

**Montgomery Township
Autumn Festival Committee
Meeting Minutes for March 13, 2013**



At 6:48 p.m. Mary Alfarano called the Autumn Festival meeting to order. Sue Dessner, Ruth Hardin, Mary Alfarano, Officer Rob Johnson and Sharon Tucker were in attendance.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

The February 6, 2013 meeting minutes were approved as submitted.

OLD BUSINESS

Event Date

Mary Alfarano reported that the date of the event was changed back to October 5, 2013, per direction from the Board of Supervisors. Sharon Tucker stated that the Board was concerned about finding volunteers and having enough staff to run the event if we held it over the holiday weekend.

Sponsorship Mailing

Sharon Tucker reported that the letter and brochure will be approved at the March 25th Board of Supervisors meeting. Following that approval, all vendor and sponsor forms will get posted to the website and the sponsor letter and brochure will be mailed to businesses in the township.

Volunteer Shirts/Committee Shirts

The Committee discussed and agreed upon the shirt choices for the year. The committee members will get Texas Orange long sleeve shirts and the volunteers will get short sleeve gold shirts. All shirts will have the full front, full color logo with one color printing of the sponsors on the back. Sharon Tucker will review the one color choices for the back of the shirts with the printer. The Committee is interested in getting red on the back of the volunteer shirts and black for the committee shirts. That decision will be finalized at the April meeting.

Promotional Items

The Committee agreed to get nylon drawstring bags for the promotional handout item in royal blue with the Autumn Festival logo printed in white. Sharon Tucker will get details on prices and a specific color choice before the next meeting so they can be ordered.

Halloween Theme Details

The Committee agreed that they would like to promote the Halloween theme for the event. Kids will be invited to wear their Halloween costumes and a parade will be held at 1:00pm from the Windlestrae House to baseball field #3, where the participants will gather on or near the bleachers for a group picture. Vendors will be told of the plan in advance and kids will be able to go to participating vendor tables to trick or treat.

Mary Alfarano suggested that Sharon Tucker ask the DJ to have Halloween music to play during the parade.

Sharon Tucker reported that we have a large quantity of adequate sized bags for trick or treating that we can distribute to the kids. Sharon Tucker will also look into ordering a Halloween themed promotional item that can be in the bags from Montgomery Township.

NEW BUSINESS

None.

OTHER BUSINESS

Officer Rob Johnson asked if the Committee would be interested in having the State Police horses at the event. The Committee agreed that if we can find a good location for them everyone would be interested in having them there.

Sharon Tucker reported that we currently have 400 pants and 400 long sleeve shirts ready for the event, thanks to Impact Thrift Stores, so we don't need to actively pursue getting additional items. We will take things if they come in but we shouldn't need more.

Officer Rob Johnson inquired about whether we had a food vendor that did soft pretzels and we do not. He knows someone that does the large pretzel braids and he will pass Sharon Tucker's contact information on to him.

ADJOURNMENT

There being no further business, Mary Alfarano adjourned the meeting at 7:28 p.m.