

Millersburg Celebration Committee Meeting

7/2/2019

6:00 p.m. to 8:00 p.m.

City Hall Meeting Room – Millersburg, Oregon



Attendees: (names struck out were absent from the meeting.)

Jenny Wolfenbarger, Chair	Kelly Cole	Connie Lepin
Heidi Swirbul	Carlye Schrader	Eric Park
Kyle Mitchell	Mike Swirbul	Mike Wertz
Michael Ann McIlvenny, Recorder		

Jim Lepin, City Council Liaison
~~Don Miller, City Council Liaison~~
~~Kim Wollenburg, City Representative~~

Consent Agenda:

Motion to approve the minutes from the June 6, 2019 meeting made by Carlye Schrader, seconded by Connie Lepin. Approved unanimously.

New Business:

- 1) Liability Insurance. Discussion about liability insurance for vendors is a concern that Millersburg is requiring them to have due to the cost to the vendor. Can the committee purchase a policy to cover the event and the vendors? Jim is going to look into it. Kelly will also try to get quotes to see what the cost would be for vendors.
- 2) Arts & Air Festival
An email will be sent out to sign up to work the sponsor booth. Friday, August 23rd 11:00 a.m. – 7:30 p.m. and Saturday, August 24th 10 a.m. – 8 p.m.

Unfinished Business:

Advertising

- 1) Comcast. Kirk Nord, Director- Government and Regulatory Affairs, \$2,000 sponsorship of in kind donations, then we would pay for the filming costs for commercial or \$1,500 toward sponsorship. The committee agreed to the \$1,500 sponsorship and work toward a commercial for next year.
- 2) N'Reeners. Every Door Direct from the USPS would cost \$120 for over 600 addresses in Millersburg plus the cost of flyer. N'Reeners would partner with us and split the cost. N'Reeners will put our poster on her trailer during the ATI picnic. The committee agreed to partner with N'Reeners for the mailing.
- 3) Banner ordered to promote run that will hang on the gate during ATI picnic, asked ATI if they are okay with it, they have a meeting 7/5 and will let us know.
- 4) Banner ordered to promote run that will hang on the gate during ATI picnic, asked ATI if they are okay with it, they have a meeting 7/5 and will let us know.

Sponsorship Update

- 1) Country Financial. Premiere package, \$2500 includes- tote bags, 3 hours VIP tent & discounted drink tickets

- 2) New Sponsorships. Firehouse Deli, Valley Pressure Washing, Lassen Chevrolet and J & H Trucking
To date \$33,520

Stage Entertainment

- 1) Signed agreements from all artists except for one.

Beer Garden

- 1) Drink tickets we give to sponsors, \$4 each for each ticket turned in, the amount will be deducted from our percentage. Percentage of sales are not calculated off discounted tickets. Oregon Beverage Service (OBS) will provide 4 alcohol monitors and 300' of crowd control fencing; we will most likely need to hang "No Alcohol Beyond This Point" signs near exits, asked for cost of additional fencing if needed. Providing free drink tickets for runners.

Kids Fun Zone

- 1) Schedule. Suggested hours were reviewed on the website and to develop the event signage.
- 1) Quad-Jumper. Set up and breakdown. Carlye and Jenny will meet with the vendor at the Millersburg Park about details on July 13th at the ATI picnic to see if it is going to work.
- 2) Stage. Reconsidering renting due to the size. It would be cheaper to build one and store it for future use.

Food Trucks and Vendors

- 1) Sent reminders to OBC, Gnomenuits, N'Reeners, Hawaiian Grindz and Country Kettle.

Car Show

- 1) Lassen, \$250 and a couple of vehicles on display, emailed to discuss this, \$250 = banner, \$500 = display of a single vehicle, \$750 for two cars, etc.
- 2) Dash plaque mock-up is in the works.

Run

- 1) OBS will donate drink tickets
- 2) Put run on websites, flyers at gyms, yard signs (when to put these out) – ASAP
- 3) Hang banner during ATI picnic – 7/5/19 is their committee meeting and they will let us know if approved
- 4) Course for half marathon listed on Eclectic Edge Racing site
- 5) Five water stations (actually four—the runners pass one water station twice)
- 6) Ask Dever-Connor church if we can designate their location for port-a-pots
- 7) Cowbells and cinch bags will be provided to runners

Business Expo

Updated.

Logistics/Venue Layout

- 1) Power Update

Equipment reserved from Sunbelt: power for food trucks and vendors, 4 light towers & 2 bonus balloon lights

- 2) VIP Tent
 - a. Kelly as Ambassador will assist sponsor and Country Financial with set-up and tear-down
 - b. Pacific Power has banner to hang on the fencing and wants to have a table with swag and greet people
 - c. Volunteers needed to monitor entrance
 - d. Order VIP badges
- 3) Celebration Layout
 - a. Connie is concerned about the radios having direct power at the Information Booth and the location of the Information Booth – for future discussion
 - b. Vendors breakdown at 8:00, after headliner starts, Art & Air does this
- 4) Parking. Wendy from Soroptimists confirmed to start early

Apparel/Signage

- 1) Graphics were sent to the shirt vendor. Will confirm later this month the details.
- 2) Run shirts are for purchase up to September 1. If a runner wants a shirt they can purchase the event shirt. Discussion about the shirt for the car show.
- 3) Banners are being made and will be ready by the beginning of next week.
- 4) Connie needs to put together the yard signs that can be used again and what needs to be ordered: Celebration, Run and Car Show.

Other

- 1) Volunteer recruitment through City communications
- 2) Radio needs to be given to one of the sheriff deputies

Adjourn:

Committee adjourned at 8:18 p.m.

Respectfully submitted:

Michael Ann McIlvenney

Upcoming Meetings:

Thursday, August 8th at 6:00 p.m.
Thursday, August 22nd at 6:00 p.m.
Thursday, September 5th at 6:00 p.m. (tentative)
Thursday, September 12th at 6:00 p.m. (tentative)
Friday, September 13th – set up for the Celebration
Saturday, September 14th - Celebration