

# WFFF Minutes

*Sugar River Bank 9/19/2016*

Board members and community members present: Ray Martin, Ron Bryson, Bec Bryson, Kristen Riley, Beth Lukaitis, Buzz Whalen, Cassandra Place, Patrick McGowan, Joan Saunders, Mike Marty, Sam Lick, Laura Sevigny, Elizabeth Labbe, Dean Stetson

## Agenda

- Vendor requests
- Location
- General updates / timeline tasks
- Rides
- Crafts
- Volunteers
- Setup details

**Next meeting:** Monday, September 26<sup>th</sup>, 7:00pm will be our next meeting.

**Minutes** from September 12<sup>th</sup> were approved.

## Home School group request. Elizabeth Labbe.

- Request for the home school group to set up in the parking lot of the CAP building during Festival. Looking to use half of parking area. 12 spots. Probably 2 tents. Will give out information about history and activities that happen in the CAP building, but all will be outside. No one will be inside the building. Table will be out 10-2 with simple crafts. Can get people to staff both Saturday and Sunday. Will adjust to not conflict with the parade on Sunday.
- Will do drawing for Warner-opoly game. Don't need to be present to win. Drawing Sunday around 3.
- Board approved home school setup as described.

## Peanut Man – Dean Stetson

- 15 years ago the Peanut Man was at the festival, he has now renovated his antique roasted peanut cart and wants to come back this year. Cites Warner in all the other events he goes to. Will pay for his spot and advertise the Festival at several other venues where he is set up between now and Festival. Dean took a bunch of brochures to distribute.
- Board approved proposal for Dean to attend.

## PTO tent – Laura Sevigny

- PTO would like to do a bake sale of some sort. 10x10 popup tent. Plan is to sell cider donuts from Carter or Gould Hill, plus a bake sale. Will be set up Saturday 9-11, 11-1, 1-3 and Sunday, while supplies last.
- Conditions: Drop of food items would need to be Thursday since the area will be closed off Friday. It will be difficult to get into the school area via car. Walking should be fine.
- PTO needs to recruit volunteers for in kind donation in exchange for booth space. Approx. 15 hours of shift coverage, ideally in 2 hour shifts anywhere from Friday setup to Monday cleanup.

Biggest volunteer need today is parking. Volunteers from PTO organization can sign up on the web site and add comments that they are with the PTO.

- Booster tickets can also be sold at the table.
- The board approved the PTO request with the understanding that volunteers will be provided equivalent to 15 hours in lieu of monetary payment. If no volunteers sign up, the board will expect standard monetary payment for the booth area.

#### **Junior Class – Sam Lick**

- Junior class is also interested in setting up something at festival. Mr. Fenn is the advisor. Sam will ask him to come to the next meeting to discuss details.

#### **General updates**

- Ray ordered a dumpster for cardboard in addition to the large dumpster.
- Tents – 4 tents, will wash for a fee, we need to check which tents need washing.
- Quote in for 2 buses from First Student, 9-6 Sat, 9-5 Sunday. No handicapped bus. \$2000. Ray will confirm price and confirm if there are any variations or if this is all-inclusive.
- Ray will order small propane for lobster and chicken tent.
- Porta-potties: 4 by legion hall, 4 near midway, up Kearsarge road, museum 1 handicapped, entertainment stage. Some by parking. Last year we had 18 regular, 5 handicapped. \$2500 last year. Will do the same this year and distribute.
- Booster tickets will be 1 for \$5, 5 for \$20. Cash prizes of \$500, \$200, \$100, traditional prizes of Warner business items, artist items.

#### **Rides**

- Rides contract is in from Miller amusements. They provide ticket booth coverage, staff. They pay us 25% of gross amount of sale. Last year approx. \$7K. Offered to pay \$325 per food concession stand. Fried Dough, Cotton Candy, French Fries. Some adjustments need to be made for price changes and various conditions in the contract.
- Pay one price \$15 per bracelet Friday 6-9 PM. Price of \$17 for Saturday and Sunday is already in print. Hours for bracelets are 4-8pm Saturday night, Sunday 2-6pm. Scott's proposal was \$20, we need to adjust that in the contract.
- Miller will provide 50 advertising posters prior to the event.
- Need Scott Miller to communicate with Ron on setup details before setting up rides and food service. His food should be along the playground fence going up to the parking lot, where games used to be.
- 2 floodlights in the parking lot need to be turned off in order to set the rides up. Cost from Eversource is \$750 to shut these off and turn them back on again. This is a large increase from last time, several years ago. Ron will work with Eversource and Miller on the plan.
- Brochures: save 3 boxes for Festival distribution.

#### **Crafts – Cassandra**

- Cassandra has more checks for Ginger, can bring them in tomorrow.

- A lot of people want to be outside.
- Currently funds are approx. \$9000, so we are ahead of last year. Still expecting some more in.
- Character artist inquiring, Ron following up with her.

### **Volunteers**

- Parking still needs volunteers. Most robust coverage now is 5 people on Saturday.
- Lots of info booth coverage. Coverage for crafter setup is ok.

### **Setup**

- Ron waiting on Eversource to schedule power move this week.
- Ray was asked by Sara if we could do vouchers for various vendors as Race Prizes. Looking for about 18 prizes. Have some items, looking for some more.  
Board voted to offer 3 free booster tickets.
- Ray is still working on liability insurance. Additional insured list. Need to add Moores, Snays, Warner Power. Jere Henley pays the insurance for each year, then we pay him back. Ray to finalize and get deposit.
- Invoice from Weaver Bros will come in soon. Will divide into periodic payments and work with town on coverage plan.
- Festival Friday setup, Oct 7: Board meeting 7:00 at Schoolhouse Café.
- Scott will want to set up Thursday as early as possible. Probably 4:00. Ray will follow up with the school on details. Also asking if we can have picnic tables on the field.
- Ray responded to the Hippo request for interview. May ask for photos for promo. Would help to do website call for photos. If used in advertisements, we will credit the contributor.
- Proposal to have police set up at Legion hall. Need to get Bill Chandler to the meeting on the 26<sup>th</sup> Sept.

Ray made a motion to end the meeting. Beth second. All in favor. Meeting ended at 8:45pm.

Next board meeting will be Monday, September 26<sup>th</sup>, 7:00pm at Sugar River Bank.