



**CELEBRATE MANSFIELD FESTIVAL COMMITTEE
MEETING
Thursday, September 9, 2021 at 5:00 PM**

MINUTES

Attendance: Chair Emily Wicks, Sarah Dufresne, Kyle Muncy, Ginny Walton
Staff: Denise Kegler

1. Call to order

Chair Emily Wicks called the meeting to order at 5:05 PM.

2. Public Comment

There was no public comment.

3. Approve Minutes from August 25, 2021

This item was tabled until the first meeting held after the event.

4. Update on Fundraising

Denise Kegler had nothing new to report on fundraising totals but she did reiterate that the budget should balance once committed funds have been received.

5. Update on Entertainment Plans

Ms. Kegler provided an overview of the final entertainment plans for Betsy Paterson Stage. For street entertainment, outreach was sent to the UConn a cappella groups and one confirmation has been received.

Ms. Wicks shared an update on the UConn puppetry students who might be providing street entertainment. Unfortunately, the aerialists discussed at the last meeting are not available for the event date.

Ms. Dufresne reported that the Mansfield Public School gym teachers would not be able to participate this year due to COVID concerns.

6. Update on Booths

As anticipated at the last meeting, several more booths have registered for the event despite the earlier deadline. There are currently thirty-seven activity booths, three food booths & trucks, and eight sponsor booths confirmed for the event.

7. Discuss Activity Booth Meeting – Sept. 29

The Activity Booth Meeting on Sept. 29 will be divided into three times, to safely reduce the number of people present at one time. At the meeting, Ms. Kegler plans to review the logistics for event set-up and cleanup, parking, health & safety guidance, and the potential low-waste contest or program.

Ms. Kegler also shared her struggle with how to create a low-waste contest that is fair to all participants while still helping to reduce the waste produced at the event. After discussion, the Committee decided to move forward with a contest that features guest voting by QR codes. Booths will sign up for the contest in advance by completing an online form and low-waste survey. There will then be a discussion of the contest details at the Activity Booth Meeting on September 29. Ms. Kegler will create the online form and low-waste survey and send the link to the Activity Booths next week.

8. Review Health & Safety Notice

The Committee reviewed and approved the Health & Safety notice for event participants.

9. Review Low Waste Notice & Discuss Plans

The Committee reviewed and approved the Low-Waste notice for booths. There was no further discussion because it was addressed with the plans for the Activity Booth Meeting.

10. Discuss Decorations for Performance Spots

Ms. Kegler asked for recommendations of possible donors for event décor, specifically pumpkins and mums. The Committee provided several options for outreach including UConn Blooms and the Storrs Farmers Market.

The Committee also offered an excellent recommendation for a community member to open the event at the Opening Ceremony. Ms. Kegler will contact this individual to invite their participation.

11. Discuss Day-Of Schedule & Volunteers

Each Committee member provided their availability for the day of the event and discussed their roles, including the HQ Booth Lead and Area Captains.

12. Adjourn

Mr. Muncy made a motion to adjourn and Ms. Walton seconded the motion. The meeting was adjourned at 5:57 PM

Minutes prepared by Denise Kegler