



Community Recreation Coordinator Monthly Activity Report

TO: Town of Gravelbourg Council
FROM: Casandra Rushinko, Community Recreation Coordinator (CRC)
DATE: October 25, 2018
SUBJECT: Monthly Activity Report – October

Activities:

- Promotions on the Town Facebook page/ Calendar, Palestre page
- Planning/ preparation for Kids Fall Dance – Oct 27
- Attended the SPRA AGM & Conference in Maple Creek Oct 18-20
- Accepting Sask Lotteries Community Grant applications (TIPS Grant)
 - Working with local groups to complete application/ program possibilities
- **Palestre**
 - Opened for Skating October 15
 - Great turnout for first public skate
 - Minor hockey held a 3 on 3 tournament Oct 20-21, 24 teams took part.
 - Clinic in Curling Arena Oct 20
 - Fall Fair booked October 27-28 in the Curling Arena
 - Adam Herold Legacy Conditioning Camp October 27-28
 - 3 off season bookings for 2019
 - Working on schedules for season ice rentals
 - Staffing Schedule
 - Invoicing
 - Advertising
 - TV Lobby advertising
 - 10 Dasher board ads sold
 - Awaiting digital files from advertisers before sending off to print
 - Second Employee Hired – Luke Smit, part time only.
 - No full-time applications were received
 - Curling Arena plant start up scheduled for October 31
 - Alsask Fire Alarm System upgrade scheduled for November 5- 8
 - Facility Inspection booked for November 13
- **Kids Dance**
 - Poster/ Facebook promotion page
 - Sponsors
 - Purchase water bottles & glowsticks for goodie bag giveaway
- **Theatre**
 - Door replacement report submitted
 - Upcoming events: Coffee House, Lions Santa Day, National Film Board Night, Ladies Night, Spring Play (March), and weekend movies

Priorities for November 2018:

- Attend SW District Cultural Gathering – Oct 30, Herbert
- Solstice follow up reports
- Sask Lotteries Community Grant Allocation
- Arena Daily operations
- Palestre advertising

A handwritten signature in black ink, appearing to read "Casandra Rushinko", enclosed in a thin black rectangular border.

Casandra Rushinko
Community Recreation Coordinator