

**SUNSET AT SUNSET
MINUTES
September 27, 2018**

Members Present: Bob Donnelly, Jan McCombs, Karen Joseph, Melissa Warren, Carol Malm, Lois McClellan, Bev Williams, Cindi Stephenson and Marge Gresham

Budget: Current Balance \$27,514.65 Invoices now paid are for banners and Sandwich Boards. Awaiting invoices for Porta-Johns; Sea and Sand Band; 5 Star Farms; signs; and tents, tables and chairs. Received the check from Providence Home and Knitting Nook.

Sea and Sand Band: Awaiting invoice. Bob will inform the band that they need to be set up by 9:30 AM and ready to make announcements at that time. Also, it will be necessary for them to be ready to play the National Anthem promptly at 10:00 AM so the color guard can present the flag. Band members will be parking behind the stage. The ROTC unit from WBHS will not be available for the flag presentation (Schools are closed until October 8) Karen will ask the Veterans Committee if they could possibly do this.

Parking Volunteers: Bob has made up the schedule for parking volunteers but we are still in need of volunteers from 11:00 AM until 1:00 PM. Committee members will reach out to seek some assistance in this area.

Other items: Trash Cans will be delivered on Thursday. Evaluation cards to be given to each vendor for their comments. These will be collected by committee members throughout the day. Karen will meet with Financial Director for checks and petty cash fund. Karen will also have the signs made for the Sandwich Boards; maps and vendor location sheets made as well as large laminated maps for the Welcome Tent.

Welcome Tent: Jan will be calling those individuals who volunteered to work at the Welcome Tent to confirm times. Jan, Carol M, and Bev will be setting up the tent Saturday starting at 7:00 AM. Other volunteers will begin arriving at 8:00 AM.

Thursday, October 4: Starting at 10:00 AM; Lois, Bob, Carol M and Marge will do the mapping of vendor spots. This will involve measuring the spaces and placing location numbers.

Friday, October 5: Committee members will report to the site at various times. All items from Town Hall will be picked up. Golf carts will be delivered to the site but will need to be taken to Police Headquarters for overnight. Tents will be delivered and set up by the company at approximately 12:30 PM. Should any vendors arrive to set up their space, they will need to be directed. Direction signs will be placed in the town to assist festival-goers for parking. Designate Handicap Parking area.

Saturday, October 6: Karen, Lois and Marge will go to Police Headquarters at 6:30 AM to retrieve golf carts. All other committee members will report at 7:00 AM. Jan and her group will set up the merchandise in the Welcome Tent and place balloons on Tent. Bob will fill coolers with ice and water and place in strategic locations and then begin supervising parking volunteers. Carol M will assist Bob throughout the day in replenishing ice and water as well as parking. Carol M and Bev will begin checking that vendors have their Tax ID # posted at their spot. Lois with a volunteer will be in the High Market Street area to assist vendors. Marge will be in the Ingram Planetarium area to assist vendors. A volunteer will be at the Sunset Blvd location to assist vendors. Karen will be roving to assist any vendors. At the end of the day, golf carts to be returned to Police Headquarters. Check to be sure all vendor location numbers and evaluation cards have been collected. CLEAN UP loose ends.

Facebook: Melissa asked for additional suggestions for posting. Primarily, some things to remind vendors. Reminders: post Tax ID #; committee members will be there at 7 AM to direct vendors to location; vendors may set up tents, tables/chairs on Friday, October 5, but it is not recommended to set up merchandise/products; all vehicles must be out of the pedestrian walking areas by 9:30 AM.

Next Meeting: Monday, October 15 at 1:00 PM at Town Hall.