



CITY OF MILLERSBURG EVENTS PLANNING COMMITTEE MEETING AGENDA

October 11, 2023 5:30 PM
City Hall

- A. CALL TO ORDER
- B. ROLL CALL
- C. APPROVAL of SEPTEMBER 18, 2023 MINUTES
- D. DECEMBER EVENT UPDATES
 - a. Lighting Contest – Kathie (for Dianne) – 10 MIN
 - b. Parade – Dick – 25 MIN
- E. NEW ITEMS
 - a. 2024 Millersburg Celebration – 10 MIN
 - 1. Date
 - b. Website and Social Media – 5 MIN
- F. ACTION ITEMS/NEXT MEETING
- G. ADJOURNMENT



CITY OF MILLERSBURG EVENTS PLANNING COMMITTEE MINUTES

4222 Old Salem Rd NE- Conference Room
September 18, 2023 @ 5:30 pm

A. CALL TO ORDER

Liz called the meeting to order at 5:31 PM

B. ROLL CALL

Council & Staff: Mayor Scott Cowan, Councilor Mark Raum and City Recorder Sheena Dickerman

Members Present: Dianne Hargrove, Michele Hickam, Liz Hernandez, Ann Hilman, Kathie Strathern, Dick Perdue and Kim Perdue

Members Absent: Wendy Joy

C. APPROVAL OF AUGUST 22, 2023 MINUTES

ACTION: Motion to Approve August 22, 2023 minutes as distributed was made by Liz Hernandez, seconded by Dick Perdue.

Motion Passed 7/0

D. NEW BUSINESS

a. Holiday Parade – Dick Perdue

i. Provided prior years documents for launching point.

1. Rules & Regulations - all to read and return with feedback next meeting

ii. Discussed parade route

1. Might start from City Hall. Dick to drive 2020 route and modify as he sees fit. Keep in mind, getting large floats in “emergency” lanes where poles must be removed is challenging (from prior feedback). Discussed avoiding Old Salem Road on route due to permit requirements necessary.

iii. Theme – “Light up the Night” (for both Parade and Lighting Contest)

1. Motion made by Liz, seconded by Michele, Motion Passed 7/0

b. Lighting Contest – Dianne

i. Used last year’s flyer as starting point

1. Clarification on

a. Light Up City Hall (will be on 11/27)

b. Giving Back (Sheena confirmed after meeting - deadline 12/8)

c. Sponsors

i. Remove Millersburg Celebration add Millersburg Events Committee (Mark shared that Matt has been working on logos could likely use a Millersburg logo with the “Events Committee” label).

2. Need flyer before end of September to be included in next water bill

ii. Categories for prizes – determined three categories

1. People’s Choice

2. Griswold’s Christmas/Extreme

3. You may be a professional

iii.Prizes

1. Use events committee budget – funds are available due to no 2023 celebration but make sure what we decide is feasible for future celebration years (would be difficult to scale back advised Scott)
2. Consider legacy/rotating prize
3. Gift baskets with a gift card (i.e., Amazon)
4. Diane to reach sponsors on prior flyer, Dick to reach out to Love’s

iv.Advertising

1. Need details added to reader board and website
2. Add flyers to mailboxes (not everyone gets the water bill notices)

v.Voting for light winners

1. Discussed having signs made with QR codes that will take folks to the list of addresses/entries and people can vote online

vi.QR code for participants - sign in yard

1. Scott – City Hall Staff could manage link and have option to vote

E. DISCUSSIONS

- a. Events committee annual budget \$30,000 (July 1-June 30)
- b. Website
 - i. Ann to reach out to Jenny W find out why the celebration had separate website from the City of Millersburg site. Likely take it down or redirect to City of Millersburg site (to avoid confusion).
 - ii. Existing Events Committee page on City of Millersburg website
 1. Better to direct and use consistent location (committee members change city staff positions remain).
- c. Manage Facebook site (administrator)
 - i. Scott to discuss with Sheena then let the committee know. If needed, Ann will reach out to Jenny to attempt to add new administrators accordingly.

F. NEXT MEETING – Wednesday, October 11th 5:30 PM – Focus on upcoming holiday events

G. ADJOURNMENT

Liz adjourned the meeting at 6:33 PM

Respectfully submitted:

Reviewed by:

Ann Hillman

Co-Chairs Liz Hernandez & Kathie Strathern