



EVENTS COMMITTEE MEETING MINUTES
Council Chambers, 1000 Laurel Street

DATE, Tuesday October 13, 2015

Regular Meeting
6:00 p.m.

- 1. Called to Order** – April called the meeting to order at 6:02 pm.

Roll Call of Committee members – April Balsley, Debbie Hooie, Tiffany Harris, Brandy Wade, Christy Dean

Absent: Alicia Bennest, Liz Dargie, Kendra Dixon, Mary Tompkins

Brandy moved to excuse absent members, Tiffany seconded, passed 5/0

City Representatives: Mayor Debra Perry, Staff Marci Mayer

Other: Mardi Price

Approval of Minutes

Brandy moved to approve minutes from September 22nd meeting, Tiffany seconded, passed 5/0

- 2. Additions/Deletions**

The Following item was added to the agenda – no deletions:

Sam's Club Sponsorship Opportunity

- 3. Citizen Participation**

None

- 4. Regular Agenda**

a. Craft Bazaar

- i. Council Chambers vendors were great – Fun atmosphere
- ii. Raffle – Really Well – can make few adjustment to make better next year
 1. Don't have vendor give out raffle tickets – confusion on if it is a vendor raffle or events committee
 2. Have a information booth in Council Chambers
 3. Confusion with Senior Advisory Raffle
- iii. Friday Night Event – Great
 1. Tent, Entertainment, Food Trucks & Beer Garden

Council may add and take action on other items not listed on this agenda.

If you need ADA accommodations, please contact City Hall at (253) 517-2705 prior to the meeting.

Thank you.

- a. Need a twist on the Beer – Craft Beer???
 - iv. Hours – more clearly communicate hours – confusion with change of hours
 - v. Signs
 - 1. Make signs for City Hall Complex that can be reused each year – “More Booths” with arrow – Pumpkins – Bake Sale – Raffle.....
 - 2. Street A Boards had previous year hours – Update or replace signs
 - vi. Hand out Santa Hotline Signs & Tree Lighting information.
 - vii. Coffee Vendor Didn’t show up – Need contract to ensure free vendor come
- b. Christmas Tree Lighting
- i. Santa Hotline – Dec 15th & 17th
 - 1. Questions – When does newspaper ad go out
 - 2. Marci will contact Officer Luckman to see if he is available
 - ii. Parade – Need better timeline for arriving at center – 5:00pm for Tree Lighting
 - 1. **Debbie moved to have strict departure of 2:00pm for parade, Brandy seconded, passed 5/0.**
 - iii. Christy will contract Girl Scouts regarding volunteering
 - iv. April will get Ranger information from Susan
 - v. Chili available for free
 - 1. **Christy moved to have Kiwanis provide and give out Chili for the event, Brandy seconded, passed 5/0.**
 - vi. Coffee Vendor – we to have coffee vendor on site from 3:00-8:00
 - 1. **April moved to contact “On The Grind” to be at the event for no vendor fee, Tiffany seconded, passed 5/0.**
 - vii. Tree for lighting – April will contact company for price and timeline to set up/tear down/storing a “tree” that can be placed on the roof.
 - viii. Complex Decoration – would like to have lights on complex including Fire Dept side.

5. Additions/Deletions

Sam’s Club is looking for Sponsorship opportunities. April will contract them regarding a \$500 sponsorship for the Tree Lighting Event.

6. Adjournment – Debbie moved to adjourn meeting, Brandy seconded. Adjourned at 7:24 pm

Next meeting Tuesday October 27th, 2015 6:00 pm

Council may add and take action on other items not listed on this agenda.

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Thank you.