



**CELEBRATE MANSFIELD FESTIVAL COMMITTEE
MEETING
Wednesday, June 12 at 5:00 PM
Partnership Office**

Minutes

Present: Chair Jessie Richard, Roger Manning, Shelley Manning, Betsy Paterson

Staff: Denise Kegler

1. Call to Order

Chair Jessie Richard called the meeting to order at 5:02 PM.

2. Public Comment

There was no public comment.

3. Approve Minutes from May 22, 2019

Roger Manning made a motion to approve. Shelley Manning seconded. The minutes were approved unanimously.

4. Update on sponsor outreach

The Committee reported on their outreach to specific businesses and potential Festival sponsors. Denise Kegler updated the Committee as to the current level of sponsorship received and business outreaches by the Downtown Partnership staff.

5. Update on Food Booth invites

Ms. Kegler reported that the Food Booth invite was shared digitally with Mansfield-based restaurants. She has had three responses thus far. Additional invites will be mailed to businesses without email contacts.

Roger Manning and Shelley Manning confirmed that they will be making additional contact by visiting restaurants and providing Food Booth invites. The Committee discussed specific restaurants for Mr. and Ms. Manning to visit, focusing on those that would be new additions to the Festival.

6. Review Food Booth application packet

Ms. Kegler presented the Food Booth application packet to the Committee for approval and several small typos were found. **Ms. Kegler will update the Food Booth application packet and send to inquiring restaurants.**

7. Review E. O. Smith rain plan

Ms. Kegler presented the E. O. Smith rain plan to the Committee for approval. The draft was created based on files from the 2018 Festival. Mr. Manning asked if one dimension was missing from the entrance way in the booth layout. This dimension was not included in the 2018 file but **Ms. Kegler will investigate to find the full dimensions of the room.**

Ms. Kegler will be meeting with the Fire Marshal to discuss the site plan draft and rain plan draft in

regards to emergency access. **She will report details of this discussion at the next Committee meeting.**

8. New activities, attractions, and other suggestions

Ms. Kegler reported that a non-profit organization contacted the Mansfield Downtown Partnership office to inquire on fund-raising sales at the Festival. She explained the current policy and suggested food vending as an option for the organization.

The Committee returned to the discussion of merchandise sales at the Festival: who should be allowed, how to set rules for sales, and how the public may react to the change. As previously decided, no changes will be made regarding the sale of merchandise at the 2019 Festival. The Committee may reconsider this policy for the 2020 Festival after reviewing visitor and participant surveys.

9. Adjourn

Mr. Manning moved to adjourn the meeting. Ms. Richard seconded. The meeting adjourned at 5:26 PM.

Minutes prepared by Denise Kegler