

**City of Lowell, Oregon**  
**Minutes of the Blackberry Jam Festival Committee Meeting**  
**July 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, Brad Anderson, Savannah Largent, Tim Stratis, PJ Angelini, Lonna Bennett, Nate Anderson, Aaron Graham, CA - Jared Cobb

**Approval of Minutes: Minutes for June 11, 2019, Approved by consensus.**

**Old Business:**

**1) Marketing:**

Financial: CA Cobb provided a report for June, increase in activity noted. Gerry Burr noted a discrepancy in Quilt Show revenue. CA will follow up.

Poster/Video: Aaron Graham will send to LLC for printing.

Public Relations/Advertising/ Program: PJ stated program is printed and at the office ready to distribute, Creswell Chronicle will be doing an article on the Jam, she will be doing media advisory next week, social media promotion to continue. Lonna Bennett will invite the Blood Bank to come to festival.

**2) Events:**

Beer/Wine Garden: Jared reported that Plank Town/Hill Top was secured for the event.

Car Show: Nate reported everything is going well, about 20-25 preregistered cars, has a couple helpers and will be starting events earlier this year and same layout as last year. Tim will be making the Blackberry Pies for the car show.

Craft Vendors: Pam reported she has 38 applications so far and is still receiving phone calls. She had a question if Travel Lane County is coming and if a handicap vendor could park his motorhome closer? Discussion followed and agreement of placement was made.

Entertainment: All spots are filled and contracts are signed.

Fishing Derby: PJ reported she talked with Alvin and it's a go.

Food Vendors: Jared reported Rhett has 8 vendors and is working on a couple more. It was noted Rhett needs to be informed of new placement of food vendors.

Grease Pole Climb: Tim reported base for the pole has been poured. The pole is almost completed, plans to set the pole on Wednesday or Thursday before the Jam. Tim submitted receipts for materials. With the two divisions, \$220 in prize money will be required.

Horseshoe Event: Brad reported that they will be setting up on Friday morning and noted a correction to the program that the registration for tournament will begin at 4 PM on Saturday.

K9 Event: George reported they are confirmed.

Kids Entertainment: Savannah reported on events scheduled for mini-stage, donation jars have raised money to purchase prizes and she is receiving many donations.

Parade: Gerry reported Diane is still looking for a color guard and discussion on how to keep the parade traffic moving at the end of the parade so it doesn't get back up.

Pie Baking/ Eating Contest: Tim stated he has made arrangements to bake pies at the grade

school and will submit receipts for ingredients for 32 pies.

Quilt Show: Gerry reported that the drawing for the quilt will be done at the High School gym at 3 PM, turned in \$1020.00 in ticket sales, and they will be setting up Friday. Credit Card swiper is available to use and Virginia will come to the office for orientation.

**3) Event Support:**

City: CA reported on items of completion, tents will be put up prior to Friday by Public Works.

Garbage/Recycle/Toilets: Arrangements have been made, toilet paper has been purchased.

Information Booth: Lonna has one spot left to fill, looking for a volunteer.

Layout/set-up/Grounds: Aaron stated he would like to begin watering the grass. Pam requested the grass be cut on Tuesday. Fencing will be put up the week of event.

Security: George said all is arranged.


**New Business:** None

**Other Business:** Pre-event meeting will be held on July 23, 2019 at 6 PM at the Rolling Rock Park.

**Adjourn: 8:36 PM**

Approved:   
Michael Galvin - Vice-Chair

Date: 8-29-19

Attest:   
Jared Cobb - City Recorder

Date: 8/29/19