



**CELEBRATE MANSFIELD FESTIVAL
COMMITTEE MEETING
Tuesday, May 10, 2022 at 5:00 PM**

MINUTES

Attendance: Chair Emily Wicks, Sarah Dufresne, Andrea Stever-Lennon, Virginia Walton

Staff: Denise Kegler

1. Call to order

Chair Emily Wicks called the meeting to order at 5:00 PM.

2. Public comment

There were no public comments.

3. Approve Minutes from April 12, 2022

Sarah Dufresne made a motion to approve the minutes and Andrea Stever-Lennon seconded the motion. The minutes were approved unanimously.

4. Staff update

Denise Kegler provided updates on several key components of the Festival:

Sponsor appeal brochures were sent mid-April and \$8,300 has been committed thus far. Sponsorship applications have been submitted to three businesses and two additional applications will be submitted by the end of this week.

Outreach has been sent to all contacts from the potential Activity Booth and potential Food Booth lists. Nine organizations have confirmed their participation as Activity Booths and four Craft Booth applications have been received. The Committee agreed to review all Craft Booth applications at once, after the submission deadline.

Ms. Kegler has had preliminary negotiations with the returning children's entertainment: Johnnie Walker, Peter Haddad, and Kidsville Kuckoo Review. Both Peter Haddad and Kidsville Kuckoo Review have been confirmed for the event. Ms. Wicks asked for the deadline to confirm entertainers for the event and Ms. Kegler suggested the first week in August.

Eastern Highland Health District has confirmed their participation with a vaccine clinic providing both flu and COVID-19 vaccines to adults and children 5 years and older. Ms. Kegler has updated the site plan to include space for the clinic on Wilbur Cross Way, the only location with sufficient depth for the 20-foot tents.

Ms. Kegler has had preliminary discussions with Margaret Chatey of the Town of Mansfield regarding a travelling art exhibit called "Building Bridges." The exhibit will open at the Storrs Congregational Church in June and will travel to several other locations through the summer. Ms. Chatey has suggested the downtown as a location to host the exhibit for the days leading up to the Festival. Ms. Kegler will continue to pursue this art display and will update the Committee when more details are available.

The Committee reviewed the proposed new activities that were discussed at the April meeting. Ms.

Kegler provided brief updates on the status of the yoga sessions, corn hole tournament, and classic car display. At this time, no programs have been finalized but communication has begun with potential partners. In discussing the potential 5K, Ms. Dufresne shared her experiences in planning a road race and suggested that it would be too challenging to add to this year's Festival. The Committee agreed with her assessment and decided not to continue pursuing a 5K at this time. In discussing the potential classic car display, Ms. Stever-Lennon suggested the field behind the post office as a location and Ms. Dufresne suggested the UConn parking lot behind E. O. Smith High School.

Ginny Walton provided an update on the proposal to purchase re-useable serving dishes for the food booths. With guidance from the Solid Waste Advisory Committee (SWAC), she has researched re-useable products made of stainless steel and wood. She also investigated Taylor Rental but she found their only rental option, china dishes, to be impractical in a festival setting. Considering the cost of each option, Ms. Walton recommends that the project move forward with 6" woven wood bowls and 8" woven wood plates.

Ms. Walton then presented information on a new discretionary fund that is available to SWAC and might be used to help in the purchase of these items. Ms. Walton asked the Committee for approval to move forward with the project and the Committee agreed. In the next steps for the project, Ms. Walton will finalize logistical plans for the cleaning of used dishes, request project funding from SWAC's discretionary fund, and purchase the supplies. Ms. Dufresne suggested a restaurant depot in Hartford might be an excellent source to purchase stock and she will arrange a shopping trip with Ms. Walton.

5. Update on Volunteer Outreach

Ms. Stever-Lennon and Ms. Dufresne provided an overview of their work on outreach to volunteers. Two flyers were drafted and shared with parents of the Mansfield Public Schools, one seeking Area Captains and one seeking volunteers. Ms. Stever-Lennon intends to have the flyers shared with parents a second time before the end of the school year and she will also post the flyers at the Mansfield Community Center and share via social media. Ms. Dufresne provided information on a list of potential Area Captains that has been drafted and the plan for outreach. The Committee discussed how to track volunteer information and decided that a Google Document would be the best way to collect and share this information.

Additionally, Ms. Walton asked for assistance in creating a new training video for low-waste volunteers and Ms. Dufresne suggested a teacher contact she has worked with at the Mansfield Middle School.

6. Review final site plan

Ms. Kegler provided an overview of the recent updates to the site plan including the addition of the EHHD vaccine clinic on Wilbur Cross Way, potential art exhibit at the Nash-Zimmer Transportation Center, potential classic car display on Dog Lane, and corn hole tournament on Wilbur Cross Way.

7. Adjourn

Ms. Walton made a motion to adjourn and Ms. Stever-Lennon seconded the motion. The meeting was adjourned at 6:08 PM

Minutes prepared by Denise Kegler