

Lynn suggested using percolators for coffee and hot water, with tea bags, milk, sugar, and creamer provided. Jody mentioned that water bottles and sugar from OSO Hall could be used.

Abby will be responsible for picking up the catering, as Sarah will be away that weekend and unable to attend.

Each committee chair will be asked to prepare a five-minute speech highlighting accomplishments, and Sarah will reach out to the chairs to let them know.

Jody offered the use of her karaoke speaker for speeches. She also confirmed the event will wrap up around 8 p.m. and asked if Council would be able to assist with setup. Lynn proposed that half of Council help with setup and the other half assist with cleanup.

Jody said she would confirm with Bill Young about where chairs and tables should be taken and stored after the event.

Duncan asked how the pins would be presented. The group

discussed the option of placing them at each setting, but Sarah noted this could result in plus-ones receiving them and there not being enough for absent volunteers. The committee agreed that the best approach would be for the committee chairs to distribute the pins to their members and volunteers.

Jody said that paper plates would be purchased and mentioned that Costco offers reusable forks and knives that could be cleaned and reused. Duncan suggested considering Kingston Party Rentals, which offers metal cutlery and plate rentals that can be returned unwashed for approximately \$200, well within budget. The committee agreed to proceed with Kingston Party Rentals for cutlery and plates.

Lynn asked about napkins, and Jody confirmed that they would be included in the decoration budget, with the plan being to purchase fall-themed napkins.

Duncan added that Kingston Party Rentals also provides tablecloth rentals, and Jody said she would compare rental versus purchase costs before making a decision.

6. New/Other Business

None

7. Next Meeting

At the call of the chair.

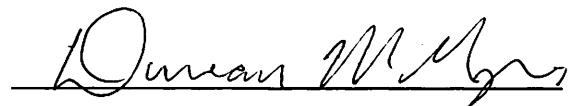
8. Adjournment

MOVED BY: Lynn Klages **SECONDED BY:** Sarah Watkins

THAT the Volunteer Appreciation Committee meeting be adjourned.

CARRIED

The Meeting was adjourned at 9:27 a.m.



Duncan McGregor, Chair