

## CRB meeting minutes 9.15.2020

**Present:** Sabrina Dahone, Melissa Julius, Tracy Fox, Brandi Baily, Jennifer McQueen, Cheri Busenitz, George Glover (also present via phone call: Jennifer Downey)

**Call the meeting to order** @ 7:04pm

### **Approval of Agenda:**

- Add: new business
- 4<sup>th</sup> of July 2021
- Resignation of Carol
- Approval of updated agenda: Motion by Cheri, Sabrina (4-0; motion carried)

**Approval of minutes** : Tracy, Melissa (4 yes, none opposed. Motion carried)

**Public forum** - no visitors, no public forum required

### **Staff reports**

Jennifer McQueen:

- T-shirts are in stock.
- Dee, finance director said we need to collect sales tax. Selling the shirts with sales tax (\$15, \$13.87 price without tax).
- Locations: Auntie C's diner, SEW works, Leekers.
- Melissa will coordinate shirt sales for all locations and deal with stocking our locations.
- Charitable contributions form has been created and can be used for us as we go out into the community and secure donations
- Events sheet created for the 2020 fall festival
- Need to go over donations list

Jennifer Downey

- Information regarding fall festival donations

Cheri

- 40<sup>th</sup> anniversary celebration- use of parking lot. Waiting to hear back from Steve Brown, who will speak with Larry Cook on our behalf
- Switch business order on the agenda to start with old business and then move into new business. Motion by Cheri, Sabrina (4-0; motion carried)

### **Old Business**

1. Discuss and consider fall festival
  - a. Volunteers needed
  - b. List of items (4-7pm)
    - i. Food trucks- Sabrina (no needs or costs- \$10 vendor fee)
    - ii. Ponies- those are already booked (we do nothing; they set it up, hand sanitizer, volunteers, and cleanup. \$800)
    - iii. DJ/Music- Steve Brown is out (October 24- New Anthem Church to provide DJ music OR live music)

- iv. Pumpkin Run (Jennifer McQueen, \$36 for 12 pack of playing cards, volunteer needed for each stop- city building, twisted city, Atwoods, Leekers, the park. From 2-4pm. Need 1-2 volunteers at the park and at the city building) 4 age groups. And prizes.
- v. Pumpkin painting (Jennifer will coordinate the pumpkin decorating. Paper plates, paint brushes, and paint disposable cups, water. Individual painting kits that can get thrown away. How many sets/pumpkins? 150-200 pumpkins. Special order pumpkins from Leekers (Cindy Wagoner). Cheri to pick up pumpkins the day of. Normally donates \$300.
- vi. Trick or treat scavenger hunt- volunteers event (10 stations?)
- vii. Pumpkin carving contest- pumpkins dropped off by 2pm. (Sabrina. Carved prior to the event. Age group voting. Vote by committee? 2-3 people. Ask council members to come and vote. Vote done by 3:30pm. Hang ribbons on the winners)
- viii. No to the tattoo booth
- ix. No inflatables.
- x. Costume contest- dresses up can enter in the costume. 4:30pm North side of roller rink. Judged by council members. 4 Age group awards- 0-5, 6-11, 12-17, 18+ (George help vote).
- xi. Table for t-shirts. Find someone to sell t-shirts (Pride members)
- c. Special meeting called 9.29.2020 at 7pm. Motion by Melissa, Sabrina (4-0; motion carried)
- d. What time is setup necessary? And what needs? JMQ to provide a list of setup and times.
- e. Approval to spend \$2500 on fall fest. Motion by Sabrina, Jennifer. (5-0; motion carried)

This is our list. Keep it simple.

- 2. T-shirts: finalized with staff. Brandi will talk to Chris about t-shirts.
- 3. Discuss and consider donations (see list)

### **New Business**

- 1. Carol Copeland has turned in her resignation for personal reasons. Motion to approve by Melissa, Cheri (4-0; motion carried). We need to elect 2 members, and we also need to elect a new treasurer. Dana to put an ad in the paper. Cheri will serve as interim treasurer. Create spreadsheet and share it with the team. Motion by Cheri, Sabrina (4-0; motion carried).
- 2. 4<sup>th</sup> of July
  - a. It is on a Sunday this year? Have it put on the city council agenda. Cheri to talk Marlo.
  - b. Parade coordinator (Ben Saucedo?)
  - c. Food truck coordinator (Sabrina)
  - d. Park activities (10-3p) (Cheri)
  - e. Pre-event (pageant- June 26) (Brandi?)
  - f. Car show coordinator (Kenneth McClendon)
  - g. Fireworks (
  - h. Live entertainment (

- i. Donations (split up)
- 3. 40<sup>th</sup> anniversary celebration- medallion hunt

**Next meeting** : 2 weeks from tonight special meeting fall fest.

**Adjournment** : Motion by Tracy, Sabrina (5-0; motion carried) at 8:32pm