



**CELEBRATE MANSFIELD FESTIVAL COMMITTEE
MEETING**

Wednesday, January 22, 2020 at 5:00 PM
Partnership Office

Draft MINUTES

Present: Chair Jessie Richard, Sarah Dufresne, Betsy Paterson

Staff: Cynthia van Zelm and Denise Kegler

1. Call to order

Chair Jessie Richard called the meeting to order at 5:07 PM.

2. Introduce new Committee member

Sarah Dufresne was introduced as a new member of the Committee.

3. Public comment

There was no public comment.

4. Approve Minutes from September 4, 2019, September 11, 2019 and September 18, 2019 (attached)

Betsy Paterson made a motion to approve the minutes for all three dates. Ms. Richard seconded the motion. The minutes were approved with two votes and one abstention.

5. Review the purpose of the Celebrate Mansfield Festival

After reviewing the original purpose of the event, the Committee drafted updated phrasing to better reflect the goals of the event as it currently operates. **Denise Kegler will send the updated purpose statement to the full committee for approval.**

6. Update on Festival date and time

Ms. Kegler shared that the confirmed date and time of the event will be Saturday, September 26 from 2:00 – 8:00 PM. The Committee discussed some possible challenges due to a UConn home football game scheduled for the same date. Specifically, the search for volunteers should begin earlier to compensate for this conflict.

Regarding the time of the event, the Committee discussed some challenges with the event set-up, including the schedule for activity booth set-up. Ms. Kegler has drafted a possible schedule change that the Committee will review at a later meeting.

7. Brainstorm ideas for activities and entertainment

The Committee reviewed notes from 2019, specifically the ideas for new activities for 2020: introducing hand-made crafts for sale, increasing the number of street performers, and a designated “children’s area.” **After discussion, the Committee decided to investigate the addition of all three to this year’s event.** Other topics discussed included, specific food booth requests, a sidewalk chalk drawing area, Touch-a-Truck at each closed road,



and specific street performers.

For next month's meeting, Ms. Kegler will draft an application for craft vendors. She will also pursue the possibility of a Touch-a-Truck activity with the Department of Public Works and Mansfield Emergency Services.

The Committee also discussed the opening ceremony for the event. Ms. Richard suggested contacting E. O. Smith and Mansfield Middle School music programs soon to reserve the date for the event. Ms. Paterson suggested contacting the Boy Scouts and Girl Scouts to discuss youth participation in the ceremony.

8. Discussion of additional Committee members

The Committee briefly discussed the need for some additional members.

For the next meeting, each Committee member will bring names of any new potential members. Ms. Kegler will follow-up with the MDP Board member, Prabhas KC, to see if he is interested in joining this Committee [Note: Mr. KC is unavailable for the time of these meetings and will be unable to join].

9. Adjourn

Ms. Dufresne made a motion to adjourn the meeting and Ms. Richard seconded the motion. The meeting was adjourned at 5:59 PM.

Minutes prepared by Denise Kegler