

Community Relations Committee Meeting
Remote Meeting via Go To Meeting
Thursday, February 3, 2022 – 7:00 PM

Call to Order: Meeting was called to order at 7:02 pm by Gabbi Jones

Attendance: Gabbi Jones, Elizabeth Moran, Melissa Castan, John Fernandez, Amanda Boone, Erin Gilmore (PMP)

Absent: None

Resident Participation: Hilary Bradley (Foxfield)

OLD BUSINESS:

- 1) Winter Celebration Recap- Good turn out for the winter event, Santa at the gazebo was a welcomed return. "Letters to Santa" was well-liked amongst CountrySide's younger residents. Thank you to the letter couriers who made sure Santa responded to all his letters!

NEW BUSINESS:

1. Hilary Bradley appointed as Foxfield committee member
2. 2022 Proposed Calendar of Events – Committee discussed and reviewed the calendar and events. Most dates confirmed, August events TBD. Discussed additional events to encourage more participation within the community, such as wellness-oriented events
 - Spring Fling
 - Spring Clean up
 - Yard Sale
 - Rover Scheduled
 - May 14th
 - September 17th
 - Concert #1
 - Justified scheduled for Saturday, June 11th from 6:00 pm – 8:00 pm
 - Fall Fest
 - Hayrides & Pony rides confirmed.
 - Seek additional estimates from entertainment providers
3. Moko Mobile App
 - Discussion of mobile app provider services for digital amenities passes, website, hosting, etc.
 - Gabbi will submit questions from the CRC to PMP

Next month's meeting: **March 3, 2022, at 7:00pm.**

Adjournment: 8:51 pm

Community Relations Committee Meeting Minutes
Remote Meeting via Go To Meeting
Thursday, March 3, 2022 – 7:00 PM

Call to Order:

Attendance: Gabbi Jones, Amanda Boone, Melissa Castan, Hilary Bradley, and Erin Gilmore (PMP)

Absent: John Fernandez

Resident Participation: None

Gabbi Jones called the meeting to order at 7:02 pm.

- 1) Amanda Boone appointed as second chair of CRC.
- 2) June date TBD for Wellness Day. Committee to explore Tai Chi, Yoga, and other fitness and wellness providers to host or sponsor event.
- 3) Second Family Concert on July 9, 2022, to be Open Mike Night. CRC members to scout talent at Old Ox Brewery.

1) Spring Fling

Spring Fling on April 2, 2022, at the Parkway Pool Lawn & Parking Lot from 1:00 pm – 3:00 pm.

Melissa Castan **moved that Egg My Yard Fundraiser to Support Miss. Arlington Scholarship Organization host the Easter Egg Hunt at Parkway. 500 Easter eggs (filled - 400 nut-free candy; 100 toys for the littles)- eggs placed at Parkway Pool Lawn the morning of April 2. Cost: \$440.** Gabbi Jones seconded the motion. Motion passed unanimously.

Courier Advertising Rates

Gabbi Jones **moved that the CRC adjust the advertising rates for the Courier with Non-resident/Resident pricing, with annual membership costs not to exceed \$5.00: quarter page, \$10:half page, and \$20:full page for residents. For non-residents, the rates are \$10: quarter page, \$15.00: half page, and \$25: full page.** Motion passed unanimously.

Moko App Discussion

Amanda Boone **moved that CRC approve the Moko system for mobile applications and website development for 2022. Cost not to exceed \$5,500.00 for development, and \$400.00 per month for the 2022.** Melissa Castan seconded. For: Belmont, Oakridge. Against: Welbourne, Foxfield. Motion failed.

Next month's meeting: **April 7, 2022, at 7:00pm.**

Community Relations Committee Meeting Minutes
Remote Meeting via Go To Meeting
Thursday, April 7, 2022 – 7:00 PM

Call to Order:

Attendance: Gabbi Jones, Amanda Boone, Melissa Castan, John Fernandez, and Erin Gilmore (PMP)

Absent: Hilary Bradley

Resident Participation: None

Gabbi Jones called the meeting to order at 7:08 pm.

- Spring Fling: Great turn out for the Spring Fling. Nice weather – sunny, but a little windy. Plenty of eggs from Miss Arlington Scholarship Fund and from PMP staff. Photo op with spring backdrop in the gazebo seemed popular. Easter Bunny was fabulous, and his appearance was enthusiastically welcomed by our younger residents. Volunteers hid eggs, distributed water, juice boxes, and goldfish.
- Moko App Discussion – Approval of digital amenities passes and app notifications only. Remove option for website redesign. CRC will look for different options for the website redesign.
- Courier Changes: The CRC voted unanimously to remove the meeting minutes and committee listing with names and contact information listed. Minutes will be published to the website once received by Erin.
- Spring Cleanup: Residents will come to the office to pick up bags for recycling and trash. Maps will be distributed via email.
- Spring yard sale. Saturday, May 7th. Starts at 8:00 am and last until the seller's discretion. GreenDrop will have a truck available at parkway from Noon – 1:00 pm.
- Shred Event: Scheduled for May 14th at Parkway parking lot from 9:00 am – Noon. One truck, CountrySide residents only, residents asked to limit shredding to three boxes.

June Events:

- Justified scheduled for June 11th, rain date on Sunday, June 12th. Discussed payment terms. \$300 deposit.
- Discussion of insurance requirements for CountrySide vendors.
- Wellness Event planning delayed until insurance requirements are clarified.
- Plan pre-teen party for early August.
- Fall Fest vendor search continues. Food vendors for Fall Fest will attend a Family Fun Night as a trial run.

Meeting Adjourned at 8:12 pm

Next month's meeting: **May 10, 2022, at 7:00pm.**

Community Relations Committee Meeting Minutes
Remote Meeting via Go To Meeting
Tuesday, May 10, 2022 – 7:00 PM

Call to Order:

Attendance: Gabbi Jones, Amanda Boone, Melissa Castan, and Erin Gilmore (PMP)

Absent: John Fernandez

Resident Participation: None

Gabbi Jones called the meeting to order at 7:08 pm.

Old Business:

- Unanimous approval of April's meeting minutes.
- Spring Cleanup: A lot of activity was noticed around CountrySide for the Spring Clean up! Participants included one Cub Scout den, a cluster of Oakridge neighbors, and one dog.
- Shred Event: Good turn out. Truck was more than 75% full; Rover asked if CountrySide wants to consider e-recycling at next event.
- Discussion of insurance requirements for CountrySide vendors, and Justified concert scheduled for Saturday, June 11th.
- Review of Fall Fest vendor quotes received to date. Three vendors have submitted quotes. Rockwall was determined to be a must. CRC will consider a funnel cake food truck for Fall Fest. Discussion of new inflatables and games at Fall Fest. PMP will continue to research other vendor options.

New Business:

- Back-to-School Special or PreTeen Event? End of Summer Event until further notice.
- Financials: Budget for CRC is on track.
- Availability of food trucks for upcoming events in CountrySide: CRC volunteers coordinating with variety of food trucks and scheduling for some events.

Meeting Adjourned at 8:12 pm

Next month's meeting: **June 2, 2022, at 7:00pm.**

Community Relations Committee Meeting Agenda
Remote via Go To Meeting
Thursday, June 2, 2022 – 7:00 PM

Call to Order:

Attendance: Gabbi Jones, Melissa Castan, Amanda Boone, Hilary Bradley, and Erin Gilmore (PMP)

Absent: John Fernandez

Resident Participation: None

1. Old Business

- Unanimous approval of May 10, 2022, Meeting Minutes
- Unanimous approval of Food Truck Schedule for CountrySide 2022 Events

2. New Business

Paint Recycling at September Shred Event

Yuck Old Paint: CRC voted to add vendor in the Parkway parking lot with Rover to host a combined event in September. Yuck Old Paint provides paint recycling services, residents may recycle paint, wood stains, and sealers at the event. Mobilization fee of \$300 to be paid from CRC budget, residents pay \$5.00 per can at event.

- Concert & Food Truck

Volunteers: Hilary, Melissa, and PMP

Music, Justified, and Food Truck, Leo's Taco Truck, both confirmed

-FFN #1

- Food: Food Truck – Need to confirm Bangkok House food truck
 - Snacks: Chips, Soda, Juice, Waters, Rice Krispie Treats, Granola Bars
 - Desserts: Ice Cream Sandwiches, Ice Pops
 - Games & Prizes: Raffle; Penny Game; Simon Says; \$5 Gift Cards (Five Below & Sweet Frog)
 - Music: CRC will explore BlueTooth Technology for music
 - Volunteers:
 - Gabbi, Melissa, Hilary
- Open Mic Night: Tabled for next meeting

- FFN #2

- Similar to family fun night #1.
- Update on Fall Fest Quotes: CRC shall have four vendors and quotes to review. Will consider a special meeting to discuss options.

Community Relations Committee Meeting Agenda
Remote via Go To Meeting
Thursday, July 7, 2022 – 6:30 PM

Call to Order: Gabbi called the meeting to order at 6:37 PM.

Attendance: Gabbi Jones, Melissa Castan, John Fernandez, Amanda Boone, Hilary Bradley, and Erin Gilmore (PMP)

Absent:

Resident Participation:

Approval of Minutes

Unanimous approval of June 2, 2022, Meeting Minutes.

Fall Fest Vendor Options

The CRC reviewed quotes submitted by vendors for Fall Festival 2023

PMP will conduct reference checks and ask Lambert Parties for examples of carnival setup

Food Trucks

Food Trucks have been popular at CRC events and have served as a relief for the lack of volunteers. Events would have been more difficult without the food trucks serving residents.

Considered adding food trucks for the rest of CRC events in 2022 and discussed the possibility of 'regular' food truck vendors independent of CRC events. CountrySide cannot guarantee minimum sales, which many food trucks require. CRC decided to revisit at a later date.

Concert #2

Concert rebranded as an evening mingle/block party at Parkway. The event will have a DJ, food trucks, and yard games. CRC will supply water for the event. Amanda, Melissa, and (possibly) Hilary will volunteer at the event.

FFN #2

The committee reconsidered food truck option to provide relief for CRC volunteers during the event. PMP will contact two food trucks (Gourmet Delight) and Leo's Taco truck about attending FFN2. CRC will have yard games, raffles, and gift cards. Volunteers will also distribute snacks, drinks, and ice cream. PMP will purchase more snacks for the event.

National Night Out

Tuesday, August 2, 2022. PMP to contact Loudoun County Sheriff's Office and Sterling Volunteer Fire Department about attendance. PMP will also book two food trucks/ The event is free to CountrySide. To accommodate parking, PMP will submit facilities request to Algonkian Elementary School.

Adjourned

The meeting adjourned at 7:36 PM. The next CRC meeting is scheduled for Thursday, August 4th at 7:00 PM.

Community Relations Committee Meeting Agenda
Remote via Go To Meeting
Thursday, August 4, 2022 – 7:00 PM

Call to Order: Gabbi called the meeting to order at 7:00 PM.

Attendance: Gabbi Jones, Melissa Castan, Amanda Boone, Hilary Bradley, and Erin Gilmore (PMP)

Absent: John Fernandez

Resident Participation: None

1. Old Business

- Unanimous approval of July 7, 2022, Meeting Minutes

Block Party Mingle at Parkway

- DJ reported she had a lot of fun and said she'd love to come back. Able to read the crowd and cater to their tastes.
- Kona Ice also a hit. Said they would love to participate in future events

FFN #2

- Nice turn out (way too hot)
- Leo's Food truck very popular
- New Gourmet had smaller crowd, but still interested in Fall Fest

National Night Out

- Lovely evening
- Great turnout

2. New Business

Fall Fest Vendor Options

- Reviewed Lambert Parties quote and discussed
- Asked Lambert for funnel cake vendor contact, they do not have a contact.
- CRC wants a flat rate of unlimited funnel cakes for four hours
- Lambert is supplying the face painter and supplies
- Decide on Ring Pops, Airheads, and Giant Pixie Sticks
- set up tent on Pavement

Three Food Trucks

- Confirmed: Big Kyle's BBQ, New Gourmet

Pre-teen Lua

- Cancelled- not enough volunteers

Adjourned

The meeting adjourned at 8:34 PM. The next CRC meeting is scheduled for Tuesday, September 6th at 7:00 PM.

Community Relations Committee Meeting Minutes

Remote via Go To Meeting

Tuesday, September 6th, 2022- 7pm

Call to Order: Gabbi called the meeting to order at 7:01 PM.

Attendance: Gabbi Jones, Melissa Castan, John Fernandez, Hilary Bradley, Tierra Whitmore (PMP), and Catherine Neelley (PMP)

Absent: Amanda Boone

Resident Participation: None

1. Old Business

- Approval of August 4th, 2022, Meeting Minutes will be sent via email to the committee for approval.

2. New Business

-Fall Fest

- Moving on from Pattie's
- Reaching out to New Gourmet and Leo's food trucks
- Reach out to Talk of the Town for an estimate on funnel cakes
- Reach out to Lambert Parties to inquire about a funnel cake contact
- Catherine suggested reaching out to water companies for donations in exchange for advertising in the Courier
- Water Plan B is to reach out to Ready Fresh
- Look for a list of prizes for the games left behind by Erin or reach out to Lambert Parties for suggestions
- Order Ring Pops, Airheads, and Giant Pixie Sticks
- CRC want to purchase reusable totes for the pumpkins
- Gather quotes for branded reusable bags for a qty. of 1000
- Gabbi will send out an email for an unofficial Fall Fest meeting at the end of September.

- Boo Fest

Talk of the Town Balloon Artist

Costume Contest Prizes

Games and Crafts

-Upcoming Events

- Shred/Paint Recycling
 - Only need one volunteer
 - Gabbi volunteered
- Fall Yard Sale/Green Drop
 - Sending an email out for one volunteer to meet Green Drop at noon.

Gabbi asked Tierra for two graphics: one for Shred/Paint event and one for the fall yard sale/ Green Drop event. She intends to post them on the unofficial countrySide Facebook page.

2023 Calendar/budget discussion

- Work on staying on top of our cost
- Think about cost saving measures
- What can we cut? What events had lowest turnouts?

Adjourned

The meeting adjourned at 7:36 PM. Hillary motioned, John 2nd, unanimous consent.

Community Relations Committee Meeting Minutes
Remote via Go To Meeting
Thursday, October 6, 2022 – 7:00 PM

Call to Order: Gabbi called meeting to order at 7:06

Attendance: Gabbi Jones, Melissa Castan, John Fernandez, Hilary Bradley, and Tierra Whitmore (PMP)

Absent: Amanda Boone

Resident Participation: None

1. Old Business

- Approval of September 6, 2022, Meeting Minutes: Approved

- John motioned to approve
- Melissa seconded
- Unanimous approval

Shred/Paint Recycle Event

Per Yuck Old Paint:

I am pleased to report that at our inaugural event with Countryside we collected:

-- 217 gallons

-- almost 1 ton of paint waste

and diverted it away from Loudoun County and Virginia HHW landfills!

Number of households that participated: 25

Average number of gallons of paint waste per household: 9

Per Rover: Still waiting for report.

- Gabbi reported a great turnout

Fall Yard Sale

- Many last-minute entries to put home on yard sale list
 - o Gabbi reported that Green Drop was successful

2. New Business

CRC 2022 Spending Report

- Presenting report
 - o Discussed cutting budget for certain events
 - o Discussed increasing budget for more popular and expensive events
 - o Discussed limiting spending overall

Fall Fest Vendor Options

- Booked a new Pony Ride company due to Val's being unavailable for reschedule date
- Looking at other food truck options due to all 3-food truck being unavailable for reschedule date
- Looking for New Hayride vendor
 - o Very limited number of people to work Fall Fest reschedule date
 - o Gabbi is planning to ask other board member to volunteer

Three Food Trucks

- Island Flavourites
- Kabob Mix
- Burgorilla

Final Notes and Thoughts

- CRC will have one more meeting after November meeting in preparation for Winter Celebration
- Discussed the importance of the town meeting for the proposed amendments to the Bylaws

Meeting adjourned at 7:31

Community Relations Committee Meeting Minutes
Remote via Go To Meeting
Thursday, November 3rd, 2022 – 7:00 PM

Call to Order: Gabbi started meeting at 7:02pm

Attendance: Gabbi Jones, Melissa Castan, John Fernandez, Hilary Bradley, and Tierra Whitmore (PMP)

Absent: Amanda Boone

Resident Participation: Vanessa Milton

1. Old Business

- Approval of October 6, 2022, Meeting Minutes

- 1st motion made by Melissa
- 2nd motion made by Hillary
- Unanimous yes.

Fall Fest 2022

- Thoughts?
 - Gabbi stated Fall Fest was a success
 - Hillary asked that Tierra find out food truck sales
 - The leftover pumpkins were dispersed along Horse Pen Run for the wildlife to eat

2. New Business

Winter Celebration

- Goodie Bag Stuffers
 - Look for and order snowflake tote bags
 - Search for hot chocolate kits
- Crafts
 - Candy for candy jar guessing game
- Santa
 - Letters to Santa mailbox form last year
 - As resident Santa if he is available this year
 - Plan B – Vanessa knows the Santa for the Fire Department
- Other
 - Snacks include little waters, juice boxes, goldfish, and oreos
 - Volunteers: Hillary and Mellissa

Adjourned at 7:30pm

- Motion made by John
- Unanimous consent