

ACHF Meeting Minutes

Tuesday November 14th, 2017

Meeting called to order with a quorum present at 7:34 am.

Board Members in attendance: Robert Cummins, Karie Sinclair, Candyse Mays, Lora Lacey, Cassi Still, Britt Woodard, Virgil Underwood

Special Guests in attendance: Karen Hendershot and Catherine Meyers

Regrets: Doug Waterfield, Heather Newman, Carrie Fulbright

Approval of Meeting Minutes for October 10th: Motion Karie, 2nd Candyse, motion carried (7-0)

Treasurer's Report presented by Robert Cummins

- Missing invoices for the Scouts from festival \$500 Doug and \$250 for Cub Scout Troop
- All other invoices are paid in full at this time

Next Meeting will be at EMMY's in Avon at 7:30 am! Come Hungry

Old Business

- **Karen** updated the website to the Tree Lighting
- **Lora** is helping **Karen** with a Map for Parking to add to the website
- Parking is approved for overflow at AUMC
- **Lora Lacey** and Brother N Law fixed the outlets for the Tree
- Dan Smith w/ Avon Fire will be contacting us to get lights up most likely Turkey Week.
- **Lora** tracking down the Spare Bulbs
- Frazee's is supplying a tree for Santa's Porch, Rocking Chair for Santa, Pre-wrapped Gifts,
- Santa's Arrival "Polaris Slingshot" cost \$200 to rent (approved by board)
- **Britt** confirmed lights working around the back porch / will fix west side of building
- Has couple of spot lights as well, will get the key to building, make sure Freeman hangs round a bout signs on Monday Nov 27th!
- **Carrie** has entertainment set up with Harmony Baptist Church and Kingsway Christian Church, **Catherine** has Bill Reed for the Kids story at 5:45 pm and then twice inside!
- **Robert & Cassi** confirmed Silly Safari's Reindeer! Reindeer will be by Santa. Cookies from Harland! Hot chocolate no luck, but think we can get Hot Water from Kroger's, Starbucks or something put it in 5 gallon containers. **Britt and Lora** assisting here.
- **Robert** secured Goddard Schools and Our Shepherd for Crafts! Finalizing the Flyer ad as well go out Wednesday before Turkey Day and Saturday after.
- **Virgil** confirmed the Trackless (Holiday) Train, Vortex Tunnel, Prepping the Get Ready List distributes via email by 11/26. **Virgil & Lora** to post signs on Sunday Nov 26th, Double D Productions confirmed for Sound equipment and music! Continue with check-ins – start

- filing for sponsorships for 2018. Speak with Flyer about upcoming event. Getting some free advertising here, plus what we are doing with Robert.
- **Karie** confirmed with AUMC for parking. Getting bags and sand for luminaries – Done, napkins and cups, Confirm Ramsey and the Fireworks.
 - **Doug** parking confirmed Scouts are good to go that night. **Lora** has the Walkie Talkies at the park that Doug will need for that evening.
 - **Heather** make sure have all materials and supplies needed for Photo Booth! Post like crazy to build excitement around Santa's arrival. Keep rocking it on the Social Media piece for us! If possible continue to thank our sponsors as well on Social Media.

New Business

Candyse Mays has been added to the ballot for Vice President. Voting will take place at the December meeting. Names can still be nominated up to December 8th.

On the Slate:

- President – Lora Lacey
- Vice President – Cassi Still / Candyse Mays
- Treasurer – Britt Woodard
- Secretary – Virgil Underwood

Balancing of the Financials

- Robert, Britt, and Lora have agreed to do this. Please coordinate a meeting prior to Dec 31, 2017

All board members present confirmed they would be there. **Doug, Carrie, and Heather** can you please confirm with Virgil your ability to be at the Town Hall December 2nd for set up at 3 pm and for tear down from 7-8:30 pm.

Adjournment – Motioned by Lora, 2nd by Candyse (7-0) Meeting Adjourned at 8:33am.

Reminders:

Tree Lighting Dec 2nd 3-5:30 pm set up 6-7 main event, 7-8:30 tear down!

December 12th @ 7:30am we will be meeting at Emmy's Pancake House in Avon

7508 Beechwood Center Rd, Avon, IN 46123