



**CELEBRATE MANSFIELD FESTIVAL COMMITTEE
MEETING**

Wednesday, March 11, 2020 at 5:00 PM

Downtown Partnership Office
23 Royce Circle, Mansfield CT 06268

DRAFT MINUTES

Present: Sarah Dufresne and Betsy Paterson

Staff: Cynthia van Zelm, Kathleen Paterson, and Denise Kegler

1. Call to order

Cynthia van Zelm informed the Committee that Chair Jessie Shea will be unavailable to attend meetings during the month of March. Ms. van Zelm called the meeting to order at 5:11 PM.

2. Public comment

There was no public comment.

3. Approve Minutes from February 19, 2020

Betsy Paterson made a motion to approve the minutes and Sarah Dufresne seconded the motion. The minutes were approved unanimously.

4. Update on main stage entertainment by Kathleen Paterson

Kathleen Paterson updated the Committee on the status of main stage entertainment. She is in final negotiations with a headlining band and expects a contract to be signed shortly. This band is very high energy and Ms. K. Paterson thinks they will be well received at the Festival. She also shared that an event sponsor has agreed to include additional hotel rooms for the band with their donation.

Ms. K. Paterson went on to discuss her plans to build the rest of the entertainment schedule for the Main Stage. She hopes to create a set of bands and performers that build energy through the Festival day and peaks with the headlining performance. There may be some returning performers from 2019 but no other acts are yet in negotiations. She plans to reach out to the E. O. Smith performing ensembles regarding their participation this year; neither the band nor chorus were available in 2019. And, following last year's success with strolling music, she plans to invite the a cappella choirs to perform as well.

Ms. Dufresne suggested having student bands from E. O. Smith perform at the Festival. Denise Kegler suggested that these bands may be better suited to a smaller event, such as the Summer Stroll. Ms. K. Paterson said that the Festival has also sometimes booked student bands as well and she reiterated that the main stage entertainment schedule is still being set.

The Committee had a brief discussion of the Covid-19 virus and its impact on festivals and events. Ms. B. Paterson asked the Committee what would be done if the virus continued to damper public gatherings in September. Ms. K. Paterson explained that there were clauses in most entertainment contracts that would allow us to cancel by a certain date with only a percentage of the total fee owed. She also explained that any last-minute cancellation due to and emergency would likely fall under the “acts of God” clause. **The Committee decided to table discussion of the possible impacts from the virus and any necessary changes to the Festival until the April 15 meeting, when more information should be available.**

At 5:23 PM, Ms. K. Paterson left the meeting.

5. Review Activity Booth and Food Booth applications draft

Ms. Kegler provided printed copies of the Activity Booth application and Food Booth application to the Committee. She reviewed changes that she had made to these documents and asked the Committee for feedback. Generally, response to these applications was positive with a few small edits found. **For the next meeting, the Committee will closely review these documents for grammatical errors and stylistic changes.**

6. Discuss set-up times and Committee schedule

Ms. Kegler provided the Committee with her ideas for a new working schedule for the Area Captains and Committee members at the event. This new schedule is meant to shorten the length of time required for each person during the event but the adjustment would also change the leadership and management style of the event.

Ms. B. Paterson posed several questions regarding timeliness and accountability at the event. Overall, the Committee’s response to the changes were positive but they requested further details. **Ms. Kegler will send the drafted schedule changes in an email to the Area Captains and ask for their reactions, questions, and concerns as well.**

Ms. Kegler provided a brief follow-up on the children’s activity that was presented at the previous meeting, including two reviews of the company. **The Committee approved the programmatic change and Ms. Kegler will begin negotiations to book the activity.**

7. Adjourn

Ms. B. Paterson moved to adjourn the meeting and Ms. Dufresne seconded the motion. The meeting was adjourned at 5:51 PM

Minutes prepared by Denise Kegler