



**CELEBRATE MANSFIELD FESTIVAL COMMITTEE
MEETING
Wednesday, September 11 at 5:00 PM
Partnership Office**

Draft Minutes

Present: Chair Jessie Richard, Roger Manning, Betsy Paterson

Staff: Denise Kegler

1. Call to Order

Chair Jessie Richard called the meeting to order at 5:14 PM.

2. Public Comment

There was no public comment.

3. Update on food booths and Area B site changes

Denise Kegler presented updated information regarding the food booth locations, arrival and departure times, and the adjusted Festival site map. The Committee discussed the logistics of the late arrival and early departure, as well as the minimal impact the location changes will have on site navigation for participants.

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

Roger Manning presented the final details of the arrangement to borrow supplies from the Knights of Columbus in Coventry including the date and time of the pick-up and overnight storage in the parking garage.

Betsy Paterson and Ms. Richard confirmed the number of table cloths that they will provide for the dining tables. The Committee also discussed the idea of using paper on some tables and providing markers and/or crayons for drawing.

5. Confirm contact information for event

The Committee confirmed their cell phone numbers for the day of the event.

6. Discuss day-of event schedule and morning meeting

The Committee reviewed the day-of plan for the event including set-up, morning meeting, and break-down. **Ms. Paterson confirmed that she will assist at the Headquarters booth from 2:00 – 5:00 PM and Mr. Manning confirmed that upon his arrival he will begin set-up for the BSA Troop #56 before the event set-up begins.**

7. New activities, attractions, and other suggestions

There were no new activities, attractions and other suggestions.

8. Adjourn

The meeting adjourned at 5:40 PM.

Minutes prepared by Denise Kegler