

**City of Lowell, Oregon**  
**Minutes of the Blackberry Jam Festival Committee Meeting**  
**April 9, 2019**

The meeting was called to order at 7:05 PM by Vice-Chair Michael Galvin

**Members Present:** Pam Baumann, Michael & Virginia Galvin, George Wild, Gerry Burr, Diane Stephens, Patti Jo Angelini, Savannah Largent, CA - Jared Cobb

**Approval of Minutes:** Pam Baumann wanted it noted she stated at the last meeting the website was not updated. **Diane Stephens moved to approve the minutes as modified for March 12, 2019, second by Gerry Burr. Approved by consensus.**

**Old Business:**

**1) Marketing:**

Financial: CA Cobb provided a report for March, not much activity occurred.

Poster: Patti Jo showed an example, and would like to continue to work with Christine. **Gerry Burr moved to approve moving forward with the concept plan for poster and program cover, second by Diane Stephens. Approved by consensus.**

Website: Patti Jo explained that the site had been hacked and she is working on getting it fix. She also would like to change to WordPress in the future.

Public Relations/Advertising/ Program: Patti Jo is writing an article for Rural Lite magazine about the Jam.

Sponsorship: Patti Jo is working on a new sponsor.

**2) Events:**

Beer/Wine Garden: Patti Jo reported on the research she has done, with two options possible.

**Diane Stephens move to approve Patti Jo moving forward with contacting a local brewery/winery/spirits to contract hosting the event at this years BBJ Festival, second by Gerry Burr. Approved by consensus.**

Car Show: No report from Nate. George Wild will make contact with State Farm to take photos of the cars again this year.

Craft Vendors: Pam reported applications are slow coming in, possibly because of web site not being updated.

Entertainment: No report

Fishing Derby: No report

Food Vendors: No report

Grease Pole Climb: No report

Horseshoe Event: No report

K9 Event: Nothing new to report from George.

Kids Entertainment: Savannah reported she is still working on finding volunteers, she continues to receive donated prizes, has a list of games to review, is working on a mini-stage and working to find performers. Would like to add a water feature using a Rainbow sprinkler system. CA Cobb stated there is water meter at said location.

Parade: Diane presented new guidelines for parade. Mike read the guidelines, no candy can be

thrown from the vehicles or floats, must be handed out by a walker; discussion on verbiage for other kinds of handouts need to be reviewed. CA Cobb will talk with the City Attorney for suggested verbiage.

Pie Baking/ Eating Contest: No report

Quilt Show: Gerry presented bill for a new drum for ticket drawing. Patti Jo requested a photo of the quilt for program/website.

3 on 3 Basketball: No report

5KRun/Walk: No report

**3) Event Support:**

City: CA reached out to Lane Electric for sponsorship and Charter for WIFI, invited everyone for City Hall/Library Design Workshop on April 20, 2019 from 1 – 5 PM, discussed possibility of hiring a part-time Librarian/Event Coordinator who could help with BBJ Festival. Discussed combining BBJ Bank Account into General Bank Account due to the new software tracking individual funds is now possible.

Garbage/Recycle/Toilets: No report

Information Booth: Discussion that having a sign up sheet for volunteers to work booth, worked well last year.

Layout/set-up/Grounds: The whole park is available for vendors.

Security: George reported no change.


**New Business**: None

**Other Business**: None

**Adjourn**: 8:29 PM

Approved:   
Michael Galvin – Vice-Chair

Date: 5-14-19

Attest:   
Jared Cobb – City Recorder

Date: 5/14/19