



CITY OF MILLERSBURG EVENTS PLANNING COMMITTEE MEETING AGENDA

January 10, 2024, 5:30 PM
City Hall

- A. CALL TO ORDER
- B. ROLL CALL
- C. APPROVAL of DECEMBER 4, 2023, MINUTES
- D. BUDGET REPORT – SHEENA - 5 MIN
- E. COMPLETED EVENTS
 - a. PARADE (Event Chair – Dick) – 10 MIN
 - i. Recap/review
 - b. LIGHTING CONTEST (Event Chair Dianne) - 10 MIN
 - i. Recap/Review
 - c. SIGNS
- F. Committee Recruitment / Growth – 10 MIN
- G. FUTURE EVENTS
 - a. 2024 Millersburg Celebration – 20 MIN
 - i. Date selection July 6 or Sept 7
 - ii. Brainstorm activities
- H. ACTION ITEMS/NEXT MEETING DATE
- I. ADJOURNMENT



CITY OF MILLERSBURG EVENTS PLANNING COMMITTEE MINUTES

4222 Old Salem Rd NE- Conference Room
December 4, @ 5:30 pm

A. CALL TO ORDER

Co- Chair Liz Hernandez called the meeting to order at 5:29 p.m.

Member Kathie Strathern attended briefly to formally resign from the committee effective immediately.

B. ROLL CALL

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

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

Members Absent: Michele Hickam

C. APPROVAL OF November 13, 2023, MINUTES

Grammatical correction on Bullet H.

ACTION: Motion to Approve the November 13, 2023, minutes as amended made by Dick Perdue; seconded by Dianne Hargrove.

Motion Passed: 6/0

D. PARADE

- a. Number of Participants – 12 (yay! We have a parade!)
 - i. Dick will notify participant they cannot have another Santa (as stated in rules)
 - ii. Dick to notify participant walking with horse; horses not allowed (as thought to be stated in rules)
 - iii. Sherrif in front (Est 5-mph), Station 15 engine next; Scott will tow boat with Santa in back (as the last) parade participant.
 - iv. Dick will line up entries then hop in front and drive the route (Sherrif to follow)
- b. Day of help – no additional help from committee needed
- c. Committee Involvement
 - i. Scott invited any members to join in the boat (Ann and Kim committed to join)
- d. Follow up communication/confirmations – Liz to email parade participant information sheet reminder Thursday.

E. LIGHTING CONTEST -

- a. Sponsor Updates
 - a. Funds from Pacific Power have not yet been received (to be \$400)

- b. Henry's food court donated certificates – distributed among the three prize baskets.
- b. Prize Baskets
 - i. Additional gift cards
 - 1. Liz Hernandez made a motion to purchase 3 "\$100 Costco gift cards" to be added to the prize baskets, Kim Perdue second. Passed 6/0
 - 2. Sheena to purchase from Event committee budget and will post pictures of baskets in advance on City's Facebook page. The committee can share on other groups once posted.
- c. Participants
 - a. Signs - only one has been picked up. Dianne will be going to the addresses we have thus far to determine which category they fit in (as they didn't select one) and when she does, she'll drop off a sign if they don't have one out). *She took 4, left some at City Hall for others.*
 - b. Event committee members and City employees are not eligible for prizes.
 - d. Sheena to post the list of Lighting Contest participant addresses to City website (allows City members to go look at them if they choose).
 - e. Voting – committee will vote 12/16 and text Liz with their selection (one in each category). Liz will send winners to Sheena for notification.
 - f. Winners – yard sign update (Wendy)
 - a. Clarified "winner signs" only need to be purchased. Wendy will forward billing info to Sheena.
 - b. When they come to pick up their prize and winner sign, City staff will take a picture of winner with basket to post.

F. 2024 Millersburg Celebration

- a. Month/Date - Sept 7 or July 6
- b. Committee discussed resurrecting the Millersburg Celebration and determined with our current committee size, this will be a small-scale event.

G. ACTION ITEMS/NEXT MEETING DATE

- a. Considering participant resignations (Kathie today and Dianne to January 2024 resign after January meeting) we need more members. Wendy to reach out to those who expressed interest at the National Night out, Sheena to post "opening" on Committee Events FB page.
- b. Next Meeting: January 10th 5:30 PM Wednesday**
 - i. Sheena to add to City calendar and reader board.

H. ADJOURNMENT

Liz adjourned the meeting at 6:32 PM

Respectfully submitted:

Reviewed by:

Ann Hillman

Chair Liz Hernandez

DRAFT