

**Montgomery Township  
Autumn Festival Committee  
Meeting Minutes  
March 9th, 2022**

The March 2022 meeting of the Montgomery Township Autumn Festival Committee was held Wednesday, March 9th, 2022 virtually via Microsoft Teams. The members of the Committee in attendance included: J.P. Northrop, Alicia Sasso, Kim Gallo, and David Wood. Also, in attendance were Carolyn McCreary Township Manager, Tanya Bamford Supervisor, Audrey Ware Board of Supervisor, Floyd Shaffer Facility Supervisor, Greg Reiff Public Works Director, Robert Johnson Police Officer, Angelina Capozzi Community Recreation Program Director, and Derek Muller Public Information Coordinator.

**Regular Meeting**

**Call to Order:** Committee Chair J.P. Northrop called the meeting to order at 12:07pm.

**Pledge of Allegiance**

**Approval of Minutes:** On a motion by Mr. Wood and a second by Kim Gallo, the minutes from the February 2022 Autumn Festival Committee Meeting were approved.

**Public Comment:** There was no public comment.

**Discussion Items**

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

- A motion by J.P. Northrop to brand the event as the "20th Annual Montgomery Township Autumn Festival" and a second by David Wood was made.
- Publicity
  - Derek Muller created a save the date that he will be publicizing and a section of the newsletter will have information about the event details and a call for vendors. An event website will be made and future ideas will be discussed at the next meeting.
  - J.P. Northrop brought up in discussion the previous banner the township had to advertise, a decision was made to not have the banner. Carolyn McCreary mentioned the Township now has new digital signs at the Township building and recreation center that will help advertise Autumn Festival.
- Sponsorship
  - Angelina Capozzi showed her sponsorship flier she made as a template for this years event.
  - Carolyn McCreary held a discussion about big sponsorships and where we can display the sponsors name. Options like having a bag to give out with their name or the banner over the stage were discussed.
  - The next meeting will feature a workshop to iron out sponsorship tiers and perks for this year.

- Entertainment/Demonstrations/Amusements
  - Angelina Capozzi gave an update about the attractions. Bettes Bounces inflatables and staff is booked for the amusements.
  - Derek Muller discussed having a stage for this years event.
  - Carolyn McCreary started the discussion of having a beer garden at Autumn Festival.
  - Due to increasing costs and labor requirements, it was decided to forgo the corn maze this year.
  - Additional roaming entertainment options will be explored in addition to the magician and Star Wars characters.
- Crafts/Activities (Pumpkins, Scarecrows, etc.)
  - The scarecrow-making and pumpkin stations will be featured activities this year.
- Food Concessions
  - 6 food vendors have been confirmed. A few more desert-oriented vendors will be contacted.
- Transportation/Parking
  - A discussion was held about shuttles and parking.
  - Angelina Capozzi will reach out to First Student for buses for Autumn Festival.
- Volunteers
  - Angelina will reach out to Keystone Church and North Penn School for volunteers.

There being no further business, on a motion by Mr. Wood and a second by J.P. Northrop, the meeting was adjourned at 1:18pm.

**Our next meeting of the Autumn Festival Committee is April 13<sup>th</sup> @ 12:00pm this will be in-person.**

Submitted by:  
 Angelina Capozzi  
 Program Director