

Minutes of Event Meeting of September 13, 2013
1055 Wilkes Ave., Room 128, Caboto Centre
6:30 – 8:30

Present: Frouzandeh Shemirani, Reza Bazzi, Hamid Zahedi, Mohammad Hosseini (joined later @ 7:40)

- This was the first meeting held to arrange for the upcoming Mehrgan celebration.
- A short agenda list was sent out by e-mail.

Particulars of job items already done:

1. The Caboto Centre Mauro room has been selected as the event venue and the contract is signed.
2. Tickets/Poster are already designed and printed for sale.
3. 50/50 tickets will be sold at the event.
4. A few household items will be purchased as door prizes and given out at the end of the evening.
5. Kids program has been arranged to have a clown to perform a comedy show and making animal balloons.
6. The sound system is provided for us to use at the banquet hall as part of the renting the place.
7. The snack/light dinner would be prepared and served by the Caboto Centre staff as part of the banquet rental.
8. Winnipeg Harvest is contacted and will be coming to Mehrgan similar to previous years.

Meeting Agenda Items:

Topics to discuss at the meeting:

1. Finding a DJ for the dance/music portion of the evening
2. Deciding on having any poetry or recital section
3. Deciding if a Mehrgan table can be arranged/decorated
4. Finding any local talent who would like to perform a musical show (singing or playing instruments)
5. Deciding on any other activities (any youth/adult games and/or theatre/play) that could be suitable for the Mehrgan celebration

Action Items:

1. **Mr. Bazzi** suggested that Maziar Yahyapour might be interested in being the DJ for Mehrgan. He will talk to him.
2. **Mr. Bazzi** will also talk to Karim & Shakila to see if they could sing since they could not in Nowruz night.
3. **Ms. Shemirani** would prepare a short poetry section.
4. **Mr. Hosseini** would like 5 or 8 minutes to tell funny stories.
5. **Mr. Hosseini** suggested that he could talk to Navid Silva about being a DJ if Maziar couldn't be the DJ.
6. Later Khashayar notified me that Nasser & Arezou have volunteered to decorate a Mehrgan table
7. Mehrgan poster was posted electronically on ICM website and Facebook
8. Mehrgan poster was also posted at Tehran Market, Milad's store, Kabob Palace and many other locations
9. Some tickets were sold during the PLC registration day

Mehrgan Timeline Items:

6:00 to 7:00 Preparation/Mehrgan Table Decoration:

- The Mehrgan table can be decorated
- The sound system (DJ) and any slide show (Khashayar) can be tested

7:00 to 7:30 Guest Arrival:

- Doors open at 7 and guest are greeted by welcoming group (Reza, Khashyar & Hamid)
- Background music is played and/or slide show is displayed.

7:30 to 8:30 Casual Social:

- ICM welcoming & opening the event – **2 min** (Mitra)
- **Floyd The Clown** would have a short performance (**10-15 min**) followed by making balloons for kids
- The light snack and finger food would be served during this time (Caboto Centre Kitchen)
- Cash bar would be available in the adjacent room (Caboto Centre bar staff)
- 50/50 draw tickets could be sold in this time frame

8:00 to 9:00 Speeches/Presentations:

- ICM Report on recent activities (new office location, Rangin-Kaman, KHANEH IRAN campaign) – **5 to 10 min** (Mitra, Anahita, Khashayar)
- Winnipeg Harvest Presentation – **5 to 8 min** (WH representatives)
- A poetry related to Mehrgan is recited – **5 min** (Ms. Shemirani)
- A funny story and/or some jokes is told – **5 min** (Mr. Hosseini)
- Any talent show can be presented – **10 min** (to be determined)

9:00 to 12:00 Music/Dance & Door Prizes:

- Dance floor opens at 9 and variety of music is played (DJ to be determined)
- Door prizes are given out (1st @ 10, 2nd @ 10:30, 3rd @ 11)
- The 50/50 draw is determined @ 11:30.
- The event winds down by 12.