

MANSFIELD DOWNTOWN PARTNERSHIP  
ADVERTISING AND PROMOTION COMMITTEE  
Meeting  
Celebrate Mansfield Festival Subcommittee  
Monday, September 12, 2016  
5:00 PM

**DRAFT Minutes**

**Present:** Betsy Paterson, Millie Broseau, Rick Brosseau, Janine Callahan, Sarah Delia, and Ilze Taylor

**Guest:** Alicia Benson

**Staff:** Kathleen Paterson

**1. Call to order**

Chair Betsy Paterson called the meeting to order at 5:10 PM.

**2. Public comment**

There was no public comment.

**3. Final updates from committee members**

Activities – Kathleen Paterson noted a couple of changes. There were a couple of cancelations, which made room for groups on the waiting list.

Entertainment/Music – Ms. Paterson had not updates on the entertainment schedule.

Food – Janine Callahan reviewed the list of confirmed food vendors and their menus.

Millie Brosseau suggested that E. O. Smith Safe Grad could collect bottles. **Ms. K. Paterson will contact Safe Grad [Done].**

Parade – Ms. Brosseau reviewed the plans for the Parade. She has asked the wranglers to report at 10:00 AM.

Ms. Brosseau expressed concern about the construction at the Post Office, which is where the Parade usually lines up. **Ms. K. Paterson will ask Matt Hart if Charles Smith Way can be closed earlier to accommodate the Parade line-up.**

**4. Review Master Event list**

The Committee reviewed the Master Event list. Sarah Delia asked to have an additional table at the HQ booth. **Ms. K. Paterson will add another table to the list [Done].**

**5. Review and update supplies list**

Committee members committed to bring various supplies to the Partnership office prior to the event.

**6. Final update on distribution of posters, flyers, and cards**

Committee members reported that all posters et al have been distributed.

**7. Review Master schedule**

Ms. K. Paterson shared copies of the Master schedule with the Committee.

**8. Update contact list for day of event**

Ms. K. Paterson asked Committee members to provide their cell phone numbers for the day of the event, and they obliged.

**9. Other concerns for the day.**

Rick Brosseau volunteered to distribute the a-frame signs around town.

**10. Adjourn**

The meeting adjourned at 6:35 PM.

*Minutes prepared by Kathleen M. Paterson*