

**Autumn Festival Committee
Regular Meeting
July 8th, 2015**

Present at the July 8th, 2015 Autumn Festival Committee regular meeting were: Mary Alfarano, Sue Dessner, Officer Rob Johnson, and Athletics and Recreation Coordinator Matt Reimel.

Call to Order

Mary Alfarano called the meeting to order at 6:47pm.

Public Comment

None

Old Business

Mary presented the T-Shirt Invoice to the committee. Matt will submit a check request and get the invoiced mailed out.

Matt presented the East Coast Event Group Invoice to the committee. The Invoice was approved. .

Sue was able to get the Balloon Artist's information from Applebee's.

Matt was able to get in touch with New Dance Workshop and has set up two performances the day of the event.

Matt presented 4 different option for drawstring bags, with pricing. Mary will check with her vendor on what he can do as far a price goes. Mary will communicate with Matt to ensure that we are getting the best deal.

Mary presented the mobile ATM information as discussed in last meeting. The cost to have the ATM there is \$500.00. The ATM also must be covered from the sun. Each transaction charge will be \$3.00. The transaction charge goes towards our \$500.00 bill. We would owe the difference if it does not exceed the number of transactions needed. The committee had a few more question that Mary will get answered by next meeting.

New Business

Matt presented a bill from Public Works for \$66.00 to be charged to Autumn Festival. Public works bought wood materials to build steps to enter the stage (trailer).

The committee discussed the exact positioning of the DJ as well as the performances.

Matt reported that to this point we have 7 sponsorships, 10 food vendors with paperwork turned in and 25 nonfood vendors to this point.

Other Business

Matt will email Mary a list of the current vendors.

The day of the event we will use Kenas Road to get vendors out at 6:00pm

Day of Schedule was presented and approved.

1:00pm- American Gymnastics Demo

2:00pm- K9 Demo

3:00pm-New Dance Workshop

4:00pm- Helicopter Landing

6:00pm- K9 Demo

At the conclusion of the meeting the committee was able to go for a tour of the new Rec Center.

Adjourn

The meeting adjourned at 7:28pm.