



## Kennebunk Festival Committee

---

January 11<sup>th</sup>, 2016 Kennebunk Festival Committee Meeting, 4-5PM

Present: Jack Bates, Susan Plass, Nancy Galloway, Samantha Abelson, Lynne Abelson, Brian Costello, Jill LeMay, Pat Nichols, Jason Woloszyn

Guest: Haven Andrews Jr

- December 4, 2015 Minutes
  - Motion (Pat), Second (Jack) to accept the minutes as written.
  - Motion passed with all in favor.
- Winterfest Planning
  - Soup Contest
    - Transportation
      - Transportation will be supported by use of the town 15 person bus, bus will be driven by members of the committee and volunteer staff.
      - Leveraging the town bus will prevent need for additional spend and staff, requirements to drive are limited due to size of vehicle
      - **ACTION (JACK):** At conclusion of event summarize the benefit and number of individuals utilizing the transportation to make an assessment of need for future events.
      - **ACTION (BRIAN):** Co-ordinate the transportation efforts.
    - Cost
      - Set cost at \$5/person; \$10/family; under 5 is free
    - Participating Restaurants
      - **ACTION (JACK):** summarize the list of participants in the contest
      - Concern was identified on the format of the contest and it was reaffirmed that it is a blind contest without identification of source of soup at the tasting portion of the event.
    - Time of event is from 12 to 2PM @ Holy Cross Lutheran Church
  - Kennebunk Free Library –
    - Cabin Fever Book Sale
      - Event time set as 8:30AM to 1PM
    - Children's Activity – Bird Feeder Craft
      - Event time set as 10 to 11:30AM for children 10 and under
      - Will leverage paper towel like cardboard tubes and pinecones in conjunction with peanut butter and seeds to create birdfeeders.
      - February happens to be identified as national bird feeder month 😊



## Kennebunk Festival Committee

---

- **ACTION (ALL):** Please contact Lynne with any available cardboard tubes in support of this event.
- Waterhouse Center Activities
  - Events will be held at the center from 10AM – 2PM
    - KHS Hockey Team skate-a-long
      - Time set as 10 to 12
      - **ACTION (SUE):** Co-ordinate time with Coach Shawn
    - Music & Trivia
      - **ACTION (Lynne):** Lynne to contact Charlie Stevens to review expectations and plans for flow of music/trivia
    - **Guess the Snowballs:**
      - **ACTION (NANCY):** Acquire a bag of cotton balls to use as the medium for the snowballs and set up the jar.
- Publicity
  - **ACTION (MANDY):** Co-ordinate the publicity activities.
- Flyers
  - **ACTION (JASON):** Create flyer and send to Brian
  - **ACTION (BRIAN):** Make 45 copies of flyer and distribute to team below:
    - Sue: Lower Village
    - Pat: Downtown
    - Jack: Rt 1 outside of downtown
  - **ACTION (SUE, PAT, JACK):** Hand out flyers 2 weeks prior to event.
- Banner
  - Completed – Thanks Brian!
  - Decision made to stick with 1 banner as second banner is MIA and cost prohibitive to purchase a second (~\$500) for added benefit.
- Vendors
  - Vendors will be present based on self-made business decisions.
  - Typical arrangement is they are able to attend all events as long as they are not directly asked not to attend.
- Fundraising table
  - Waiting to hear interest/commitment from girl scouts on manning a table to sell hot cider, baked goods, and maybe order forms for cookies, requested an answer by 1/15
  - **ACTION (JASON):** Share decision of girl scouts with committee.
- 1776 Event
  - Topic for the Selectmen's meeting on 1/12
  - General discussion on interest of the Festival committee to support.



## Kennebunk Festival Committee

---

- Significant concerns within committee on ability to support if selectmen decide to push activity forward.
- General consensus attained that in event of moving forward significant decisions would be required to determine roles/responsibilities and clear definitions of expectations.
- May be corollary to Music on Main, on May Day event support: where the festival committee plays a minor support role.
- All decisions on support of this event are postponed to future meeting and discussions.
- All Festival Committee members encouraged to attend the Selectmen meeting.
- Secretary Position
  - Sue has completed her service in the secretary position effective December 2015.
  - Jason nominated by (Jack) and seconded (Nancy) for the secretary position, motion passed with all in favor.
- Committee Communication
  - Lynne reinforced expectations for clear and open communication to involve all members of the committee to ensure transparency and prevent any issues.
  - Requested of all members to try and reply all to communication on festival activities.
  - **ACTION (JASON):** Contact town IT (Rich?) to evaluate establishing a list serv.
  - **ACTION (LYNNE):** Obtain information on the current group email address on the town website, how to access, password, ...
- Review of planned events and dates
  - Hometown Celebration – July 2<sup>nd</sup>, 2016
  - May Day Parade – May 7<sup>th</sup>, 2016
  - Music on Main (PTO) – July 28<sup>th</sup>, 2016
- Open Concerns
  - Selectmen Liaison has been absent from committee meetings. Request for support in previous month has gone unanswered. **ACTION (LYNNE):** Follow up on with selectmen.
- New Business
  - Guest Haven Andrews Jr attended the meeting and wanted to encourage the committee to start looking at the bicentennial for the town to ensure the appropriate level of attention and planning is placed on the historic event for the town.
  - Brief discussion on the need for the town to drive the activity rather than the schools.
  - Identified that programs are still in existence for the centennial event from 1920.