

Taste of the Valley HerbFest Committee Meeting Agenda
6pm Monday June 18th, 2018 at Waba Cottage Museum & Gardens

1. Welcome/Attendance/Call to Order
2. Adoption of agenda
3. Delegation of pecuniary interest or general nature thereof
4. Review of itinerary/logistics
5. Proposed changes to event
6. Roles of committee members
7. Action plan
8. New business
9. Next meeting(s)/adjournment

Herbfest Organizing Committee Record of Discussion

Monday June 18th, 2018

Location: Waba Cottage Museum & Gardens

Present:

Scott Conroy – Recreation Programmer, M/B Township

Jim Austin – Waba Cottage Museum Curator, M/B Township

Teresa Bahm - McNab/Braeside Rec Committee member

Monique Keenleyside – member at large

Regrets:

Warren Hic

Geoff Patterson – Parks and Rec Director, M/B Township

1. Call to order/Welcome/Attendees

Our meeting was called to order at 6:10 pm and roll call taken

2. Declaration of Pecuniary Interest

None

3. Review of Event

Monique had main tent speakers listed for Scott.

Jim is agreeing to “Museum Chats” every hour beginning at 10am.

List of volunteers sent to Scott. Still looking for pontoon boat driver.

4. Proposed Changes to Event/ Itinerary

Not allowing parking in the vendor area.

4.1 Layout Update

Scott is going to look into getting layout designed by early next week.

5. Roles of Committee Members

Monique will be looking for more vendors as she has been doing all along.

Jim/Warren looking after media/publicity coverage for the event, posters, sending out information to the newspapers, and online social media websites.

Teresa – Looking after Vendors day of the event.

Geoff and Scott working alongside of the Taste of the Valley, getting all day of essentials ready for the day of the event.

5.1 Exhibitors

As of today we are sitting at 42 confirmed Vendors. There are more that are still working on getting registration in..

chedule of the Demo's for the day has been made and will be sent out to committee members next week once it is solidified. .

Karla to give Monique, Laurie Telgen contact information. She is an acoustic guitar player. She has offered to play for 2-3 hours.

Karla is to find out from Kyle from Bertrand's Big Bear Craving how long his Demo will be.

Karla has been asked to contact Jackie from the county to ask her to add a small blurb about HerbFest to the Facebook Event Page.

5.2 Media/Publicity –Jim/Warren

Jim went over with the group the two meetings he had; one with Warren and one with Monique. He went over the different URLs for the Facebook pages and website. Jim stressed about how deadlines are coming up for Media Adds.

The Humm had contacted Geoff and Karla, about putting an ad in their paper again this year. The group thought it was a good idea to still put something in their paper at a lower cost. Karla is to get back to them right away with an answer and all information they need for the ad.

6. New Business

Geoff will be contacting Jason Marshall to see if he will be able to join us the day of the event with all equipment needed for the stage area. Geoff will also be in contact with Jason about Bailey Rogers player for us during the day.

6.1 Regularity of meetings

Group discussed the proposed regularity of this year's organizational meeting schedule and felt that every 2 weeks would be timely and appropriate to keep on top of everything associated with the Herbfest with it just being over a month away. The next meeting, it was decided would occur on July 9th.

7. Adjournment

Meeting adjourned at 8:25 PM.(MK/TB)