

**CITY OF MILLERSBURG
EVENTS PLANNING COMMITTEE
MEETING AGENDA**



July 13, 2022 @ 6:00 pm
City Hall
4222 NE Old Salem Road
Millersburg, Oregon

AGENDA

ROLL CALL

CONSENT AGENDA

- 1) Approve meeting minutes from May 12, 2022

UNFINISHED BUSINESS

None

NEW BUSINESS

- 1) Review updates from Sub Committees

FUTURE MEETING DATES

August, discuss what works best



Events Planning Committee Meeting

May 12, 2022

6:00 p.m. In-Person & via Zoom

Attendance

Present: Chair Jenny Wolfenbarger, Connie Lepin, Heidi Swirbul, Abby Johnson, Carlye Schrader, Lorri Headrick, Tina Ferguson
Absent: None
Liaisons: Jim Lepin, City Council
Scott Cowan, City Council

Meeting was called to order by Chair Wolfenbarger at 6:10 p.m.

Consent Agenda

- 1) Events Planning Committee Meeting Minutes for April 7, 2022
Action: Motion to Approve April 7, 2022 Events Planning Committee Minutes made by Tina Ferguson; seconded by Kim Wollenburg. All in favor. Approved 7/0.

Unfinished Business

None

New Business

- 1) Budget Review with Janelle Booth
Assistant City Manager/City Engineer Booth reviewed the proposed FY 2022-23 budget numbers for the Millersburg Celebration. She explained how the budgeting and spending processes work for the City and how it affects how the Celebration spends money for the event. She noted that expenses for the Celebration cross fiscal years. The Committee asked if the monthly report could show where the numbers are against the budget.

Mayor Lepin explained the reasoning behind the annual donation to Honor Flight as a main budgeting expense under Community Support.

- 2) Review Updates from Sub-Committees
Jenny noted a suggestion from Connie to include projects completed as the bottom of the report to have a running list of things that were done. After lengthy discussion, Chair Jenny said she would send all of the committees their list of tasks and Committee members would include a report of what has been done and then what needs to be done (a to-do list) and when.

The Committee had a lengthy discussion regarding how often to post social media posts and decided to post 3 times a week and then evaluate how much more as the event approaches.

Each sub-committee leader reviewed their reports and added information as necessary.

The Committee decided to have a work session to discuss the parking and movement of vehicles, food, trucks, run, and vendors in the park. The work session was scheduled for June 7 at 6 p.m.

Millersburg Events Planning Committee Meeting

January 6, 2022

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3) Hula Performance Interest

Jenny shared a contact regarding having a Hawaiian hula presentation, and the Committee agree that this would be potentially good to have.

Adjournment: Committee adjourned at 8:23 p.m.

Upcoming Meetings & Activity Dates

- June 2, 2022
- July Meeting – June 30th or July 14th?

SUBCOMMITTEE:

Marketing and Hospitality

Head:

Amanda Garcia

Members:

Amanda Garcia

NEW BUSINESS:

I have finalized radio advertising and on air advertising will begin end of August. I have created social media posts for most of our entertainment performers and Jenny will be sending their posts with our logo to them shortly to advertise on their own social media pages. I have called the Albany Chamber of Commerce and asked about inserts in their advertising and should hear back from Janet later this week.

CURRENT PROJECTS:

I am currently trying to re-sync my canva and social media pages. I apologize for the delay in posts, as soon as I have access (I was told the 16th of July) I will begin posting everyday maintaining a schedule of **Monday:** Run Posts// **Tuesday:** Vendor Posts//**Wednesday:** Entertainment Posts//**Thursday:** Sponsor Post//**Friday:** Food Truck Post//**Saturday:** Kids Zone Post

BUDGET CHANGES:

No budget changes as of now.

NEEDS FROM COMMITTEE:

More content and information on subcommittee needs for posts including a list of vendors/food trucks. I have had people ask me on facebook if we have certain vendors attending before they submit an application.

NEEDS A VOTE:

N/A

GOALS FOR NEXT MONTH:

Albany Chamber of Commerce inserts, re-syncing my social media accounts with canva and creating a social media advertisement for Jessie Liegh.

**SUBCOMMITTEE:
SIGNS & APPAREL**

Head: Connie Lepin
Members:

MEETING DATE:	7/13/2022	
NEW BUSINESS:	none	
CURRENT PROJECTS:	Run shirts are designed except for location of sponsor logo	
	Emailed Xtreme about some signage. Still waiting for designs.	
	Emailed Xtreme about volunteer/committee shirts. Still waiting for designs.	
BUDGET CHANGES:	none	
NEEDS FROM COMMITTEE:	How many Run Shirts? Sponsor location on shirt?	
	Will need list of needs from Committee for signs/banners	
NEEDS A VOTE:		
GOALS FOR NEXT MONTH:	Finish run shirts. Still need sponsor location on shirt.	
	Work on Volunteer shirts and Committee shirts (same as before)	
	Get signs/banners designed with Xtreme	
PROJECTS THAT ARE DONE:	4/7/2022	Advertising banners for tennis court are done and delivered to City Hall. Asked if Dustin or Randy can put up (one on pavilion side; one on parking lot side)
	4/7/2022	Sent pictures of cars to Xtreme to start graphic design on car show t-shirts
	4/7/2022	Xtreme is putting together a quote for car show t-shirts.

	6/2/2022	Car show shirts are in design phase. City Hall has sent quote and check for 50% to Xtreme. We've sent Xtreme the cars we want designed on the shirt.
	7/13/2022	Schedule for Farmer's market is delivered.
	7/13/2022	Car show shirts design is approved.
ITEMS TO COMPLETE:	Meet with and determine needs for other Subcommittee's and event overall	
		Maintain spreadsheet of items and current inventory
		Understand and create deadlines for ordering times
		Work with vendor/designer to create necessary signage
		Coordinate delivery of items
		Communicate with: Run, Car Show, Logistics, Volunteers, Kids Fun Zone, Food Trucks/Vendors, Business Expo

CAR SHOW

Lead: Heidi Swirbul
Members: Mike Swirbul
Don Headrick
Lorri Headrick
Connie Lepin

MEETING DATE: 7/13/2022

NEW BUSINESS: No new business

OLD BUSINESS: No old business to discuss

CURRENT PROJECTS: Getting everything organized

BUDGET CHANGES:

NEEDS FROM COMMITTEE: None at this time

NEEDS A VOTE:

GOALS FOR NEXT MONTH:

Millersburg Celebration

Committee: Run/Walk
Celebration Date: September 10, 2022
Date: July 13, 2022
Chair: Kim
Members:

New Business:

None

Current/Active Projects:

Continuing to place run information on free websites as I've found them. Continue to seek places out to post.
Finalized T-shirt design and with sponsor.
Purchased bags, cowbells, packets, and bibs
Still getting quotes for medals.

Budget Change: None

Needs from Committee:

None

Vote Requested:

None

Goals for Next Month:

Continue to promo
Get remaining items ordered

Projects Completed (& see checklist):

Checklist of Items:

Preparation:

- Secure & work with Eclectic Edge Done
- Create award categories Done

Promotion/Marketing:

- Schedule and work with Marketing

Route:

- Determine route Done
- Coordinate w/City incl. signage and volunteer locations
- Create route map
- Apply for County or City permits (as needed) N/A

Order Supplies:

- Signs
- Shirts
- Medals
- Run bags Done
- Runner packets Done
- Bibs Done
- Cowbells Done
- Other (chalk-paint) Done

Communicate with registrants:

- Pre
- Post

Runner's Packet

- Schedule/Coordinate pick-up day (Friday before)
- Gather items for packets
- Assemble packets

Volunteers

- Work with Volunteer coordinator for volunteer needs
- Coordinate as needed with volunteers
- Ensure necessary volunteer training (i.e. flagging)

Friday before Run:

- Mark route
- Post directional and safety signs

Run Day

- Manage same-day registrations
- Manage post-run beverage and snacks
- Announce winners & award medals