

**Montgomery Township
Autumn Festival Committee
Meeting Minutes
August 8, 2018**

The August 2018 meeting of the Montgomery Township Autumn Festival Committee was held Wednesday, August 8th, 2018 at the Montgomery Township Community and Recreation Center. The members of the Committee in attendance included: **Mary Griffith-Alfarano, Officer Rob Johnson, JP Northop, David Wood, and Steve Terebecki.** Also in attendance was **Greg Reiff Parks Foreman, Derek Muller Recreation and Community Center Supervisor, and Floyd S. Shaffer Community and Recreation Center Director.**

Regular Meeting

Call to Order: Committee Chair Griffith-Alfarano called the meeting to order at 5:32pm.

Approval of Minutes: On a motion by Ms. Alfarano and a second by Mr. Northop, the minutes of the July 11th, 2018 meeting were unanimously approved.

Public Comment: There was no public comment.

Discussion Items

The following items were discussed by the Committee during the remainder of the meeting:

- **Sponsorships & Vendors**
 - Reviewed last year's sponsorships in total. The question was brought up if we have a way to track our progress of obtaining sponsorships at this point of time versus the same point of time last year.
 - The committee established a sponsorship goal of \$10,000
 - The committee discussed reminding potential vendors that Autumn Festival is returning to Windlestrae Park, as vendors did not seem to like being packed in tightly at the CRC in past years.
 - Mary Alfarano requested a list of sponsors to be sent to her.
- **Food Vendors**
 - Chick-Fil-A, Mystic Pizza, and Kona Ice are confirmed to be in attendance.
 - Pretzel Factory of Lansdale as well as the mobile truck have declined. Derek will reach out to the Horsham Location.
 - Jesse's in Telford for BBQ – Greg Reiff will reach out
 - Derek will reach out to Dino's
 - David Wood will reach out to his contact for hot dogs.
 - We are also looking for a food truck that sells sandwiches.
- **Transportation**
 - First Student is interested in providing buses as part of their sponsorship.

- We will make the judgment call if we need shuttles due to rain on Wednesday, October 3rd.
 - If buses are needed, we will need 3 long buses.
 - Derek will reach out to Keystone Church and PMI regarding additional parking in the event of rain.
- **Entertainment**
 - JP Northop will reach out to Goddard School to see if they can provide face-painters
 - The proposed rate is \$100 per person, and we need 4 people
 - Goddard School will also receive a complimentary sponsorship table right next to the face-paint station.
 - Rick D. was discussed as a potential magician.
 - Star Wars characters are tentatively booked.
 - JP Northop will reach out to ROTC to see if we can obtain a rock wall for the event.
- **Event T-Shirts**
 - The committee decided on Kelly Green shirts for all volunteers, and Safety Orange shirts for the staff and Autumn Festival Committee
- **Setup & Volunteers**
 - Food vendors can arrive between 8am-9am. They may not enter later than 9am.
 - At 9am, non-food vendors may enter. The ROTC volunteers will be needed for this time.
 - We will need the Football Team to help break down and load the cars at 4:30pm.
 - The Key Club will be reached out to. They are needed in 2 ½ hour shifts to help decorate pumpkins and supervise moon bounce attractions.
 - For more information, Derek will take a look at the 2015 volunteer assignments and groups.
- **Police Department – Rob Johnson**
 - Helicopter is confirmed
 - The Police Department requests to park their truck in the field next to the bathrooms.
- **Additional Matters**
 - Mary Alfarano will not be here September 12th. If possible, the committee would like to reschedule to Wednesday, September 5th.

There being no further business, on a motion by Ms. Alfarano a second by Mr. Wood the meeting was adjourned at 6:25pm.

The next meeting of Autumn Festival Committee will take place on Wednesday, September 5th, 2018 at 5:30PM.

Submitted by:

Derek J. Muller

Recreation Program Supervisor

