



CITY OF MILLERSBURG EVENTS PLANNING COMMITTEE MEETING AGENDA

September 18, 2023 @ 5:30 pm
City Hall

- A. CALL TO ORDER
- B. ROLL CALL
- C. APPROVAL of August 22, 2023, MINUTES
- D. UNFINISHED BUSINESS
 - 1) National Night Out -Summar (pros & cons) & final costs- Wendy Joy (10 minutes)
- E. NEW BUSINESS
 - 1) Holiday Parade- Dick Perdue (20 minutes)
 - 2) Lighting Contest – Dianne Hargrove (20 minutes)
- F. Adjournment



CITY OF MILLERSBURG EVENTS PLANNING COMMITTEE MINUTES

4222 Old Salem Rd NE- Conference Room
August 22, 2023 @ 5:30 pm

A. CALL TO ORDER

Co- Chair Kathie Strathern called the meeting to order at 5:31 p.m.

B. ROLL CALL

Council & Staff: Mayor Scott Cowan and City Recorder Sheena Dickerman

Members present: Dianne Hargrove, Liz Hernandez, Anne Hilman, Michele Hickam, Wendy Joy and Kathie Strathern

Members Absent: Dick and Kim Perdue

C. APPROVAL OF MAY 23, 2023, MINUTES

ACTION: Motion to Approve the July 23, 2023, minutes as written made by Dianne Hargrove; seconded by Michelle Hickam;

Motion Passed: 6/0

D. UNFINISHED BUSINESS

- a. National Night Out (NNO) Review – Wendy Joy
 - i. Estimated more than 400 people attended (far exceeded expectations)
 - ii. Could Improve: Need shift workers; very warm temps (need shade on west side where food was cooking); would like additional activities, staffing NNO (sign up table, more signage. Ran out of food (could supplement with Food Trucks for individuals to purchase).
 - iii. Wins: Great location for emergency vehicles, food (watermelon, hotdogs were great – consistent supply by the committee). Kid Zone great!
 - iv. Action item: Liz asked Wendy to provide a summary document for the events committee next month, listing the event pros/cons and provide a total cost so we can adequately budget. The city offered to reimburse Wendy for personal NNO expenses incurred.
- b. Inventory - Kathie
 - i. Kathie and Kim inventoried items in shed/garage: Found some outdated items (t-shirts and give ways). Had some red/white/blue decorations – brought to NNO. Kept non-dated volunteer shirts for future use. Found some holiday decor (belongs to City). We have great parking/directional signs if needed. Scott encouraged future items should be designed generic when possible (i.e., don't include dates).

- ii. Sheena shared that supplies (2 boxes) from prior car show committee were brought to the city and can be inventoried by the committee (Kathie)
- c. Holiday Parade - team reviewed email from Dick regarding Christmas Parade and Lights
 - i. Need a Parade event chairperson (Dick has prior experience, Ann reached out to see if he's willing to chair, he confirmed he is)
 - ii. Tentatively scheduled for Sat December 9th
 - iii. Discussed candy/toys – if done, need to walk/hand out (no throwing from moving vehicles for children's safety)
 - iv. Ann - to follow up Jenny W for prior event documentation – is scheduled to meet 8/25 for file handoff. Need to gather prior routes, application process, etc. If unable to get them, Scott will see what he can find.
 - v. Parade Route - use prior? (Modify – first year too short, second year too long)
 - vi. Include Light Contest – Diane volunteered to chair this related event.
 - 1. Kickoff - lighting starts 12/9 (same day as parade) and voting by 12/16
 - vii. Initial flyer – what's coming – Diane will draft and bring to next meeting.
 - 1. In addition to social media and water bill inserts, placing them on mailboxes was a great way to get the word out for NNO (Wendy can create a QR code for people to scan for details).

E. NEW BUSINESS

- a. Millersburg 50th Anniversary (will be used in place of regular logo for 2024 only)
 - i. Various logs shown by Sheena -- committee gave feedback
 - ii. Clarified by Scott – Millersburg was established 1873 (shown on sign) vs incorporated (as a city) in 1974.

F. DISCUSSIONS

- a. Housekeeping: Kathie shared we are going to allocate time to the agenda items in advance, so all items can be covered during the meeting. Liz requested any new items wanting to be discussed in a future meeting be submitted two weeks prior so adequate time can be dedicated.
- b. Ann inquired on committee member status. Amanda Garcia is no longer an event committee member and Wendy Joy was recently voted in by the council as a member.

G. ACTION ITEMS

- a. Scott – regarding signage for Millersburg Committee Events – will find out if they can be left on city property/right of way if the event is city sponsored (was told they will be removed).
- b. Sheena – provide prior event spending amounts (i.e., how much was spent on Parade, Lighting Contest, 5K, Millersburg Celebration, etc.).
- c. Sheena – ensure the Events Committee email distribution group is updated (add Wendy, remove Amanda).
- d. All – please bring ideas for possible Parade/Christmas Light theme

H. Next Meeting - Monday, September 18, 2023, 5:30 PM

- *New Business – Event Planning - Parade and Lighting Contest: Application Process for parade, Initial communications*

I. ADJOURNMENT

Liz adjourned the meeting at 6:43 PM

Respectfully submitted:

Ann Hillman

Reviewed by:

Co-Chairs Liz Hernandez & Kathie Strathern

DRAFT