



Millersburg Celebration Committee Meeting

10/29/2020

6:00 p.m. to 8:00 p.m.

VIRTUAL MEETING – Millersburg, Oregon

Attendees: (name strike out were absent from the meeting)

Jenny Wolfenbarger, Chair	Connie Lepin	Mike Wertz
Heidi Swirbul	Carlye Schrader	Kyle Mitchell
Lorri Headrick	Tina Ferguson	Abby Johnson
Michael Ann McIlvenny, Recorder		

Jim Lepin, City Council Liaison
~~Dave Harms, City Council Liaison~~
~~Kim Wollenburg, City Liaison~~

Subcommittee member participants:
None at this meeting

Minutes:

- Approval of October 19, 2020 minutes.
The minutes from 10/19/2020 need to be corrected to reflect that Jim was not in favor of recruiting businesses as paid sponsors for this event. He was in favor of having a small fee for participation in the parade.

Motion to approve the October 19, 2020 minutes with revision noted above made by Carlye Schrader; seconded by Tina Ferguson. The committee unanimously approved the minutes.

Unfinished Business:

- What to name the event – Jim worked with Kevin (City Manager) and Forrest (City Attorney) to seek guidance on the naming of the event. The City would like us to not use the word Christmas in the title of the event. In addition, if we use the word light make sure that it is plural as light alone can be interpreted as religious in nature. The Committee agreed that we wanted to see the word Celebration in the title to mirror the summer event.
- There were two proposals for the name of the event:
 - Millersburg Celebration proudly presents the Celebration of Lights
 - Millersburg Events Committee proudly presents the Celebration of LightsIn both cases the committee would shorten it to The Celebration of Lights.
- The Committee unanimously voted to use Millersburg Events Committee Proudly Presents the Celebration of Lights.
- Forrest gave the further guidance about the types of decorations we could use during the event and on City property. While the community may use decorations of their choice both on their homes and in the parade, the Committee and the City will need to remain secular in nature, meaning Santa Claus, Christmas trees and elves can be used. Conversely, any religious symbols such as a cross, manger scenes, menorahs need to be avoided.
- Jenny reported that Kevin reached out to Pacific Power regarding the help with hanging decorations on the light poles. When he talked with them Pacific Power said they have \$1,000 to give to community activities that they haven't allocated this year. The Committee brainstormed what we could use these funds for: signage, rental signs if we need them, costumes for the parade, etc. These questions arose regarding these funds:
 - How do we request these funds?

- Do we need to use Pacific Power in any of our media?
- How do we respond to others/businesses that may have wanted to donate even though we agreed that we weren't going to solicit sponsors this year?
- Jim shared that we can expect to have up to \$5,000 from the City of the lighting display at City Hall.

Old Business:

- Parade (December 19, 2020 starting at 6:00 p.m.): Michael Ann and Heidi updated the Committee and have a meeting with Jenny and Janelle and Kevin on Friday, October 30, 2020 to discuss the details.
 - The intention of the parade to take it to the people rather than having the people come to the parade for this year and to be revisited next year given COVID-19. During the event we would recommend that we follow state guidelines regarding social distancing and masks.
 - Registration would be through the website and marketed through Facebook and Next Door along with the mailer to the community.
 - We would not do walking groups this year; it can be considered for next year.
 - We are proposing that we charge \$20.00 per entrant into the Celebration of Lights Parade.

Action: Motion to approve the charge of \$20.00 per entrant into the Celebration of Lights Parade made by Tina Ferguson; seconded by Heidi Swirlbul. The committee unanimously approved the fee.

- House Lighting Contest: Lorri was not able to attend, however, she sent questions to Jenny that she asked the Committee to discuss and give her feedback.
 - When will judging happen? The Committee discussed that three days would be good to give the Committee and community an opportunity to see the houses. The Committee is proposing the three nights be the week before the parade; the December 11, 12 and 13. Houses would be lit from 6:00 p.m. to 9:00 p.m.
 - Registration – when do we open and close the registration? Reminder registration will be online.

We recommend to open registration as soon as possible. Closing on December 4, 2020.

 - How do we recognize the winners? We are suggesting we put yard signs for announcing the winners; announce the winners on the website, Facebook and Next Door; and the Committee would present the winners with a family friendly gift basket on Saturday, December 19th in the afternoon maintaining social distancing.
 - The Committee recognizes that we need to ensure that people who enter the contest know that their name and location would be on social media; we will add a disclaimer to the registration form.
 - Categories for lighting: The Committee brainstormed ideas that included Clark Griswold, the house that can be seen from outer space and Professional Lighting Display.

- City Hall Outside Lighting Display
Connie, Tina, Abby and Jenny updated the Committee that they have a meeting with the City next Tuesday, November 3rd or Wednesday, November 4th. Kim sent Connie a catalog with ideas and Connie did a web search for decoration ideas. The Committee was in favor of using a lighting display that reflects the community, trains and agriculture i.e. cows. They are hoping to do three separate displays and put lights on City Hall. They will update the Committee about their conversation with the City at the next meeting.
- Window Decorations
Jenny didn't have anything to report yet—need to narrow the theme after the lighting display conversation with the City.
- Donations

Connie talked with Fish of Albany about a canned food drive. They can drop and pick up barrels at City Hall. The Committee suggested that we start the drive on Friday, December 4th and close the donation drive on Saturday, December 19th at the start of the parade. Encourage parade participants to bring canned food.

The other suggested donations were to the Albany Fire Department Toy Drive (need to connect with Lorri about this) and support for wild fire victims can be announced in the mailer, on the website and social media.

- Costumes

Michael Ann is still working on seeing if we have a costume to borrow, if not, Carlye will work on renting a costume for Santa and Mrs. Claus. Carlye is going to work getting the Committee matching hats and masks for the events.

- Mailer/Budget

Jenny is working on putting a draft together for us to review at the next meeting. She will check with the City about the cost of the mailer. She is working on putting a budget together for the events.

Adjournment:

Committee adjourned at 8:03 p.m.

Upcoming Meetings:

November 5, 2020 – 6:00 p.m. (virtual)