

## **Events Planning Committee Report Century House Association AGM 10 January 2024**

The Events Planning Committee has had a busy 2023. We've held a birthday party every month, including July and August when CH was not normally open evenings (a big thank you to Staff for this). We've also had both an evening and an afternoon special event almost every month as well as providing support for events initiated by other activity groups/committees. A thank you also to Shelly especially for reserving Wednesday evenings for Events Planning Committee activities.

That said, none of this would have been possible without the input and energy of a great many volunteers. Over the last 2 years we have had over 80 volunteers participating in the organising and/or support of all of these events. Some worked on the planning and execution of one specific event while others (+40) are ongoing members of one or more of the support crews. In this way, volunteers are not overburdened and work the days/times that suit their schedule.

As an aside, we started the Events Planning Committee as a result of feedback we received through the focus groups Carole Wylie and I conducted during COVID and in which over 100 people participated. Many people had indicated an interest in being more involved in the entertainment offered at CH. As the Executive at that time were not sure if people would follow through, it created an ad hoc committee to test the concept. I agreed to take the lead setting up a volunteer-based structure.

CHA members definitely did come through in a big way, and Events Planning is now ready to be a Standing Committee.

Our two first projects were the revival of the monthly birthday parties and the introduction of the Saturday movies. Both of these regular events have grown to be very popular, so much so, that we sometimes have to put people on a waiting list. We also had a regular monthly Karaoke event that we had to put on pause this Fall due to space constraints.

The EPC has faced a number of challenges and obstacles over the past months but has generally managed to overcome them. One example was discovering that even if we owned a copy of a Saturday movie and charged no fee, the copyright regulations required that we purchase a yearly license. The movie crew looked into the options and arranged to purchase the required license, so we are now fully legal. This was an unanticipated expense. The Saturday movies tickets cover this cost.

It should be noted that while the Century House Association covers the difference between the birthday party ticket revenue and the cost of the event, the Events Planning Committee is expected to fully cover all expenses related to all other evening and

afternoon events through ticket sales. The exceptions to this were the Hoedown and the Lunar New Year dumpling workshop which were funded through small outside grants, and the December Merry Afternoon for which the CHA allocated a maximum of \$2000. Both the Hoedown and the October Showcase were free of charge events. For all others we have kept the ticket price at under \$20 for our members, with most events tickets costing between \$5 and \$12.

We have noticed that our No-Show rate for paid ticket events is quite low (averaging ~4-7%) while No-Shows at free events can be as high as 25% of registered which means that people who wanted to attend could not.

Many members have been asking why we no longer have Happy Hour. I am happy to announce that after a two-year process, the CHA and the city have agreed that the Events Planning Committee can apply for a liquor license for some events. The Concessions Crew got right onto that, and we have a license for our Valentine's Day event on February 14. A couple of the Concessions Crew volunteers already have the required certificates, but as we will be needing more certified volunteers, we are hoping the CHA Executive will agree to cover the cost of training and renewal of Serve It Right certification.

Our structure and processes have evolved as we have grown with some volunteers taking on additional responsibilities, including taking over tasks I was doing initially. Last year, we created an Events Proposal Form that is available to any CH member who has an idea for an event. These can be obtained from the front desk, via email to the Events Committee or starting this month at the events reception table. Suggestions will be reviewed for follow-up by the EPC Advisory Crew. Beginning this month, we will also be looking for feedback from the attendees at our events and those forms will also be available at the reception table of each event.

Following is the policy text we have proposed for our committee:

"The Events Planning Standing Committee (EPSC) shall manage social and entertainment events at Century House.

The EPSC shall work cooperatively with City of New Westminster staff.

Social and Entertainment events will include but are not limited to monthly birthday parties, cultural events and seasonal celebrations."

We request that the following members be appointed to the 2024 Events Planning Standing Committee:

1. Pat Gerbrandt
2. Louvaine Kadonaga
3. Anne Ladouceur
4. Wanda Lee
5. Elizabeth Philip
6. Audrey Soroka
7. Carole Wylie

As mentioned earlier, but bears repeating, none of this would have been possible without the commitment of our dedicated volunteers, the support of staff and all the members who have, and continue, to attend the events the Events Planning Committee has been offering you.

Anne Ladouceur  
on behalf of the  
Century House Association  
Events Planning Committee