

# HCCE Minutes

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**Meeting date | time** 11 /2/22 | 6:30pm | **Meeting location** Upper Town Hall

<b>Type of Meeting</b>	Regularly Scheduled	<b>Members Present:</b> Jacqui Herrera , Linda Carter, Jeffrey Pena
<b>President</b>	Jacqui Herrera	<b>Liaisons Present:</b> Pat Vassar (Highland Police Department)
<b>Vice President</b>	Sandy McKnight	Dave Byers (P&R)
<b>Treasurer</b>	Allencia Ballard	<b>Additional Attendees:</b> Rachel carter
<b>Secretary</b>	Jeffrey Pena	

**Minutes Review** – October minutes motioned to be accepted by Linda Carter and 2<sup>nd</sup> by Jeffrey Pena. Motion passed.

**Financial Report** – Invoice distribution report was presented

**Liaison Reports** – Police department liaison reports they will be assisting in the Santa Parade. P&R reports will be assisting with the set up of Santa Parade and NYE fireworks.

## **Additional Topics Presented**

- Committee will outline the tasks that were done for each event.

## **Committee Reports:**

- Background for Santa Parade will be in soon.
- Mrs. Claus costume is in
- Bags for children will be made for Santa Parade
- NYE fireworks are set. Glowsticks and horns will be ordered
- Trunk or Treat photos were posted.

## **New Business:**

- No new business.

**Next Meeting** December 7th 6:30pm Upper Town Hall.

**Adjournment:** Linda Carter motioned for meeting to be adjourned. Jeffrey Pena seconded that motion, all agreed. Meeting adjourned at 6:55pm.