

EVENTS COMMITTEE MEETING

August 16, 2022—5:00PM

Town Hall Meeting Room

The public is allowed to attend, and is encouraged to come and participate

In attendance

Committee: Judy Rolfe, Leslie Rosewarne, Vivica Duffield, Katie Doble

Visitors/Volunteers: N/A

Meeting called to order: 5:10 PM

Minutes

- Approve minutes from 6/14/22 – *Motion made by Judy to approve, seconded by Katie, approved*

AGENDA & MEETING MINUTES

- **Summer concert series**
 - Debrief - start, stop, continue
 - Not a lot of volunteering from crowds, but enthusiasm for attending
 - Create checklist for ALL events going forward and start a list of events to have people sign up for events leading
 - For sponsorships, need to follow up in person vs. via email
 - Shorten concerts to 2 or 2.5 hours – 4 – 6:30; or 3 – 5 / 5:30
 - Kids attendance lower than last year; keep games out b/c used
 - Keep doing popcorn, but consider doing a big bag of popcorn (if we use up donated popcorn kernels)
 - Took 1.5 hours per concert to prep popcorn
 - NO candy; NEED water
 - Make sign for water next year
 - Buy cooler with any leftover money; Leslie donating her pink and blue coolers
 - Follow-up - next steps
 - Sponsor and participant Facebook post (Judy)
 - Create overview document for deposit process + Judy to balance books from concert, incl. cash and musician checks
 - Expenses reimbursement needs to be done this week (Judy and Viv to connect)
 - Review all purchases and compare to last year's sheet so we know what to buy tomorrow
 - Reimburse Brad for stage + pay for porta potty
 - Figure out CSAC payment (Judy)
 - Write personal thank you notes for donations / sponsorships (everyone)
 - Do follow up survey on Facebook to get feedback
 - Memorializing planning and execution process for future reference (*see above*)
 - Create process document around sponsorships

- Create notes document / checklist for future reference
- **Member recruiting**
 - Potential new members sourced during concerts
 - Jen Stuart
 - Vincent and Amy Monti
 - Heather Baldwin
 - Ask Desiree to throw up sign on website which would prompt email out to all who receive notifications
- **Upcoming events**
 - Trunk or Treat – Witch’s Brew Tent: Apple cider, apple crisp donated by local restaurants; big table full of candy; big coffee urn
 - Don’t be part of haunted house
 - Fine doing a little booth; make scarecrows
 - Have a separate booth with Light Up Thornton and Christmas Tree, Jack Skeleton, signs, lots of Christmas decorations
 - Hot chocolate will be donated by DDs
 - Judy has urn / burner
 - Have drink container for cider
 - Light up Thornton
 - Confirm selectman tree lighting logistics + if we’re decorating the Town Hall (ask Desiree)
 - Last year was great – craft tables need to have crafts that can be done quickly (avoid elmers needing to dry)
 - Short bus
 - Don’t do RSVPs for bus – not accurate
 - December 4th – confirmed
 - Call and email list from last year and then put out FB post

Calendar Review

- Next Meeting September 13, 2022

Adjourn Meeting: 6:30