

**DARRTOWN REUNION COMMITTEE AGENDA
FOR SEPTEMBER 13, 2016 MEETING
AT THE PATER RESIDENCE**

Attendance: Ron Wiley, Paul Gillespie, Joe Pater, Duane Clark, Don Beckett, and Fred Lindley

AGENDA:

1. FINANCIAL SUMMARY OF THE FALL FESTIVAL

- a. John Newman, committee treasurer, was not present; however, prior to today's meeting, John provided a general summary by email. Some expenses and income are still outstanding. A more detailed report is forthcoming.

2. RETIREMENT ANNOUNCEMENTS; DISCUSSION OF REPLACEMENTS - TIMING, NUMBERS, SKILLS OF REPLACEMENTS

- a. Ron Wiley confirmed that he is retiring from the committee, effective at the end of today's meeting. Ron expressed a willingness to assist the committee in promoting and conducting future festivals.
- b. Joe Pater confirmed that he is retiring from the committee, effective at the end of today's meeting. Joe expressed a willingness to assist the committee in promoting and conducting future festivals.
- c. Joe read a letter from Jack and Betty Daniels that confirmed that both of them are also retiring from the committee, effective with the reading of their letter.
- d. Fred Lindley expressed a desire to reduce his role from committee member to task manager (Publicity and Communication).
- e. Fred reported, on behalf of John Newman, that John wishes to remain a committee member and continue serving as committee treasurer. However, John does not want to be in charge of the parade (as he was for the 2016 Fall Festival).
- f. Paul Gillespie, Duane Clark, and Don Beckett each agreed to continue to serve on the committee and uniformly expressed a strong desire to see the Fall Festival continue. There was a consensus, among all present, that the Fall Festival should continue next year – and beyond – if possible.
- g. Given the level of enthusiasm and commitment expressed by Don, Duane, and Paul, Fred expressed a willingness to continue as a member of the committee, for another year, which would maintain a total committee membership of five – and give the the four

core members (Don, Duane, John, and Paul) some time to identify and secure additional committee members. In response to his offer, Don, Duane, and Paul expressed a desire for Fred to continue as a member of the Reunion Committee and Fred agreed to do so.

- h. Fred distributed an “Organizational Chart” that displayed the various vacancies at three levels: the central Committee level, the Coordinator level, and the Task Manager level.
- i. Discussion ensued about filling the vacancies.
 - i. Joe reminded us that, over the past several months, he mentored Mark and Dianna Leuthold, so that they are prepared to assume the role of task managers for the vendor component of next year’s festival.
 - ii. There was a consensus among all present that we must find more workers, if the Fall Festival is to continue. To that end, we agreed to the following plan:
 1. We will advertise and conduct a general meeting for the specific purpose of finding more Fall Festival volunteers to manage the tasks that must be accomplished. Fred will design the advertising.
 2. We will build a list of people who we believe warrant a personal invitation to attend the public meeting. Don Beckett will maintain the list and specify who among the current membership will contact each person on the list.
 3. The meeting will take place in the Lutheran Church fellowship hall on Monday, October 24, 2016 at 7 PM.
 4. We will prepare materials for distribution at the October 24th meeting that concisely explain the duties that each task/area entails. Fred will design the materials.
 5. We agreed that the core members of the committee (Don, Duane, John, and Paul), may, by observing the level of interest and productivity among volunteer workers, be better able to assess various levels of commitment and, presumably, identify future committee members.
 6. In an attempt to engage younger people, many of whom are employed (i.e. – not retired), we agreed that future committee meetings should be held in the evenings.

3. FALL FESTIVAL ACTIVITIES: WHAT WE LEARNED; WHAT TO CHANGE/ADD FOR THE FUTURE

- a. The following ideas, which are NOT listed in any particular order, were shared by those present. We will keep these in mind during preparations for the 2017 Fall Festival:

- i. Consider adopting a two-day format, as some vendors and/or exhibitors object to setting up for only one day. This would provide more time and we could then offer more events and/or activities. Some people expressed interest in seeing a display of antique tractors and/or classic cars.
- ii. Consider charging a minimal admission fee at the festival. We would need to restrict how and where people enter the festival grounds. It would give us a more accurate attendance figure and would generate an income to help cover expenses. Perhaps charge \$1 per person; under a certain age could/would be free.
- iii. Consider renting a tent that would be large enough to accommodate a live music performance area and seating for spectators. Some festivals use this plan and some provide plywood dance floors.
- iv. Consider renting a tent, in conjunction with the Lutheran church, that is large enough to (1) accommodate the plan mentioned above (see iii.) and (2) the Lutheran church beer garden.
- v. Improve the pay-out system for the various contests...provide envelopes clearly marked with amount of money enclosed and labeled with contest name. (i.e. - Skillet Toss Pay Out.... Tractor Tire Pay Out...Parade Competition Pay Out...
- vi. Improve / increase the volume on the speakers - at the stage in the north field and for the contests in the south field.
- vii. In documentation to the vendors prior to the event, inform them that a list of vendors and their assigned locations will appear inside the Welcome Center/Tent on Friday afternoon. Then, on Friday afternoon, in the Welcome Center / Tent, post two documents / sheets of paper (1.) a list of vendors with corresponding site numbers and (2) a diagram of where those numbered vendor sites are located...so, that vendors who arrive to set up when a vendor coordinator is NOT PRESENT are able to locate their assigned site.
- viii. Discuss the location of events and activities in the North Field; some complaints were received about the location of the 2016 Beer Garden being further west than in 2015, which pushed the stage further north and east than it was in 2015, which made it more difficult for people to locate/see the Kids Zone and Frisbee Throw.

- ix. Brainstorm ways for the Kids Zone to be located closer to the Playground.
- x. Drop the Scavenger Hunt, as we had low participation and be advised that the Frisbee Throw people will not return in 2017.
- xi. Create a more prominent display of events and activities for visitors to see at main gate (sort of a “You are here” kind of display) that creates more awareness of activities and promotes participation.
- xii. Consider increasing the payout for the Parade Competition prize to encourage more participation; we had six entries this year.
- xiii. Re-invite the Talawanda High School band; but, also invite other high school bands - specifically, private schools that recruit for enrollment - for example, Badin High School.

4. GENERAL FINANCIAL SUMMARY:

A. KEEP TWO ACCOUNTS?

- a. We agreed to continue keeping separate accounts for (1) funds derived from and for the Fall Festival and (2) funds derived from the sale of pavers placed in the village square. Currently, Fall Festival funds are maintained at the Somerville National Bank and village square/paver money is maintained at the Oxford Community Foundation.

B. RESTRICTIONS OR DESIGNATIONS OF THE MONEY IN THE TWO ACCOUNTS

- a. We agreed that we need to create a document that specifies how money is to be dispersed for the village square. Ron Wiley and Fred Lindley volunteered to draft such a document and bring it back to the committee for review and eventual adoption.

C. OTHER:

- a. The farm field in which cars were parked for the festival suffered damage from the combination of heavy rains and vehicle getting stuck in the mud. Don will contact Jacob Taylor to inquire if he wants us to make repairs / pay for damages.