



CITY OF MILLERSBURG EVENTS PLANNING COMMITTEE MEETING AGENDA

December 4, 2023, 5:30 PM
City Hall

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL of NOVEMBER 13, 2023, MINUTES

D. BUDGET REPORT

E. EVENTS

a. PARADE (Event Chair – Dick) – 10 MIN

- i. Number of participants (do we have 12)
- ii. “Day of” help
- iii. Committee involvement
- iv. Follow up communication/confirmation

b. LIGHTING CONTEST (Event Chair Dianne) - 20 MIN

- i. Sponsor Updates
- ii. Prize Baskets – ordered
 1. Committee to determine gift cards to purchase
- iii. Follow up communication/confirmation – participant signs
- iv. Participant addresses on website (map?)
- v. Winners – yard sign update (Wendy)

c. 2024 Millersburg Celebration – 20 minutes

- i. Members recommend month/date and why
- ii. Theme
- iii. Mini-Events
- iv. Chair

F. ACTION ITEMS/NEXT MEETING DATE

G. ADJOURNMENT



CITY OF MILLERSBURG EVENTS PLANNING COMMITTEE MINUTES

4222 Old Salem Rd NE- Conference Room

November 13, @ 5:30 pm

A. CALL TO ORDER

Co- Chair Liz Hernandez called the meeting to order at 5:30 p.m.

B. ROLL CALL

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

Members present: Dianne Hargrove, Liz Hernandez, Anne Hilman, Wendy Joy, Dick Perdue, Kim Perdue, and Kathie Strathern

Members Absent: Michele Hickam

C. APPROVAL OF MAY 23, 2023, MINUTES

ACTION: Motion to Approve the October 11, 2023, minutes as written made by Kathie Strathern; seconded by Dick Perdue:

Motion Passed: 7/0

D. ATTENDANCE

Kathie brought up the volunteer application called out attendance. If you are unable to come to the scheduled meeting, as a courtesy please notify the committee. Liz will set up a group text to communicate Next meeting date/time after each meeting.

E. PARADE

- a. Final rules & regs documents approved by legal were handed out by Sheena
- b. Participation
 - i. We currently have 2 entries. Scott asked if we plan to have a minimum number of entries? The group decided 12 would be the number. Need to promote to get more entries.
 - ii. Sheena - to create Events on City of Millersburg FB page with the approved flyers/images and supporting documents. Once this gets done, committee members (and others) can personally share it with other groups.
 - iii. Liz had thought South Albany HS was going to have lots of participation (Cheer, Equestrian, etc.) but discovered their winter formal is the same night.
 - iv. Dick to call the office manager at the local high schools to get the word out for participation.
- c. Promoting

- i. Scott located 22 gang mailboxes in Millersburg (shared map)
 - ii. Sheena printed the events flyer and parade route for Wendy to laminate and post on boxes as soon as possible. Mark recommended adding a QR code to the flyer – Wendy to add.
- d. Route – final route map was distributed; primary goal was to reduce parade length due to prior community feedback. Dick estimates this route to be 4 miles long.
- e. Day of parade needs – maybe helping stage the floats, currently have:
 - i. Michelle Duncan – Sheriff's car will be first float
 - ii. Firetruck preferred at front of parade (emergent)
 - iii. Fire dept boat (Santa to ride) – Scott can pull

F. LIGHTING CONTEST -

- a. Updates – Dianne
 - i. Dianne is still awaiting contributions from sponsors. Depending on contributions, gift cards will be purchased accordingly.
- b. Entries – currently have 4
 - i. Registered participants will need to pick up their participant sign from City Hall
 - ii. *Scott/Sheena to add to registration form to pick up/return participant signs to City Hall. Scott to have city staff get the participant signs out of the garage (where the decorations are stored).*
- c. Prize baskets –
 - i. Wendy shared examples of prize baskets that can be ordered. Wendy will proceed to get 3 - \$50.00 baskets ordered (one for each category) and deliver to City Hall. Kim Perdue will look for items for the baskets that represent the category they win. Baskets will be kept at City Hall for any further donations. Dianne will contribute anything she receives from sponsors.
- d. Winners
 - i. Voting to occur 12/16 per flyer. Committee members will send their votes to Liz between 12/16-12/18. The committee wants to give winners their prizes before Christmas.
 - ii. Winner yard signs – Wendy previously shared prior sign artwork with committee last month – will order from XtremeGrafX again (like prior to keep set up cost down).
 - iii. Winners to come to City Hall to retrieve their prize, winner sign and get picture taken in front of the City Hall

G. FUTURE EVENTS

- a. 2024 Millersburg Celebration (considering date only) – postponed.

H. ACTION ITEMS/NEXT MEETING DATE

- a. Add budget report to agenda template and reminder for members to submit new agenda items 2 weeks prior to meeting.
- b. Liz requested Sheena forward Lighting/Parade entries as they are received to Dianne/Dick respectively. Scott to confirm addresses for the

Lighting entries will be listed on the Website (so participants and judges can be sure to seek out those who are participating).

- c. Committee Documents/Files – drive containing prior committee files was given to the Scott to pass along to Sheena to store and committee members can borrow when needed. As new documents are finalized and approved by the City, they will be saved/archived at City Hall as well.

d. Next Meeting: December 4th 5:30 Monday

I. ADJOURNMENT

Liz adjourned the meeting at 6:43 PM

Respectfully submitted:

Reviewed by:

Ann Hillman

Co-Chairs Liz Hernandez & Kathie Strathern

DRAFT