



Montgomery Township Community Day Planning Committee Meeting Minutes for February 11, 2014

The monthly meeting of the Montgomery Township Community Day Planning Committee was held on February 11, 2014 in the Montgomery Township Municipal Building. The members in attendance included: Mary Alfarano, Sue Dessner, Sue Ann Miller and Bud Walleck. Andrea Duffy, Ruth Hardin 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 7:01 p.m. and began with the Pledge of Allegiance.

APPROVAL OF MINUTES

Sue Ann Miller made a motion to approve the January 14, 2014 minutes. Mary Alfarano seconded the motion and the minutes were passed as submitted.

PUBLIC COMMENT

None.

OLD BUSINESS

1. Sponsorship Letter and Brochure

Sharon Tucker passed out the updated information for the sponsorship mailing that will be sent out to Township businesses, except for those already sponsoring the 300th Anniversary, within the next week.

2. Vendor Forms

Sharon Tucker distributed the updated vendor forms for review. One noted change for vendors this year is the option to pay and rent a table and two chairs through us instead of having to bring their own.

Sharon Tucker asked if there are any businesses that Committee members would like us to specifically contact for participation to let her know and staff will reach out to them.

3. Volunteers/Role Assignment

Stacy Crandell reported on the need to have responsible volunteers assigned to each area that will be responsible for that location. Sue Dessner offered to take responsibility for the amusement area. Sue Ann Miller volunteered to handle the food vendor area.

Sue Ann Miller would like details regarding the available volunteer positions, descriptions and times. Sharon Tucker will get a list together and send it over.

Mary Alfarano stated that Bob Montgomery from Wolverine Construction is always a great volunteer and he may be able to help out with a location or getting volunteers.

The Committee agreed that all volunteers should be at least 12 years old.

4. Transportation

Stacy Crandell reported on the need to find a person to coordinate the transportation aspect of the event and asked that all committee members think about any possible options or people that may be interested and able to take on that large piece of the event.

Stacy Crandell reviewed the plan to have vendors park in the main lot this year which would make the 6:00pm exit for vendors an easier process.

Mary Alfarano agreed to contact the parking coordinator of the MMR Festival to ask for any assistance or feedback.

5. Food Court

Sharon Tucker reported that the plan is to have the food court set up in the same location as past years. Food vendors would be staying through the end of the event, approximately 9:00pm.

6. National Anthem Singers

Sharon Tucker has contacted Mr. Klenk from North Penn High School and they are able to provide a group or ensemble to perform at the beginning of the event. We can work with them on what option is best suited, whether a musical group or vocal ensemble only.

NEW BUSINESS

Sharon Tucker brought a sample of the heather sapphire shirt that staff is interested in getting and the Committee agreed that it was a good choice.

Sharon Tucker showed various choices for possible promotional items and the Committee decided to purchase reusable shopping bags, cinch bags and magnetic chip clips.

Sharon Tucker showed a few choices of beer mugs that could be imprinted with the 300th logo and sold at the Village Tavern tent. The Committee agreed on purchasing the plastic mood beer steins.

OTHER BUSINESS

None.

ADJOURNMENT

Stacy Crandell adjourned the meeting at 8:01 pm.

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