

TOWN OF CAPE ELIZABETH MEETING AGENDA

MEETING: Diversity, Equity, and Inclusion Subcommittee–Culture: Planning Meeting for Best Buddies Inclusion Skate

DATE: Thursday, January 4, 2024

TIME: 5:00 p.m.

PLACE: Thomas Memorial Library Conference Room

ATTENDEES: Monica Malcomson, Christina McAnuff, Nevaeh Patt, Rachel Davis

1. Cape arena capacity and costs (ice time)
2. Proposed Activities:
 - CELT Trail walk (ali@capelandtrust.org)
 - Ice skating
 - Hot chocolate bar
 - “Quiet Warming Tent” face painting or craft?

3. Action items:

Clearly defined description

RSVP Form with questions and guidelines

Media Invitation/Article in Cape Courier

- BB Cape and SPSP
- Brown School Skates group

Sign up genius (Cape E. BB, SPSP BB, Brown School Skates)

- Designated stations, roles
 - Sign in Table (4)
 - Welcomers and navigators (4)
 - Clicker counter to track attendance?
 - exit interview QR code sharers (4)
 - Rink monitors (10)
 - Hot chocolate tenders (2)

Event Timeline (11-12, arrival and departure windows?)

Signs

directional signs on site (rink entrance, “Quiet tent”, “gear up” tent, hot chocolate bar, rest rooms)

welcome banner

hot chocolate bar visuals

Cape Arena All-Star All Skate info. And other programming info.

Exit slip (QR code for feedback)

Supplies

Noise canceling headphones?

Music (speaker and mic.?)

Hot chocolate mix

Cups (donated from starbucks?)

5 gallon hot chocolate dispenser