

Liberty Fest Committee Meeting

April 13, 2013 – 1 P.M.

L. K. Painter Community Center
Community Room

The meeting was called to order at 1:08 P.M. In attendance: Jeff Johnson and Mary Stelley. Mary Clark arrived at 1:33 P.M.

Minutes of March 18, 2013 meeting approved as corrected.

Misc. Info: John Mills' annual hot dog event at Collins Public Library will be held 6/8/2013

Unfinished Business: The events and timeline were reviewed

- Concession Stand – town park pavilion 5:00 PM – 9:00 PM
- Car Show – discussion re location and if permit needed 5:00 PM – 7:00 PM
- Chinese Auction – town park pavilion; Deb Degenfelder can't chair but will donate; ask town employees to donate basket or items 5:00 PM – 8:00 PM – winners announced after Miss Liberty crowning – ask Denny Jensen to remove fence near pavilion
- Fireworks – vendor to obtain permit and provide insurance coverage 9:45 PM
- Recreation Sign-ups (face painting – have supplies) 5:00 PM – 6:00 PM; 6:00 PM Girls softball game – Collins Center vs. Springville – new diamond
- Miss Liberty – two age categories: 4-6 years and 7-10 years – 8:00 PM. Discussion held re funds collected and comments from town board regarding giving of funds to candidates and also placing jars for all contestants at sponsor's business. Sponsors pay fee for this event
- Street dance – 7:00 PM – 9:30 PM - contact Paul Zittel band and Friends of the Collins Public Library to sponsor the event or make a donation. Ask band for ½ hour break for the Miss Liberty crowning and also use of their microphone.
- Ice Cream Truck – needs permit – usually gets a permit to solicit residents of the Town of Collins

Review of preliminary budget

Permits – car show?

Chinese auction \$250

Miss Liberty \$200 (\$25 each)

New Business:

- Volunteers – need for set up on Saturday morning, sell chances at Chinese auction and workers for concession stand; Jeff will handle clean up of event.
- Contact Bev Devore re Collins Friends Church event
- Assign contacts for donations and events – there will be limited requests for donations, main requests will be for fireworks display at 9:45 PM
- Advise vendors re certificate of liability insurance coverage
- Publicity:
 - Article/ad in **Gowanda News** – Jeff Johnson will write article re Miss Liberty contest
 - Flyers/brochures – flyers announcing date/events distributed one (1) month before event
- Set-up: draft horse stage for use of band, Miss Liberty event and recreation sign-ups

Next Meeting: Saturday, May 04, 2013 at 2:00 PM

Adjournment: The meeting was adjourned at 2:20 PM

Prepared by Mary Stelley

Schedule of Events:

Recreation Sign-ups/face painting	5:00 PM – 6:00 PM
Car Show	5:00 PM – 7:00 PM
Chinese Auction	5:00 PM – 8:00 PM
Concession Stand	5:00 PM – 9:00 PM
Ice Cream Truck	5:00 PM – 9:30 PM
Girls Softball Collins Center vs. Springville	6:00 PM
Street Dance – Paul Zittel	7:00 PM – 9:30 PM
Miss Liberty Crowning/ Auction Winners	8:00 PM
Fireworks	9:45 PM

Proposed Budget:

Income

Concession Stand	\$ 300.00
Chinese Auction	\$ 250.00
Miss Liberty (\$25 x8)	\$ 200.00
Donations	<u>\$2,500.00</u>

Total **\$3,250.00**

Expenses

Concession Stand	\$ 250.00
Fireworks	\$2,500.00
Miss Liberty	\$ 100.00
Street Dance	\$ 450.00
Ads	\$ 300.00
Miscellaneous	<u>\$ 200.00</u>

Total **\$3,800.00**

*** \$2,500.00 is included in the 2013 town budget for this community event.**