



Monthly Activity Report

TO: Mayor and Council
FROM: Caitlin Fox, Community Recreation Coordinator
DATE: September 13, 2021
RE: **Monthly Activity Report – September 2021**

AUGUST/SEPTEMBER ACTIVITIES:

- Playground program went very well, and I have put together notes for next year
- Started doing facility checks every Wednesday, Friday, and before events to ensure all cleaning is done
- Lots of summer programming happened in the summer months that went over very well.
- Planning Alan Jackson impersonator concert on October 10th. Val and Barb Catering will be doing the supper, The Wadena Wildcats will be doing the bar.
- Did the Kids Zone for the Town and Country Fair and did not have as much engagement as I had hoped.
- Opened a photo contest to update our website pictures and add community pictures to the office.
- Working with Alyshia and learning more of what she does
- Preparing for rink season
- Went to Creighton for Arena Operator 1 course.
- Hosted a movie night and it went very well- I hope to have more this fall/winter
- Lots of bookings for all the facilities
- Started fundraising for the Outdoor Rink- Amount update on September 27th
- Did the Newsletter for the Quarterly utilities.
- Designed Town clothing.

PRIORITIES FOR September/October 2021:

- Programming
- Preparing for rink season
- Rink advertisement
- Order clothing
- Planning Halloween Activities
- Planning Moonlight Madness

REQUEST FOR ACTION/DIRECTION/CLARIFICATION

None at this time