



CITY OF MILLERSBURG EVENTS PLANNING COMMITTEE MEETING AGENDA

November 13, 2023 5:30 PM
City Hall

- A. CALL TO ORDER
- B. ROLL CALL
- C. APPROVAL of OCTOBER 11, 2023, MINUTES
- D. ATTENDANCE – Kathie - 5 MIN
- E. PARADE – 15 MIN
 - a. Rules & regs from legal – Sheena
 - b. Route finalization – Dick
 - c. Day of parade needs – Dick
- F. LIGHTING CONTEST - 20 MIN
 - a. Updates – Dianne
 - b. Prize baskets – Wendy
- G. FUTURE EVENTS
 - a. 2024 Millersburg Celebration (considering date only) – 10 MIN
- H. ACTION ITEMS/NEXT MEETING DATE
- I. ADJOURNMENT



CITY OF MILLERSBURG EVENTS PLANNING COMMITTEE MINUTES

4222 Old Salem Rd NE- Conference Room

October 11, 2023 @ 5:30 pm

A. CALL TO ORDER

Liz called the meeting to order at 5:32 PM

B. ROLL CALL

Council & Staff: Mayor Scott Cowan

Members Present: Liz Hernandez, Ann Hilman, Wendy Joy, Kathie Strathern, Dick Perdue, and Kim Perdue

Members Absent: Dianne Hargrove, Michele Hickam

C. APPROVAL OF SEPTEMBER 18, 2023 MINUTES

ACTION: Motion to Approve September 18, 2023, minutes as distributed was made by Liz Hernandez, seconded by Dick Perdue.

Motion Passed 6/0

D. DECEMBER EVENTS

a. Lighting Contest

i. Update from Diane by Kathie

1. The flyer was completed and sent in water bill. Contacted last year's sponsors, however they had not committed to anything specific for donations as they were awaiting sponsorship level info. At this point they are getting advertisement on documentation.

ii. Prizes

1. Prior prizes were gift baskets (Matt shared from prior committee).
2. Committee decided one winner per category (3 categories)

iii. Promoting the Lighting Contest – Mailboxes (to those who don't get/read water bill)

1. Wendy offered to laminate the flyers for posting on the gang mailboxes.
2. Dick has a Millersburg map for parade route use, he will locate/mark the gang mailboxes in Millersburg. The city might be able to make a map with the boxes located) for future use.

iv. Yard Signs

1. Participant yard signs – can reuse prior yard signs (we have plenty)
2. Winner yard signs – we need 3 (one for each category)
 - a. Wendy will reach out to Xtreme GrafX (they did them previously)

v. Voting Discussion

1. Want to get community involvement but the technology and know-how has yet to be determined.

2. Per Matt we can have polling available on the website (however there is no way to validate votes).
- vi. Motions made by Kathie, Wendy Second 6/0 Passed:
 1. Price will be a moderate generic gift basket (value \$50) and generous (\$150) gift card
 - a. Wendy offered to get pictures of Gift Basket examples we can purchase.
 2. Voting will be done by committee members only this year
 - a. Consider community voting next year.
- b. Parade – Dick
 - i. Provided proposed route to committee.
 - ii. Discussed the 2020 Rules and Regs
 1. No floats can have a Santa (only one and that's' on the City float)
 - A. Played previously by Matt (per Jenny W)
 2. Dick will update other rules accordingly.
 - iii. Flyers
 1. Participant Entry Forms – Dick to mark up, Wendy to update electronic version.

E. NEW ITEMS

- a. Website and social media
 - i. Kathie worked with Matt to update the Events Committee page on the City of Millersburg web site.
- b. Oregon Festival and Events Association – Membership - \$125/year - to share information, resources, and contacts to make events more successful.
 - i. Dick motioned that this annual membership fee be paid from the committee budget and Liz seconded. 6/0 Passed
- c. 2024 Millersburg Celebration
 - i. Need to determine a date for the 2024 Millersburg Celebration. Did not select date. Bring to the next meeting (possible different week/month). Find out what other community conflicts there may be (i.e., Albany car show to avoid)
- d. Action items
 - i. Scott
 1. Let the Event Committee know how items can be paid for from the budget (i.e., Prize Gift Baskets/Gift Cards, sign expenses, etc.)
 2. Follow up on the rule that there are no Marching bands in Parade.

F. NEXT MEETING – Monday, November 13 at 5:30 PM

G. ADJOURNMENT

Liz adjourned the meeting at 6:36 PM

Respectfully submitted:

Reviewed by:

Ann Hillman

Co-Chairs Liz Hernandez & Kathie Strathern

DRAFT