



Town of Fairview

PARK-REC & EVENT COMMITTEE

Agenda

August 2, 2018 @ 6:30 p.m.

Meeting will be in the Council Meeting Room

1. Call to order ---*Chairman Thomas*
2. Public Comments:
3. Business:
 - Sub-Committee Updates
4. Approval of Previous Minutes:
 - a. July 12, 2018 --- regular meeting
5. Adjourn

FESTIVAL SUB-COMMITTEES

Advertising: Lisa Thomas

Children's Entertainment: Theresa Donaldson

Craft Vendors: Wendy Nielsen

Custodian: Bill Riffle

Decorating: Rita Price

Food Vendors: Todd Donaldson

Music: Lisa Thomas

Parking: Mike Medlin

Volunteer Coordinator:

Winter Festival ONLY - Fire Pits: Scott Cuthbertson



**Town of Fairview
Park-Rec & Event Committee Meeting
July 12, 2018**

The following Parks & Recreation Advisory Committee members were present: Lisa Thomas, Larry Carter, Scott Cuthbertson, Theresa Donaldson, Todd Donaldson, Rita Price and Bill Riffle

Others present: Teresa Gregorius, Town Clerk

Public Comments

None

Items of Business

Lisa Thomas reported that Todd Donaldson met with two companies at the park to outline additional electrical needs around the lake. Arc Electric and Boswell Electric will be forwarding quotes within the next few weeks.

A. Sub-Committee Updates

Advertising/Lisa Thomas: Will be sending out Fall Festival flyers to Fairview, Unionville and New Salem Elementary schools and contacting the area churches about including the Festival information in their church bulletins. Ms. Thomas shared a donation letter that she has been sending out or hand delivering to area businesses requesting donations to go toward funding the fall and winter festivals. As of this date \$550.00 has been received. She asked that anyone who knew of a business or individual that she had not contacted please let her know and she would make contact with them.

Children's Entertainment/Theresa Donaldson: Fall Festival – Will be doing the Passport Card again to give to each child as they enter the Festival that lists each of the games/activity stations. As the children go from station to station their Passport Card is checked off and when they leave they turn in their Passport Card for a small treat bag. There will be approximately 14 events, some of which include: duck races, face painting, tic-tac-toe, scavenger hunt, "dress" the scarecrow, art station for decorating journey/walking sticks, apple bobbing, art station for leaf rubbing, and yarn wrapped pine.

Craft Vendors/Wendy Nielsen: No Report

Custodian/Bill Riffle: Ms. Thomas reported that Sam Locklear with All Points Waste is donating 4 port-a-jons and 2 wash stations for the Fall Festival. Mr. Riffle will check on purchasing additional trashcans.

Decorating/Rita Price: Working on her decorating committee helpers and has about 8-10 people. Her committee will be meeting in August.

Food Vendors/Todd Donaldson: Vendors that have committed to the Festival so far are Big Guys Pizza, Zion United Methodist Church Men's Group and Gary Wilfong's Ice Cream trailer. Mr. Donaldson said he thought Gene's BBQ would come again also. The Committee discussed and decided that 4 entrée food vendors and 3 dessert/other food vendors would be enough for the space available.

Music/Lisa Thomas: Three acts have been booked so far – Pine Ridge Boys, Hosanna and Fairview Elementary Kids (k-2 and 3-5). Ms. Thomas went over options for the stage/venue for the acts and the Committee discussed the options. It was decided that renting a tent would be the best option and Scott Cuthbertson will investigate tent/flooring options.

Parking/Mike Medlin: No Report

Volunteer Coordinator: Ms. Thomas set up a "signup genius account" so that volunteers can go and signup to work. All of the events are posted and how many people are needed.

Ms. Thomas questioned the Committee about the vendor application and their final thoughts on how much they wanted to charge for a booth. The Committee discussed and decided to charge \$50 deposit fee and if the vendor stayed till the 5:00 PM closing time they would get their deposit back. The booth deposit fee will be waived for the Hines Farm booth since they are donating mums for the Fall Festival and Christmas trees for the Winter Festival.

Ms. Thomas also reported that for the Winter Festival Scoggins Farms has agreed to provide carriage rides free of charge and Dennis Rushing has been secured to portray Santa.

B. Minutes

Rita Price made a motion to approve the June 7, 2018 minutes. Todd Donaldson seconded the motion. Committee members Thomas, Carter, Cuthbertson, Theresa Donaldson, Todd Donaldson, Price and Riffle voted yes (7-0).

Lisa Thomas adjourned the meeting.

Respectfully submitted,

Teresa Gregorius
Town Clerk

Lisa Thomas
Chairman

Approved this _____ day of _____, 2018