

# MILLERSBURG CELEBRATION 2019

## MEETING AGENDA

January 10, 2019

6:00 pm

Millersburg City Hall

Committee Members Present:

Jim Lepin

Mike Wertz

Don Miller

Jenny Wolfenbarger

Connie Lepin

Carlye Schrader

Kelly Cole

Kyle Mitchell

Wendy Major

Heidi Swirbul

Reviewed minutes from 11/14/2018 meeting

### **TradeWinds Driver Appreciation Party**

They're interested in holding a party during Celebration in covered area. Do they want to sponsor Hospitality Area? We need more information as to what they want to do. Jenny will call Heather with Tradewinds and learn more than report back to committee at next meeting.

**Sponsorship** – Update from Don: He has hit big stores outside of Millersburg. Him and Jim will wait until photo thank you books are printed to talk to Millersburg businesses. Tina at Red Canoe can't sponsor but wants to do something. Albany Parks & Rec was discussed that we should contact, since Millersburg sponsors their events, is there some sort of sponsorship they can do. Nicole Markel info was given to Jenny. Title Sponsor: Amy Price would like to renew as the Title.

**Power Needs** – Schedule meeting with Bobby from EC Electric to confirm their participation. Need outline of what our power needs will be. Jenny will contact Bobby to get conversation started.

**Run** – Deposit has been made to secure Eclectic Edge Racing for run. Michael Ann has 3 volunteers so far. Would like sponsor, S&W Manuf. to select charity for run.

**Stage Entertainment** – Kyle will contact Stages NW to reserve stage. Bigger stage was suggested by Kyle. \$6,500 was suggested as the budget for the Headliner. Queen Tribute band is not accepting any offers under \$25k. Several artists were suggested for Kyle to consider. Skot will work with Kyle again on sound & lighting.

**Kids Fun Zone** – Jenny suggested gold panning, 9 hrs, fully staffed \$1200 (Events Unlimited). Carlye took suggestions from committee members on different forms of entertainment. She will contact Scott Stimpson at Nt'l Guard to reserve rock wall and static display.

**Food Trucks** – Set up time at 8am Saturday or Friday if needed and prearranged. More trucks wanted for this year. Mike W. said he would like to see a different layout of trucks. Applications will go directly to Kim Wollenburg for processing and an invoice will be sent if necessary after receipt. Kim's email and City's phone is listed on application

**Vendors** – Set up time of 8am on Saturday was set. Applications will go directly to Kim Wollenburg for processing and an invoice will be sent if necessary after receipt. Kim's email and City's phone is listed on application.

**Business Expo** – Relocating was discussed as was getting a tent with lights. If Expo is separate from Vendors then different hours can be set without causing the Vendors to all break down when the businesses do.

**Beer Garden** – Deluxe wants to participate again. Discussed “walk-around” style versus a fenced in area and how this might promote more people to sit near stage. Committee shared likes and concerns of this method and also shared they would like to see a percentage of sales. Jenny has contacted via email OBS for better understanding on % of sales and “walk-around” permit process, waiting to hear back.

**Sporting Event** – We agreed to wait until after OFEA Conference to discuss. Guest speaker at Conference will have a course on the subject. Conference is 2/22/2019.

**Parking** – Need to contact Bob Brunson to secure his field.

**Advertising** – New ideas were asked for.

- Suggested a banner next to City Hall.
- Schedule an Albany Chamber Greeters earlier than last year.
- Flyers mailed out to citizens, included in water/sewer bills. Heidi S. suggested using a Title Comp to get addresses specific to Millersburg.
- City newsletter has not been developed yet. Kim will look into other City’s newsletters and calendars.
- Sticker will be added to current calendars given out by the City to mark the date of the Celebration.
- Ask Sponsors to add event to their internal newsletter to employees and on their social media.
- Make up a business card size promotional piece that Committee members can use when talking about the Celebration.

**Car Show** – Heidi S. gave update.

- Registration is suggested as \$20, includes a shirt, with a percentage of proceeds going to Honor Flight, a non-profit that provides Veterans with a 4-day stay in Washington D.C. to visit various Memorial sites.
- Heidi will get with Kim and design the registration application.
- Heidi and Mike plan on advertising Car Show while attending other shows.
- Trophy ideas were discussed. Heidi would like Mayor’s Choice, Viewer’s Choice and Committee’s Choice.
- Honor Flight local chapter will have booth located near car show

### **Information Communication**

Jenny asked if email of Agenda and Minutes prior to meeting is helpful and committee agreed, yes 😊  
Tracking spreadsheet method is still being investigated.

**Meeting Dates** – 1<sup>st</sup> Thursday of the month, next meetings Feb 7<sup>th</sup> and March 7<sup>th</sup>.