



**CELEBRATE MANSFIELD FESTIVAL COMMITTEE
MEETING
Wednesday, September 4 at 5:00 PM
Partnership Office**

Draft Minutes

Present: Chair Jessie Richard, Roger Manning, Shelley Manning, Betsy Paterson
Staff: Cynthia van Zelm, Denise Kegler

1. Call to Order

Chair Jessie Richard called the meeting to order at 4:59 PM.

2. Public Comment

There was no public comment.

3. Approve Minutes from August 14, 2019

Roger Manning moved to approve the minutes from August 14 and Shelley Manning seconded. The minutes were unanimously approved.

4. Update on Festival budget and sponsorship

Cynthia van Zelm gave an overview of the current state of the Festival budget and the expected level of sponsorship for the event.

5. Update on activity booths and food booths

Denise Kegler reviewed the total number of activity booths and food booths registered for the Festival, including several new food booths. **Based on current registration numbers, it was decided there will be no need for additional food trucks at the event, as discussed at the previous meeting.**

The Committee discussed the participation of restaurants and businesses located in the Downtown and **there was a consensus that the Downtown Partnership should encourage further participation through event-specials and discounts.**

6. Plan pre-event activity booth meetings including agenda (attached)

Ms. Kegler reviewed the proposed agenda for the pre-event activity booth meeting. The Committee discussed providing snacks for attendees. Ms. Richard suggested providing pizza and the Committee discussed restaurant options. **Ms. Kegler will review prices for sheet pizzas and place a pre-order, if needed.**

The Committee further discussed set-up and attendance for this pre-event activity booth meeting but no firm decisions were made.

7. Review participant packet (handout)

Ms. Kegler presented the participant packet to the Committee. Mr. Manning suggested adding the descriptor "mandatory" to the pre-event activity booth meeting. Betsy Paterson also supported adding the descriptor "mandatory" and also suggested several further edits. **Ms. Kegler will update**

the packet with the suggested edits to be mailed on September 9.

The Committee discussed event logistics concerning the new times and booth break-down. It was suggested that signs be displayed to invite visitors to Betsy Paterson Square at 6:00 PM.

Due to a tornado warning, Mr. Manning and Ms. Manning left the meeting at 5:30 PM. The Committee moved into an interior office for the remainder of the meeting.

8. Plan Dog Lane dining area details (table pick-up, table cloths, flowers, etc.)

Ms. Richard presented several options for borrowing tables and chairs, including the French Club which had been discussed previously. The Committee discussed the specific number of tables, chairs, table cloths, and clips that will be needed. **Ms. Kegler will review the supplies in storage and submit the final needs to the Committee via email.**

9. Discuss September 11 meeting and make final decision

Because of the weather interruptions at this meeting, it was decided that a meeting will be needed the week of September 11. The Committee discussed their available days and times.

10. New activities, attractions, and other suggestions

There were no new activities, attractions and other suggestions.

11. Adjourn

The meeting adjourned at 6:31 PM.

Minutes prepared by Denise Kegler