

**MANSFIELD DOWNTOWN PARTNERSHIP
ADVERTISING AND PROMOTION COMMITTEE
Special Meeting
Monthly Arts Square Fair Subcommittee
Friday, June 27 2014
8:30 AM**

Minutes

Present: Chair Janet Jones, Barry Schreier, and Emily Wicks

Staff: Kathleen Paterson

1. Call to order

Janet Jones called the meeting to order at 8:35 a.m.

2. Public comment

There was no public comment.

3. Approve minutes

Since there was not a quorum, Barry Schreier moved that the minutes of the May 23, 2014 be accepted by consensus. The group agreed.

4. Additional applications for vendors

To date, there have been some inquiries but no applications submitted. The form is on the Partnership website.

5. June 27 Square Fair set-up

Attached to the agenda is a schematic of the Town Square as well as the names and placement of vendors.

Volunteers will be required to close the Dog Lane at 3:45 at the 195 entry and also at the Royce Circle entry. The road will be closed to all but vendor vehicles from 4 to 4:30. Vendors will unload and volunteers will be available to assist, if required.

In addition to the vendors, there will be a Partnership table, WHUS will set up to play music, and a Volunteer Firefighter's table. Ms. Wicks offered to get a table for Partnership from BIMP.

Volunteers confirmed for the evening will be Mr. Schreier and Tom Birkenholz, Ms. Jones and George Jones. Volunteers were encouraged to bring own chairs.

The key times for volunteers to be available are during set up and during take down.

6. Safety issues

Safety issues were discussed and did not seem to be a major concern.

7. Publicity for July Fair

- a. **Kathleen Paterson will order more cards for distribution [Done].**
- b. Ms. Jones volunteered to work with Ms. Paterson on large sign (sandwich board?) to go on sidewalk to advertise the event. The sign should go up in advance/ several days/ of the event.
- c. The committee also discussed getting laminated posters to put on a-frames along Storrs Road/Route 195 the day of the event.

8. Adjourn

The meeting adjourned at 9:20 AM.

Minutes prepared by Janet Jones