



**311 Production Drive Avon, IN 46123
(317) 745-0785 opt 1**

Meeting Minutes: January 9th, 2018

Board Attendance: Lora Lacey – President, Robert Cummins - Vice President, Britt Woodard – Treasurer, Virgil Underwood – Secretary, Karie Sinclair, Tracy Justice, Crista Moore

Board Regrets: Doug Waterfield, Cassi Still, Carrie Fulbright

Attending Partners/Guests: Karen Hendershot, Kelsey Cantrell

Meeting called to order by Lora Lacey at 7:35am with a quorum present (7 of 10).

Review and Approval of December 12, 2017 meeting minutes – Motion to approve Karie S., Second Britt W. Motion carried (7-0)

Treasurer's Report – Britt

- Transfer of officers from Robert C to Britt W has not been completed but is in the process of being switched over. End of Year Balance \$20,638.39.
- Britt opened discussion around the usage of a Debit Card for the Festival.
- Motion Robert C. Second Karie S. – motion passed to allow a debit card for festival purchases (7-0)
- Britt W. per instruction of Lora L. will create policy and procedure for debit card usage.
- Limit on Card will be set at \$300 or less for anyone given day. Card will have no – cash access

Old Business

1. Introduction of new members and existing members
Heather Newman – Official Resignation given and announced by Lora L.
2. Acknowledgment and review of Financial Books – Performed by Robert C., Lora L., and Britt W.
3. Harmony Baptist Church is in agreeance with the festival having 2 parts this year.

New Business

1. Festival Committees and who will chair
 - A. Entertainment (Britt W., Lora L. & Delbert)
 - a. Festival Stage
 - b. Concert Stage
 - c. Talent Show
 - d. Beer Garden
 - i. They will be obtain approval from Washington Township Trustee by January 26, 2018**
 - B. Parade (Crista M.)
 - a. Logistics – to get notes from Lora L.
 - C. Vendors (Kelsey C. – Project Angel)
 - a. Business
 - b. Craft
 - c. Democracy Row
 - d. Dog Adoption

- D. Food Vendors (Robert C.)
 - a. Festival Vendors -Afternoon
 - b. Concert Vendors – Evening (Discussion around “Cluster Truck”)
 - c. **Reach out with vendors to discuss shorter day 11-4 and 6-9 before Feb 20th meeting**
- E. Activities (Cassi S., Tracy J. with assistance from Tom)
 - a. Kids Zone
 - i. Bounce Houses, Pony Rides, Petting Zoo, Laser Tag, etc.
 - b. Concert
 - i. Games for adults, kids, YMCA, zip line, bungee trampoline, etc.
- F. Fundraising (Virgil U)
 - a. Waiting for final yes on beer garden
 - b. Raise funds
 - c. Coordinate with board
- G. Logistics (Karie S.)
 - a. Decorations
 - b. Special Needs
- H. Marketing (Karen H., Tracy J., Britt W.)
 - a. **Formstack review and see about purchasing by Jan 31st**
 - b. **Show to board for testing by Feb 1st**
 - c. **Have new forms and site update and all live by March 1st, 2018.**
 - d. Karen to place not on site saying when goes live.
 - e. Britt W. will take over the Social Media Site as Heather N. steps down
 - f. Tracy and Karen to work on Website Development
- 2. Review of Meeting dates for 2018
 - a. Change Made **Meeting added February 20th 7:30** am at the Washington Township Government Center
 - b. Discussion to Cancel Meeting in March
- 3. Review ideas for 20th Anniversary
 - a. **Beer Garden – 6-8 PM with 3 drink max**
 - b. 5K Run – Checking on doing this week of event
 - i. Lora to call Rainmakers – Lee and Discuss
 - ii. Discussion of having a themed run!
 - iii. Lora L and Britt W to look into Piazza Produce, Coca Cola, and others for Donated Items
 - ~~c. Bike to Event – CANCELLED~~
 - d. Talent Show
 - i. **Payout needs determined by end of March (Avon HS Talent Show is in April)**
 - 1. Lora L. wants to have a booth set up at the Talent Show
 - e. Returning of All Original Board Members
 - i. **Britt W., Lora L., and Delbert will present ideas at Feb 20th meeting**
 - f. BAND – Lora L. has many contacts out waiting to hear back to secure a band for the 7-9pm time frame
 - g. Blood Mobile – Karie S. to confirm
- 4. Couple of New Ideas
 - a. Hendricks Power (Robert C)
 - i. High Voltage Safety Demonstration
 - ii. BMV – Renew Licenses and Such
 - b. Avon Barber Shop (Lora L.)
- 5. Last Project Angel will continue to run the Vendor Booths for 2018 – no changes
- 6. New phone number to contact for all event info. **317-745-0785 opt 1 (Parks Department – Lora L.)**

Motion to Adjourn – Virgil U., Second Britt W.

Meeting adjourned at 9:12am.

Reminder next Board Meeting is February 20th at 7:30 am 311 Production Drive Avon, IN 46123