

EVENTS COMMITTEE Minutes

November 9, 2021—5:00PM

Town Hall Meeting Room

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

In attendance

Committee:

Judy Rolfe

Katie White

Leslie Rosewarne

Crissy Luckern (virtual)

Meeting called to order: 5:15pm

Minutes

Accepted October 2021 meeting minutes.

BUSINESS

- Treasurer duties to Crissy. Responsibilities will be keeping a detailed spreadsheet of our balances, reporting each month to the committee and turning in receipts and money at Town Hall.
 - Crissy will meet with Judy to go over duties and determine how she can help, a lot can be done remotely
- Update on the SESAC paperwork/donations
 - Monti's maple farm donated money to cover this year's cost.
 - Check will go out on Nov 19th
 - Yearly contract will be needed- need to bring to BOS in the spring
 - Did not find out how other towns pay for this yet.
- Budget for 2022
 - Will need to work on details at next meeting.
 - Submitted \$4,000
 - Got donations to cover Concerts Series last year
 - Storage cost could be shared by town hall.
 - See link in Google Drive to spreadsheet.
 - Dec 15th is when it is due to BOS
- Storage
 - Not enough room at the fire department.
 - Storage cost could be shared by town hall, container bought by the town. Would be a key we could get into 24hours.
 - TBD after discussing with Tilton Trailers
 - Things that freeze could donate (water?)

- Trunk or Treat debrief- tabled for another meeting
- Respond to Jessye Bartlett's request
 - Open for an act on a Concert Series day.
- Light Up Thornton
 - Waiting to hear from the school to confirm we can use the school, but could hold indoor activities in the town office if needed
 - Open the gym at 3:00pm, Jessye Bartlett's orchestra 3:15-4:00 pm
 - Crafts, listen to holiday music provided by the kid orchestra/sing along
 - We do have coloring pages and crayons
 - Bus tour start loading at 4/4:15
 - Depart at 4:30
 - Volunteers can pick up event except for how to vote for house on the tour which can be available for people when they return.
 - Bus goes through all the stops (one stop is the town hall with the tree and decorations on town hall, sing a carol and turn on the lights of the tree, building will not be open)
 - People can sign up until Dec 1 to decorate their houses. Multiple ways to sign up.
 - Sign Up Genius
 - Message/Call or Email the Event's Committee
 - Advertised on Facebook
 - Keeping a list of houses by house number and street, not numbering separately.
 - Have talked to Dan Gilman (police), no concerns
 - Katie will send the town the blue flyer to add to website (add Sign up Genius link to flyer)
 - Leslie can print some black and white Save the Date flyers and we can put it up at minimal spots
 - Ask Debbie to add a date to the Light Up Thornton signs (request more signs, 12, with the patch so we can change the date, also add QR Code). Judy will ask Debbie.

- Buy two banners, put one at Cross Rd and one before the Transfer Station, have the date area be able to be patched so we can reuse it. As soon as the school confirms we can use the location.
 - Add sponsors Benton Sugar Shack and Monti's Maple Farm, also add to the map/house list.
- Will need to add meetings in November-December at least through Light Up Thornton
 - Light Up Thornton topics priority
 - Budget discussion (due by Dec 15th)
 - Add write-up to Town Report, can add picture space (in black and white) (Katie will ask when this is due)
 - Nov 16th and Nov 30th at 5pm. Nothing on the town calendar, but Katie will add this to email to the town.
- Need to have a certificate of insurance in place for each event, needs to be in place two weeks before an event. See template. Email to Desiree. Shared on Google Drive.

Calendar Review

- Light Up Thornton, now-Dec 1st registration, Dec 5th kick off event; Dec 5-15th Competition
- Nov 16th- Budget and Light Up Thornton
- Nov 30th- Light Up Thornton
- Trunk or Treat debrief set for later in December or January.

Adjourn Meeting- 6:15pm