

Sunset at Sunset
September 21, 2015

Present: Jerry Bober, Karen Dombrowski, Karen Joseph, Lois McClellan, Ann Bokelman

1. Finance: Reviewed invoices still to come in. Need \$400 in petty cash: \$200 in singles and \$200 in fives. Karen J. has requested and will pick up the needed checks.
2. Reviewed contracts: none outstanding.
3. Photo contest: Need gift cards. Karen J. will take care of. Jerry will contact Ed at the Planetarium to coordinate display of photos. Karen J. will make signs directing visitors to the Planetarium for the photo display. Judging has been completed.
4. Entertainers: Times confirmed.
5. Map & Layout: Karen J. distributed a final draft and asked everyone to review for errors.
6. Since the last meeting there was an incident with dogs from Canine Angels where a small dog was attacked and injured. The owner also was bitten. The committee agreed that we could not have the group at this year's festival.
7. Parking: Marge is working on this. We can use the orange cones from the Town and Karen D. has the orange vests.
8. Food Vendors: Karen D. has all applications in except one. Karen D. is taking care of requirement from the Health Dept.
9. Signs for our sponsors: Karen J. will make signs for new sponsors and we will use those we already have for existing sponsors.
10. Tee shirts and spikers will be counted prior to the event.
11. Survey cards: Ann will distribute and check tax id numbers in the morning, and will pick up surveys toward the end of the day.
12. Coolers: Karen D. and Lois will loan their wheeled coolers for the day. Karen J. is communicating with Fire Department re: ice and water.
13. Golf Cart Outlet will deliver the carts to Karen D.
14. Sponsor certificates: Karen J. will print.
15. Banners are up. Grass cutting and spraying for fire ants will take place prior to the event. Dustin has the information for water and electricity needs.
16. Each committee member will spend time in the Welcome Tent and the tent will be staffed by one or more committee members at all times. There will be a list of telephone numbers in the welcome tent.

No further meetings scheduled.