



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 December 11, 2023 agenda as circulated.

C. APPROVAL OF MINUTES

- **Motion:** THAT the Committee approve the November 22, 2023 minutes as circulated.
- **Attachment:** Draft Minutes (November 22, 2023)

D. ITEMS / REPORTS

- **Progress Updates on Masquerade Party**
 - i. **Introduction** (Glenda Ollero, Staff Liaison)
 - ii. **Discussion**
 - Dance Instructor
 - Carolers/Singers
 - Music/DJ
 - Lights
 - Refreshments/Snacks
 - Others
 - iii. **Motion/s** (if any)

E. ADJOURNMENT

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



MINUTES

PRESENT:

Jane Kang, Chair
Amer Abirafeh

Alice Bradley
Nidhi Raina

REGRETS

Joshua Kim

Paul Li

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 4:45 p.m.

B. APPROVAL OF AGENDA

Draft agenda of the November 22, 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 22, 2023 agenda, as circulated.

Carried

D. APPROVAL OF MINUTES

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

It was moved (Jane Kang) and seconded (Amer Abirafeh)

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

Carried

E. ITEMS/REPORTS

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

i. Introduction

The following documents were provided with the agenda material:

- *Holiday Masquerade Party posters with colour options*
- *Email from Alice Bradley re: UBC Chorus, dated November 17, 2023*
- *Email from Alice Bradley re: Cost of Hot Chocolate, dated November 17, 2023*

- *Email from Nidhi Raina re: Masquerade Party Decorations, dated November 20, 2023.*

Glenda Ollero, Communications Manager reviewed the documents provided with the agenda material.

ii. Discussion

Discussion ensued on:

- Poster suggestions:
 - Removal of the words “carol singers”
 - Addition of the words “bring your family”
 - Addition of the words “where neighbours meet”
 - The printing of two versions of the posters; one dark background and one light background
- A disc jockey (DJ) has been confirmed for the event
- Stage layout
- Party decorations:
 - Concern regarding the timing of ordering decorations
- Suggestion to provide hot chocolate with options for oat milk and chocolate milk
 - Suggestion that a volunteer or staff member dispense the hot chocolate
- Suggested order of events:
 - Socializing and hot chocolate
 - Caroling
 - Instructed dance
 - Free dance
- Suggestion that committee members attend a Scottish dancing event prior to the Holiday Masquerade Party
- Suggestion that the CEAC members participate in the instructed dancing:
 - Suggestion to contact the dance instructor regarding a quote for 30 minutes of dancing instruction
- Concern regarding the availability of a volunteer to lead carol singing
- The event will be promoted through:
 - UNA website:
 - The event will be linked to the CEAC webpage
 - Social media posts
 - Posters
 - UNA newsletter

Action Item (01): *CEAC members to provide suggestions for decoration purchases to the staff liaison.*

F. ADJOURNMENT

The next meeting of the UNA CEAC was scheduled for December 11, 2023 at 3:00 p.m.

The University Neighbourhoods Association Community Engagement Advisory Committee meeting adjourned at 6:00 p.m.