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# Community Services Manager's Report – May 2006

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## Information Centre

### Potential Residents Packs

Total packs distributed for April - 15

### New Residents Packs

Total packs distributed for April - 6

### Souvenir Sales

Total souvenir sales for April were \$975 with an additional \$339 in commission sales. Total sales figure for April 2005 was \$775.

### Newsletter

The joint Central South Island/Waimate tourism newsletter was produced and distributed.

## Wall Chart

Recently we introduced throughout the organisation new calendar software called Wallchart. Jamie Halkett has been responsible for rolling out the software and training staff on its use. All meetings, appointments and deadlines are recorded by individual staff for everyone to view. Councillors wishing to learn more please talk to Jamie or Melissa.

## Meetings & Training

- 1) Tourism Operator meeting
- 2) Civil Defence Controllers Forum
- 3) Nick Taylor – re tourism impact study of North Bank Tunnel concept

## Event Promotion Handbook

This useful guide has been updated and made available at the information centre for people wanting to learn how to market their community event. It contains information on writing a marketing plan, what the information centre to do for them, marketing ideas, and a list of media and their contact details.

## Library

### Easter Activity

“Bunnies, Bonnets, Buns & Books” was the name of the Easter theme in the library during the month of April. The special themed activities included story times, Easter recipes, colouring competition, and winning bookmarks. Winners of the special bookmarks were J Lochhead and R Clarke.

### Displays & Visits

- Lister Home display – 3/04/06 – 18/04/06
- ANZAC display – 19/04/06 – 26/04/06
- St Patrick’s school visit with 2 classes 28 April

**Carolyn Johns**  
**Community Services Manager**

**5 May 2006**