



Fun Fest Committee Meeting Minutes

15 February, 2018

Minutes of a meeting of the Essex Fun Fest Committee held on Thursday 15 February 2018 at 6:00 PM at the Barnett Board Room. This meeting was called to order by Joe Garon, Chairperson of the Essex Fun Fest Committee at 6:05 PM.

1. Roll Call

Present: Joe Garon

Pam McDermott

Natalie Sinn

Kim Verbeek

Riley Jones

Jake Morassut, Recording Secretary

Regrets: Steve Bjorkman

Kyle Flood

Doug Sweet, Director of Community Services

Absent: Ryan Sivers

2. Additions to Agenda

There are no additions to the agenda.

3. Adoption of Agenda

Moved by Kim Verbeek

Seconded by Natalie Sinn

(FF18-02-001) The agenda of the 15th of February, 2018 be approved as circulated.

"Carried"

4. Declaration of Conflict of Interest

There were no declarations of conflicts of interest.

5. Approval of Previous Minutes

Moved by Pam McDermott

Seconded by Natalie Sinn

(FF18-02-002) The minutes of the meeting on the 31st of August, 2018 be approved as circulated. "Carried".

6. Old Business:

- a) There is no old business.

7. New Committee Members

- a) The Committee would like to welcome Kyle Flood and Riley Jones.

8. Vice Chair Election

- a) The Committee asked for those interested in the Vice Chair position on the Festival Committee. Kim Verbeek was the only person who expressed interest in the position and was acclaimed.

Moved by Pam McDermott

Seconded by Natalie Sinn

(FF18-02-003) That Kim Verbeek be acclaimed as Vice Chair of the Essex Fun Fest Committee. "Carried".

9. Sub-Committee Updates

a) Sponsorship

- i. Joe will have all applications sent out to the businesses by the next meeting.

b) Vendors

- i. Ice Cream Man was provided a refund of \$75.00 for melted ice cream in 2017. Never heard anything back, positive or negative;
- ii. Vendors fees will remain the same in 2018;
- iii. Registration forms are published, and
- iv. Vendors are not to be open on Thursday.

c) Parade

- i. Parade start time will be at 11:00am this year and will correspond with the 2018 theme, which will be determined at the next meeting.

d) Entertainment and Attractions

- i) Main Stage – Joe has a couple bands tentatively booked for the weekend. The stage is booked.

- ii)** Picnic Stage – Some performers have contacted the committee. A short list will be reviewed in the coming weeks.
- iii)** Bavarian Gardens – Joe has CIAO on Friday and DJ Rye booked on Saturday.
- iv)** Attractions
 - Fun Fest Attractions
 - The Ben Show – Booked.
 - Classic Championship Wrestling – Booked.
 - Cra-Z-Crew BMX Stunt Team – Booked.
 - Birds of Prey – Will be contacted to see if they are available.
 - Youth Talent Show – Joe’s wife will run this and it will be on the Sunday.
 - Watermelon Eating Contest – Kim will reach out to check out for sponsors.
 - Fireworks – Booked for Saturday night with the rain date on Sunday.
 - Pony Rides – Can look at going into the current dog park. Looking for a sponsor.
 - NASCAR Bob – Cannot attend due to conflicting events.
 - Third Party Attractions
 - BIA Classic Car Show – The BIA will be having a meeting to discuss if they will be running the car show again. Other ideas to get people downtown are floating around instead of the car show. This will be reviewed and determined by the BIA shortly.
 - Kinger’s Horseshoe Tournament –Would like to have the stage removed in the morning so they have two additional pits.
 - Essex Legion Fun Fest Pickerel Dinner – Will be happening.
 - Essex Fun Fest Flower Show – Not sure, will be contacted.
 - Train Puzzle/Train Movies – No sure, will be contacted.
- v)** Kids Zone – A plan will be looked at to determine how to incorporate the splash pad. Will look at the bouncing castles and determine if they are all needed.

10. Volunteers

- a) Committee members need to work toward getting volunteers. Every hour counts so secure as many people as possible.

11. Admission Fees, Park Hours and Credentials

- a) No changes will take place to the admission fees for 2018; and
- b) Thursday the park will be closed. Friday the park will be open from 4:00PM-1:00AM, Saturday from noon until 1:00AM, and Sunday noon to 6:30PM.

12. Parking

- a) Will be determined closer to the event;
- b) We need to get a tent for the person sitting there;
- c) Joe will approach the Church to see if we can utilize their parking for the weekend, especially for accessibility; and
- d) Doug will check and see if the bike lane can be closed down from the arena to the main street for accessible parking.

13. Amusement and Midway

- a) 150 passes will be given to the town for sponsors and volunteers to use on Thursday night; and
- b) Prices will be raised but they are not determined.

14. Bavarian Gardens

- a) Hours of Operation
 - i. The tent would be open Friday and Saturday from 8:00PM-1:00AM and Sunday during the horseshoe tournament. This is subject to change due to the pending request for information that the Town is issuing for bartending services; and
 - ii. The entertainment area will serve during events.
- b) Tents
 - i. May need additional tents to assist with the traffic flow and reduce congestion.
- c) Serving Staff
 - i. Will be tendered out to get a person/group responsible.
- d) Permit/Insurance
 - i. Will be tendered out to get a person/group responsible.

- e) Product Inventory/Ordering
 - i. Will be discussed going forward but may eliminate the pouring of alcohol.

15. Shuttle Service

- a) The Committee will advertise that people can call Community Services if they want a ride.

16. Security

- a) Booked through tender process;
- b) The group running the tent will be responsible for running the security within the confines; and
- c) Police are still going to be booked by the Town.

17. Financial

- a) Accounts Receivable Form for Sponsorships – All sponsors will require the Town form to be completed.
- b) 2017 ran a surplus of \$109.90.

18. Marketing and Promotion

- a) Riley will look at taking this area over, while working in conjunction with Joe; and
- b) The Committee will be using the radio stations and brochures again.

19. Website and Social Media

- a) Riley will look after social media; and
- b) He will look at creating the Facebook page as a business rather than a group.

20. Operations and Site Management

- a) Splash Pad Location
 - i. Splash pad will be up by June 1st so we can look to incorporate this in the weekend.
- b) Water Fill Station
 - i. The pollution control plant will have a mobile community water fill stations. They will need to be placed close to a water hookup.
- c) Back Gate
 - i. Pending the volunteers, we need to get this gate open for 2018 Festival.

d) ATM

- i.** Jake will contact the company for the ATM. We may be able to get a mobile bank truck, so these options are being looked after.

21. New Business

a) Dates for Festival

- i.** July 5th, 6th, 7th and 8th.

b) FEO Sustainability Information

- i.** Jake went over some of the FEO sustainability ideas to assist with making a more eco-friendly Festival. The Committee will take these recommendations and see if anything can be implemented for 2018.

c) Possible themes for 2018

- i.** Hometown Hero's;
- ii.** Superheros; and
- iii.** Need to find out if the BIA is doing the car show to determine if a different theme will work better.

d) Request for Information Regarding Bavarian Gardens

- i.** The Town is putting out a request for information regarding the 2018 Festival to acquire a group to run the Beer Tent operations.

22. Next Meeting Date:

- a)** The next meeting will take place on the March 22nd, 2018 at the Essex Centre Sports Complex's Barnett Board Room. This meeting will begin at 6:00PM.

23. Adjournment:

The meeting was adjourned at 7:20PM.

Moved by Kim Verbeek

Seconded by Riley Jones

(FF18-02-004) that the meeting be adjourn at 7:20PM. "Carried"



Joe Garon, Chair



Jake Morassut, Recording Secretary