

City of Lowell, Oregon
Minutes of the Blackberry Jam Festival Committee Meeting
May 14, 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, Savannah Largent, Lonna Bennett, Nate Anderson, Aaron Graham, Joyce Donnell, Rhett Gedies, CA - Jared Cobb

Approval of Minutes: Diane Stephens moved to approve the minutes for April 9, 2019, second by Gerry Burr. Approved by consensus.

Old Business:

1) Marketing:

Financial: CA Cobb provided a report for April, vendors and sponsorships are beginning to come in.

Poster/Video: Aaron Graham presented draft poster for review, a request for additional verbiage was made. Committee viewed video created by Aaron for website, positive feedback was made.

Website: No report

Public Relations/Advertising/ Program: Diane requested invoices sent to four advertisers, Joyce will send them. Gerry submitted a payment for an advertiser. Deadline for submissions is June 1st, 2019.

Sponsorship: Gerry submitted sponsorship from Nathan Anderson.

2) Events:

Beer/Wine Garden: Jared reported he has confirmation one spirits company is coming.

Car Show: George reported the State Farm Agent is unavailable to take pictures this year at the car show.

Craft Vendors: Pam reported applications are coming in, waiting to tell people about signing up via web site, because unsure if it is ready yet.

Entertainment: Aaron stated he knew of some musicians wanting to play, he was instructed to contact Paula with the information.

Fishing Derby: No report

Food Vendors: Rhett reported he has five confirmed food vendors and potentially five more still coming. Looking for Asian, Mexican and Cotton Candy providers. He will speak to Dogs Gone Coastal to see if they will add corn dogs to their menu.

Grease Pole Climb: George stated he has someone who is willing to lathe the pole for free.

Horseshoe Event: Brad presented a draft poster for the tournament, stated he will add the logo.

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, is working on a mini-stage and working to find performers. She will work with Joyce in ordering prizes.

Parade: Diane has received the written bio for Grand Marshall and submitted it to Patty Jo for program. She is waiting for CA Cobb to review and approve the guidelines, so they can be

posted to the website.

Pie Baking/ Eating Contest: No report

Quilt Show: Gerry presented bill for postcard advertising and money from ticket sales. They have been assured they will have somewhere to go for their show between the two schools. CA Cobb offered the library if needed.

3 on 3 Basketball: No report

5KRun/Walk: No report

3) Event Support:

City: CA reached out to Lane Electric for supplying power on the street for the food vendors. They are willing, but will not allow anything placed on their poles. He reported 53 Main Street will be cleaned up for the festival, the library parking lot will be open and the Northshore Street closure has been worked out with Lane County.

Garbage/Recycle/Toilets: Joyce asked if placing the extra port-a-potty behind the stage near the horseshoe tournament and beer/wine garden event is acceptable. Committee agreed.

Information Booth: Lonna will begin looking at getting a sign up sheet for volunteers to man the booth ready.

Layout/set-up/Grounds: There was discussion on getting electricity for the beer/wine garden.

Security: George received confirmation and their price has increased 0.50/hr to \$20/hr.

Requiring 2 guards for 32 hours. **Rhett moved to approve paying \$20/hr X2 employees for 32 hours, second by Gerry. Passed by consensus.**


New Business: None

Other Business: Joyce reported 10 cases of jam have been ordered, Jared will pick up on Friday.

Adjourn: 8:07 PM

Approved: 
Michael Galvin – Vice-Chair

Date: 7-15-19

Attest: 
Jared Cobb – City Recorder

Date: 7/15/19