

Avon Community Heritage Festival Meeting Minutes

October 9th, 2018

Meeting called to order with Quorum present at 7:32am.

In-Attendance – Lora Helmick, Britt Woodard, Karie Sinclair, Robert Cummins, Cassi Still, Virgil Underwood / Guests in Attendance Don Hodson, Kelsey Cantrell

Regrets – Delbert Harmon, Tracy Justice, Crista Moore

Treasurer's report by Britt Woodard

(Ask that all Receipts be turned in to Britt by end of October)

Review and Approval of Meeting Minutes for September 11, 2018

- Approved after Karie requested an amendment be made to the original minutes
- Change amended to Meeting minutes for September 11th.
- (Rotary to work parking at After Dark and not the beer garden)

1. Recognition Night (November 7th at 6:00pm Washington Township Pavilion)

- Set up slide show – get photos to Tracy Justice – by October 31st
- Karie Sinclair will work with Tierney's Catering for desserts
- Robert Cummins will visit Cosco "Bottled water, 2-Liters, etc)
- Lora Helmick – check in to Cup Cakes and other Desserts
- Need to make sure we have cups, plates, and napkins
- Lora Helmick to work on Script/Agenda and decorations
- Virgil continue working on getting invitations and gathering RSVP's

2. Officer Nominations & Board Openings

- Open for nominations to the board of directors
- All nominations must be turned in to Virgil by 12/12/2018, Voting will be held on 12/13/2018 at the last board meeting for 2018. Those voted in will take over at the January 8th, 2019 Meeting
- Names currently on the ballot – others may run for same positions or open ones

Lora Helmick running for President

Britt Woodard running for Treasurer

Vice President

Secretary

3. Tree Lighting Event – December 1st 2018!

Set up 3:00pm – finish by 5:30pm, event starts at 6:00pm ends at 7:00pm!

Assignment of Tasks

1. Britt Woodard – Marketing & Activities & Cocoa / Secure Town Hall for Event!
 - a. Indiana Region 9 wants to help!
 - b. Check building make sure all outside lights work
2. Karie Sinclair – Decorations & Entertainment
 - a. **Talk to Sign Gypsies (Donate signs?)**
3. Cassi Still – Pictures, Set Up and TBD cost of Snow Globe to be voted on Nov 13th
 - a. Countryside Meadows –Ashley (sponsoring this event)
 - b. **Need sign stating they are the sponsor for Pics with Santa!**
 - c. **Snow Board Bounce House? TBD based on cost and vote...**
4. Virgil Underwood – Logistics, Parking, Train, Vortex
5. Delbert Harmon – Logistics & Parking / Test Halogen lights at park
6. Robert Cummins – Cookies & Activities
7. Tracy Justice – Marketing & Pictures
8. Crista Moore – River Birch Glee Club, Decorations & Entertainment
9. Lora Helmick – Santa’s Arrival / **test outlets** / **Dan Smith to hang tree lights!**
 - a. Test Flood Lights make sure all are working!

All lights to be checked and hung the 1st or 2nd week of November! This will most likely be a last minute call day of to assist the firefighters in hanging the lights. This can go rather quickly with help! Please be ready to assist if at all possible. Thanks!

4. Festival Recap 2018 20th Anniversary!

1. Shut down top to Quick – Guests Concern & Vendors
2. Karie – Mentioned Tractor Drivers – Lunch typically covered so there was a little confusion here. But was handled! What happened to a Critters Chance – Never showed up?
3. Kelsey

-Vendor Comments – Cost more – less time

- Want to park on grass to unload
- Inflatables load for those near the generator

4. Cassi

- Generators – Issue out of gas – told these would last for 8 hours
- Giant slide big hit

4.5 Virgil – Suggestion to change from a Breakfast to start set up day to a lunch so more can attend?

5. Food variety Nice! Good feedback on the variety!

6. Entertainment – Good, great crowds and the table set up was much better this year!
- Maybe a Lapel Mic for 2019

7. Trailer that the Festival owns will need new tires before 2019 event!! Do not forget about this!

8. Moving to Bottom of Park!

9. 5 pm guests started arriving

10. Food Truck Timing was good moving from top to bottom!

11. Fireworks – concern with where to launch from. Maybe have fire dept/ramsey and Lora all meet to discuss

- have music playing during fireworks

- consider having fireworks quicker at lighting them. Not so spread out. Or get more...

12. Band was great! Lots of people dancing and enjoying the band.

13. Security was good – Maybe more than required but made things run smoothly

14. Maybe some additional lighting, and more restrooms or better signage for the Restroom facilities!

15. Some hiccups with the beer and wine vendors

- Discussion to be had regarding number of vendors for 2019.
- Do we keep the beer garden in 2019?
- Not craft beer sold at all booths, not what was expected. Fix for 2019.

Meeting adjourned at 8:55 am