



UNIVERSITY  
NEIGHBOURHOODS  
ASSOCIATION

**UNA COMMUNITY ENGAGEMENT  
ADVISORY COMMITTEE MEETING**

**DATE:** November 22, 2023

**TIME:** 4:30-5:30 P.M.

**LOCATION:** Hybrid (WCC and Zoom)

**AGENDA**

<https://us06web.zoom.us/j/84624989602>

Meeting ID: 846 2498 9602

**A. CALL TO ORDER**

**B. APPROVAL OF AGENDA**

- **Motion:** THAT the Committee approve the November 22, 2023 agenda as circulated.

**C. APPROVAL OF MINUTES**

- **Motion:** THAT the Committee approve the November 15, 2023 minutes as circulated.
- **Attachment:** Draft Minutes (November 15, 2023)

**D. ITEMS / REPORTS**

- **Progress Updates on Pre-Christmas Carol Singing and Masquerade Party**
  - i. **Introduction** (Glenda Ollero, Staff Liaison)
  - ii. **Discussion**
    - Promotional Poster (**Attachment:** Poster v2 with colour options)
    - Carolers/Singers (**Attachment:** Email from Alice)
    - Music/DJ
    - Refreshments/Snacks (**Attachment:** Email from Alice)
    - Others (**Attachment:** Email from Nidhi)
  - iii. **Motion/s** (if any)

**E. ADJOURNMENT**

- **Motion:** THAT this meeting of the CEAC be adjourned.



## MINUTES

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### PRESENT:

Jane Kang, Chair  
Amer Abirafeh  
Alice Bradley

Joshua Kim (departed at 5:20 p.m.)  
Paul Li  
Nidhi Raina

### STAFF:

Glenda Ollero, Communications Manager

### RECORDING SECRETARY:

Debbie Reimer, Mosaic Writing Group (from recording)

### A. CALL TO ORDER

Jane Kang, Chair, called the University Neighbourhoods Association (UNA) Community Engagement Advisory Committee (CEAC) meeting to order at 4:34 p.m.

### B. MEMBER APPOINTMENT

The Chair welcomed Joshua Kim as a new member of the UNA CEAC, replacing Alexandra Bailey, and led a round of self-introductions.

### C. APPROVAL OF AGENDA

*Draft agenda of the November 15, 2023 UNA CEAC meeting was provided with the agenda material.*

**It was moved (Jane Kang) and seconded (Nidhi Raina)**

THAT the University Neighbourhoods Association Community Engagement Advisory Committee approves the November 15, 2023 agenda, as circulated.

**Carried**

### D. APPROVAL OF MINUTES

*Draft minutes of the November 1, 2023 UNA CEAC meeting was provided with the agenda material.*

**It was moved (Jane Kang) and seconded (Alice Bradley)**

THAT the University Neighbourhoods Association Community Engagement Advisory Committee approves the November 1, 2023 minutes, as circulated.

**Carried**

## **E. ITEMS/REPORTS**

### **1. Progress Updates on Pre-Christmas Carol Singing and Masquerade Party**

#### **i. Introduction**

Glenda Ollero, Communications Manager confirmed the event will be held on December 22, 2023 at the Wesbrook Community Centre gymnasium and reviewed the poster designs for the event.

#### **ii. Discussion**

Discussion ensued on:

- The need to recruit volunteers for the event:
  - Suggestion to contact UHill Secondary for volunteers
- Suggestion that the first 100 people receive free masks
- Suggestion that the event be named "Holiday Masquerade Party"
- No reply has been received from the UBC Music School regarding carol singing
- A vendor has provided a quote of \$500 for 150 servings of hot chocolate, dispensers and cups:
  - Suggestion that CEAC members could provide hot chocolate
- A Scottish dancing instructor provided a quote of \$150 for 1.5 hours of dancing:
  - Concern regarding a Scottish dancing theme for the event
  - Suggestion to request quotes from music DJs
  - Suggestion that instructed dance may facilitate participation

### **Member Departed**

Joshua Kim departed the meeting at approximately 5:20 p.m.

- Suggestions that planning include:
  - DJ and music to occupy the stage
  - A circle of chairs to create a dance floor
  - Family friendly, contemporary music
  - A masquerade backdrop be provided for photos
  - Reusable balloons.

**Action Item (01):** *Glenda Ollero to email the amended event posters to the CEAC for review.*

## **F. ADJOURNMENT**

The next meeting of the UNA CEAC was scheduled for November 22, 2023 at 4:30 p.m.

The University Neighbourhoods Association Community Engagement Advisory Committee meeting adjourned at approximately 5:40 p.m.



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The **UNA Community Engagement  
Advisory Committee** invites you to...

# Joyful

## A Holiday Masquerade Party

Join your neighbours for an evening of holiday carols, hot chocolate and dancing at the **Wesbrook Community Centre gymnasium** on **Friday, December 22, 2023, 7 p.m.**

This **free event** is open to everyone and will feature a **hot chocolate bar** and a **masquerade party**. Bring your reusable mugs and a holiday-themed mask!

Visit [myuna.ca/joyful2023](https://myuna.ca/joyful2023) for more details.







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**Subject:** UBC choral

**Date:** Friday, November 17, 2023 at 1:23:44 PM Pacific Standard Time

**From:** Alice Bradley

**To:** Glenda Ollero, Jane Kang

[EXTERNAL] - This email originated from outside your organization. Do not click any link and do not open attachments unless you can confirm the sender.

I finally received a reply from the department and they are not available because the date is too close to the holiday. They suggested 2 groups not part of UBC but the email address did not work and am waiting to hear from ubc.

I will keep trying. Alice

Sent from my iPad



**Subject:** Cost of hot chocolate

**Date:** Friday, November 17, 2023 at 2:06:45 PM Pacific Standard Time

**From:** Alice Bradley

**To:** Glenda Ollero, Jane Kang

[EXTERNAL] - This email originated from outside your organization. Do not click any link and do not open attachments unless you can confirm the sender.

Hi,

Just following up on cost of hot chocolate.

Cost from Blenz for 150 servings of hot chocolate would be \$500 and include the serving boxes with spout plus cups

Cost of preparing in the kitchen:

8 liters 2% milk \$46.32

2 large 1,7 kg pkg cocoa mix \$15.37

3 pkg marshmallows, 400 gm size, \$13.77

Cost of paper cups for hot drinks \$100.90

If we buy from Costco, cost of cups would be much lower.

Nidhi's is confident that it can be done easily. Also we can use slightly less milk. Plus offer sugar free version although I have not costed that yet.

Alice

Sent from my iPad

**Subject:** Fwd: Masquerade Party

**Date:** Monday, November 20, 2023 at 11:37:00 AM Pacific Standard Time

**From:** Nidhi Raina

**To:** Glenda Ollero, Jane Kang, Alice Bradley, Amer Abi Rafeh, Paul Li

**[EXTERNAL]** - This email originated from outside your organization. Do not click any link and do not open attachments unless you can confirm the sender.

----- Forwarded message -----

From: **Nidhi Raina** <[nidhi.artwheel@gmail.com](mailto:nidhi.artwheel@gmail.com)>

Date: Mon, Nov 20, 2023 at 11:34 AM

Subject: Masquerade Party

To: Nidhi Raina <[nidhi.artwheel@gmail.com](mailto:nidhi.artwheel@gmail.com)>

Hi all

These are some of my finds online for the masquerade party.

Masquerade masks on aliexpress

70 cents each.

We need 100 maybe

[https://www.aliexpress.com/item/1005005066558011.html?spm=a2g0o.productlist.main.1.37b18182pHe01L&algo\\_pvid=b961da16-20f3-484b-82c1-b7f822d1b85c&algo\\_exp\\_id=b961da16-20f3-484b-82c1-b7f822d1b85c-0&pdp\\_npi=4%40dis%21CAD%213.62%210.69%21%21%212.57%21%21%402101fb1917003662660967777e8464%2112000031505388528%21sea%21CA%210%21AB&curPageLogUid=NSjly2ft0Lgb](https://www.aliexpress.com/item/1005005066558011.html?spm=a2g0o.productlist.main.1.37b18182pHe01L&algo_pvid=b961da16-20f3-484b-82c1-b7f822d1b85c&algo_exp_id=b961da16-20f3-484b-82c1-b7f822d1b85c-0&pdp_npi=4%40dis%21CAD%213.62%210.69%21%21%212.57%21%21%402101fb1917003662660967777e8464%2112000031505388528%21sea%21CA%210%21AB&curPageLogUid=NSjly2ft0Lgb)

Photo backgrounds for PHOTOSHOOTS

[https://www.amazon.ca/Ballroom-Backdrop-Magnificent-Medieval-Background/dp/B082TPFY37/ref=sr\\_1\\_8?crid=2SDWV6KFN1QKW&keywords=palace+backdrop+for+masquerade+medieval&qid=1700460367&prefix=palace+backdrop+for+masquerade+medieval+%2Caps%2C111&sr=8-8](https://www.amazon.ca/Ballroom-Backdrop-Magnificent-Medieval-Background/dp/B082TPFY37/ref=sr_1_8?crid=2SDWV6KFN1QKW&keywords=palace+backdrop+for+masquerade+medieval&qid=1700460367&prefix=palace+backdrop+for+masquerade+medieval+%2Caps%2C111&sr=8-8)

[https://www.amazon.ca/Loccor-Photography-Chandelier-Background-Decorations/dp/B0C9993Q8R/ref=sr\\_1\\_44?crid=LK6RHN12W5VO&keywords=chandelier%2Bbackdrop%2Bpalace%2Binterior&qid=1700508441&s=electronics&prefix=chandelier%2Bbackdrop%2Bpalace%2Binterior%2Celectronics%2C131&sr=1-44&th=1](https://www.amazon.ca/Loccor-Photography-Chandelier-Background-Decorations/dp/B0C9993Q8R/ref=sr_1_44?crid=LK6RHN12W5VO&keywords=chandelier%2Bbackdrop%2Bpalace%2Binterior&qid=1700508441&s=electronics&prefix=chandelier%2Bbackdrop%2Bpalace%2Binterior%2Celectronics%2C131&sr=1-44&th=1)



Balloons reusable

It may be a task to get them filled with helium

[https://www.amazon.ca/Balloons-Valentines-Halloween-Christmas-Decoration/dp/B0999M8Y5B/ref=sr\\_1\\_16?crid=3O6G62VQFKDNJ&keywords=reusable+led+balloons&qid=1700508778&srefix=reusable+balloon%2Caps%2C146&sr=8-16](https://www.amazon.ca/Balloons-Valentines-Halloween-Christmas-Decoration/dp/B0999M8Y5B/ref=sr_1_16?crid=3O6G62VQFKDNJ&keywords=reusable+led+balloons&qid=1700508778&srefix=reusable+balloon%2Caps%2C146&sr=8-16)