

**Sunset at Sunset**  
**Minutes**  
**May 20, 2019**

Members Present: Karen Joseph, Mary Hughes, Juanita Adams, Ron Lim, Kathleen O'Sullivan, Bob Donnelly, Janet McComb, Cindi Stephenson, Marge Gresham

Financial Update: Current Balance: \$26,502.02. Expenditures to be paid for Porta johns, entertainment, kiddie events, tent rentals, chair and table rentals, advertising and marketing supplies. Kathleen will be contacting the companies for trash cans and porta johns delivery.

Vendors: Mary reported that we currently have 76 vendors and of that number, 8 are new to the festival. Mary will be sending an email after the Memorial Day holiday to former vendors who have not sent in their applications. This is a reminder that our deadline is August 1 and if they want their previous location, please send in application including money as soon as possible. For those needing electricity or water it is essential for us to receive the application.

Sponsors: New sponsors: Coastal Hardware and R.D. White. Bob proposed getting a window decal for sponsors to place at their establishment. Karen will check with the vendor for pricing. It is now time to begin getting photos with sponsors in order to have photos in newspaper. Suggestion for more of committee people to be included in photos. Juanita has been in contact with a potential sponsor and is awaiting the check.

Food Vendors: Marge reported that she has made contact with former food vendors regarding their applications. Again, if electricity and water is essential, it is vital for their applications to be remitted. Also, each food vendor needs to coordinate with the Brunswick County Health Department.

Rack Cards: Bob suggested printing 750 cards this year. These cards will be placed at various locations around the area.

Welcome Booth: Suggestion was made to begin seeking volunteers to work the booth. Using last year's time schedule and placing volunteers in the time slots. Committee members will share time in the booth in the event of any questions/issues.

Parking: As usual, volunteers will be needed to direct traffic and park cars beginning at 7 AM. Bob has the schedule from last year and will begin contacting people who volunteered last year. Juanita will be contacting some of her resources to seek volunteers.

New Shirts: Based upon the inventory at the end of last year, we will be deciding to order/not order additional shirts with/without same logo. Shirts for the committee and town employees will be ordered, based upon pricing. Decision on shirts will be made at next month's meeting

Facebook: Melissa Warren has been posting the sponsors on the website.

Entertainment: A new contract was sent to the Paul Grimshaw Band which includes the insurance requirement. Lois McClellan sent a copy of 2018 donations made by Rolling Thunder which was requested by the committee. She will coordinate with the group regard their participation at the festival. Need an update from 5 Star Farms for kiddie entertainment.

Advertising: Advertising will begin as we get closer to the festival date.

Crossing at Sunset Blvd.: A request will be made to Chief Klamar to have a police car and officer at the Park Road crossing. The Lions Club will have a trailer in the bank parking lot for hearing and vision testing and people crossing may be a problem.

Memorial Day Celebration: Dr. Kyle Horton will be the speaker at the Celebration at Sunset Park at 10AM.

Next Meeting: June 24, 2019, 1 PM at Town Hall