

**SUNSET AT SUNSET
MINUTES
FEBRUARY 3, 2020**

Members Present: Karen Joseph, Mary Hughes, Kathleen O’Sullivan, Juanita Adams, Lois McClellan, Ron Lim, Melissa Warren, Cindi Stephenson, Starr Piganelli, Mike Jacobs, Brittany Booker, Jan McComb, Charlie Nern and Mayor Shannon Phillips

First order of the day was to welcome the new members to the committee: Starr Piganelli, Mike Jacobs and Brittany Booker.

Karen Joseph was unanimously voted in as chairperson

Budget: Karen reported that we have \$21,180.00 in our account. Initial expenses will be paid from this account.

Applications for 2020: Revisions have been made to the applications and all committee members were asked to review these prior to this meeting. Sponsor application will now include FRIENDS OF SAS: \$25, \$50, or \$75. These names will be included on a banner to be displayed the day of the festival. Melissa also recommended that there be a place on all applications for applicants to put a link for Facebook. The committee decided to place a \$25 late fee to all vendor applications. Also, there would be a waiting list made to accommodate any last minute exits and then a replacement can be selected from the waiting list.

Sponsors: Juanita will take over duty as the Sponsors Liaison. Bob Donnelly resigned from the committee for personal reasons. Karen will provide a list of potential sponsors but committee members may go ahead and contact any previous sponsors or new sponsors prior to the next meeting.

Food Vendors: Marge has already contacted previous food vendors to “SAVE THE DATE”. As soon as the applications are ready and posted to the website, she will contact the food vendors again. Contact with the Health Department to determine if there are any changes to the TEMPORARY FOOD APPLICATION. Only changes have been made to the EVENT COORDINATOR APPLICATION which Marge needs to fill out 2 weeks prior to the event.

Non-Profits: Ron will continue as the liaison for the non-profit vendors. Only change to this application will be \$25 late fee.

Vendors: Mary will again be the liaison for vendors, other than food and non-profit. **Some suggestions for improvements:**

No vendor will break down prior to the 5 PM closing. If out of supplies, vendor may leave but come back for breakdown. If it is necessary for a vendor to leave early, they are to park in an area where leaving will not be a problem.

Additional porta-potty placed at end of Purple/Lavender section. Kathleen will be responsible for ordering additional and also to order trash cans from Waste Management.

Request for tree trimming in Blue and Purple/Lavender sections. Cindi reported that this would require permission from land owners and they would have to hire tree trimming firm. Public Works cannot do tree trimming on private property.

Provide Staff phone #s to vendors. Suggestion was made to have specific staff to specific area.

Bounce House for kids area. It was decided to do a craft area for children and not to do pumpkin painting. Mary will be researching Bounce House vendors. Vendors will be advised to check within 2 weeks of applying to check for a confirmation from Mary.

Facebook: Melissa will be our FB manager. She has requested a space for a link or FB address so that it will be posted with vendor posting on our website.

Melissa will research the possibility of an app that may be able to provide a map of the festival for festival goers.

Other: Photos of committee members will be taken at the next meeting.

Permission has been granted for the festival to be held on the property at
Ingram Planetarium

Name Tags need to be ordered

Contact will be made to the WBHS Jr. ROTC for presentation of colors, the Rolling Thunder and Boy Scouts for assistance.

Chief Klamar will be contacted regarding hiring of traffic controllers

Mary will contact the Paul Grimshaw Band regarding the festival

Parking will be addressed at the next meeting

Next Meeting: March 9 @ 1 PM at Town Hall