



## **Montgomery Township Community Day Planning Committee Meeting Minutes for January 14, 2014**

The monthly meeting of the Montgomery Township Community Day Planning Committee was held on January 14, 2014 in the Montgomery Township Municipal Building. The members in attendance included: Mary Alfarano, Andrea Duffy, Ruth Hardin and Bud Walleck. Sue Dessner, Sue Ann Miller and Janet McCrossen were absent. Also in attendance were Stacy Crandell (Assistant to the Township Manager) and Sharon Tucker (Recreation Coordinator).

### **CALL TO ORDER**

Stacy Crandell called the meeting to order at 7:02 p.m. and began with the Pledge of Allegiance.

### **PUBLIC COMMENT**

None.

### **OLD BUSINESS**

None.

### **NEW BUSINESS**

#### **a. Updates**

##### **1. Schedule of Events**

Stacy Crandell gave an update on the times of the event. The event will start at 12:00pm with vendors and many of the activities typically found at Autumn Festival. Most vendors and activities will be set up and running until 6:00pm, at which time those events will end and be removed from the park. Food vendors, music and some games will remain until after the fireworks, approximately 9:00pm.

##### **2. Sponsorship Letter and Brochure**

Sharon Tucker reported that a similar format will be used for our sponsorship requests that will be sent to all businesses in the Township, except those already established as a 300<sup>th</sup> Anniversary sponsor. Staff will seek approval from the Board to mail out the requests in February.

##### **3. Vendor Forms**

Sharon Tucker reported that there will be a slight increase in the cost to participate as a vendor this year. Last year non-profit vendors paid \$10 for a table, for-profit vendors paid \$50 and food vendors paid \$75. This year the cost will be \$20 for a non-profit, \$60 for a for-profit and \$100 for a food vendor. Andrea Duffy noted that this is still one of the lowest cost vendor events in the area.

4. Music/DJ

Stacy Crandell reviewed the current proposed schedule for musical performers. Sharon Tucker is working on getting a group from the North Penn High School to participate in the opening ceremonies. We are asking that they sing the National Anthem and perform a few songs before we move into our contracted musicians for the event.

5. Stage/Sound

Stacy Crandell stated that we are working with ClearSound to provide a 24 x 20 stage with sound and we are borrowing a second stage from Upper Merion Township at no charge, which will also have sound provided by ClearSound. Stacy reported that there is a chance the Upper Merion stage will get booked by another group and it will be unavailable. Mary Alfarano is going to check with MMR to see if borrowing the stage they use for their carnival is an option.

6. Village Tavern Participation

Stacy Crandell noted that the Village Tavern just informed the Township that they would be handling the beer/wine tent. Sharon and Stacy will be meeting with them soon to get details and will report back following that meeting.

7. Fireworks

Stacy Crandell reported that we have contracted with Celebration Fireworks to run the approximately 18 minute firework display that will begin around 8:45pm. Sharon and Stacy will be meeting with the company to determine music that will be played during the demonstration and finalize the details of the show.

8. Amusements/Games

Sharon Tucker reported that we are working with Bette's Bounces to provide our amusements again this year. They have a great staff, good prices and are really accommodating and easy to work with. Sharon stated that we have reserved many similar items that we consistently get. We are also looking to add some carnival type games that will be set up near the music allowing some activities to continue once the typical amusements close at 6:00pm.

9. Layout

Sharon Tucker reviewed the layout map, noting the changes from the typical set up, including the location for the bands, the emergency personnel that will be located in the parking lot and the placement of the DJ near the amusements.

10. Volunteers/Role Assignments

Sharon Tucker reported that staff has already been in touch with a few of our regular volunteer groups to inform them of the date. There is a slight concern about getting helpers that early in the school year as many of the volunteer groups have not yet met to coordinate for events. Sharon noted that finding adult volunteers that can help to run the different areas and oversee the younger helpers is always a challenge.

Andrea Duffy suggested that we hand out flyers at Commemoration Day to solicit help for Community Day. Mary Alfarano stated that Leanne Tomaselli would be the contact for the Rotary Group and they are often available to help with events such as this.

Stacy informed the group that we will need all the help we can get and are hoping to assign Committee Members to specific tasks that day so it is crucial that everyone is available for that day.

**b. Action Items**

1. Transportation

Stacy Crandell reviewed the plan to have offsite parking available, most likely at businesses located along Stump Road. Staff is reviewing how to handle this aspect and are hoping to assign a point person to coordinate the entire transportation aspect of the event.

2. Food Court

Mary Alfarano will be in touch with Outback Steakhouse on January 22<sup>nd</sup> for another event and will see if they are interested in participating.

3. Promotional Items

Sharon Tucker asked if anyone has input on what they would like us to get for giveaways this year. Andrea Duffy liked the squeezey acorns that we had a few years ago and would like us to get some kind of beer mugs, possibly even light up mugs, since we will be having a beer tent. Everyone agreed that bags are always a great giveaway, either the shopping bags or the cinch bags. Sharon will come to the next meeting with some options and prices.

4. Volunteer/Committee Shirts

Sharon Tucker inquired if anyone has input on what kind or color shirts we would want to get this year. The general consensus is something bright, possibly blue. Sharon will come to the next meeting with some choices for the Committee to review.

**OTHER BUSINESS**

Bud Walleck stated that he is interested in incorporating the Welsh theme into the event. The Committee would be interested in hearing more if Bud can come up with some suggestions of how that could be incorporated.

**ADJOURNMENT**

Stacy Crandell adjourned the meeting at 8:14 pm.

The next meeting is scheduled for February 11, 2014 at 7:00 pm at the Township Building.