

AGENDA
BLACKBERRY JAM FESTIVAL COMMITTEE
TUESDAY, May 14, 2019 – 7:00 P.M.
Maggie Osgood Library, 70 N Pioneer Street, Lowell, Oregon

- 1. CALL TO ORDER/ROLL CALL**
- 2. APPROVAL OF AGENDA**
- 3. APPROVAL OF MINUTES**

- 4. OLD BUSINESS**
 - 1) Marketing
 - a) Financial
 - b) Poster
 - c) Public Relations/Programs/Advertising
 - d) Sponsorship
 - e) Website
 - 2) Events
 - a) Beer/Wine Garden
 - b) Car Show
 - c) Craft Vendors
 - d) Entertainment
 - e) Fishing Derby
 - f) Food Vendors
 - g) Grease Pole Climb
 - h) Horseshoe Tournament
 - i) K-9 Exhibition
 - j) Kids Entertainment
 - k) Parade
 - l) Pie Baking/Eating Contest
 - m) Quilt Show
 - n) 3 on 3 Basketball
 - o) 5K Run/Walk
 - 3) Event Support
 - a) City
 - b) Garbage/Recycle/Toilets
 - c) Information Booth
 - d) Layout/Set Up/Grounds
 - Information Booth
 - e) Security

- 5. NEW BUSINESS**
- 6. OTHER BUSINESS**
- 7. ADJOURN**

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the City Clerk, Joyce Donnell, at 541-937-2157.

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 signup 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: _____

Attest: _____
Jared Cobb – City Recorder

Date: _____

2019 BLACKBERRY JAM FESTIVAL
OCTOBER 1, 2018 - SEPTEMBER 30, 2019
FINANCIAL REPORT - APRIL 2019
SUMMARY

DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 YTD	2019 BUDGET
014-000-1000 CASH				
014-000-1014 BBJ CHECKING	12,499	11,285	13,130	10,538
014-000-1017 BBJ CD	2,542	2,550	-	2,545
SUBTOTAL CASH	15,041	13,835	13,130	13,083
014-025-4000 REVENUES				
014-025-4052 INTEREST EARNED	7	13	3	100
014-025-4852 MISCELLANEOUS REVENUE	-	327	1	156
014-025-4860 CRAFT/COMMERCIAL BOOTH SALES	2,935	2,450	665	2,940
014-025-4862 FOOD BOOTH SALES	840	1,100	420	1,210
014-025-4864 JAM SALES	990	1,280	260	1,460
014-025-4866 QUILT SHOW	3,919	3,745	30	4,000
014-025-4868 PROGRAM AD SALES	2,705	2,890	-	3,034
014-025-4870 SPONSORSHIP REVENUE	2,250	2,000	500	2,500
014-025-4876 5K RACE REVENUE	1,100	595	-	1,000
014-025-4878 CAR SHOW REVENUE	4,054	3,617	-	4,000
014-025-4880 FISHING DERBY REVENUE	320	640	-	500
014-025-4882 HORSESHOE TOURNEY REVENUE	90	100	-	100
014-025-4884 KIDZ KORNER REVENUE	915	776	20	1,000
014-025-4886 PIE EATING CONTEST REVENUE	158	194	-	250
014-025-4888 RC FLYERS REVENUE	420	60	-	-
SUBTOTAL REVENUES	20,703	19,787	1,899	22,250
014-100-6000 EXPENDITURES				
014-100-6018 POLICE SERVICES	860	500	500	750
014-100-6022 IT SERVICES	782	187	137	250
014-100-6120 PROGRAMS	1,127	1,079	-	1,250
014-100-6124 ADVERTISEMENT	1,339	494	-	1,000
014-100-6126 POSTAGE	50	30	-	50
014-100-6190 MISCELLANEOUS	1,826	1,719	-	1,000
014-100-6445 REFUSE SERVICES	83	812	-	900
014-100-6605 RENT	423	700	400	1,000
014-100-6614 MATERIALS & SERVICES	747	-	-	-
014-100-6810 CRAFT/COMMERCIAL BOOTH	-	121	-	150
014-100-6812 FOOD BOOTH	-	40	-	50
014-100-6814 JAM SALES	897	808	-	1,000
014-100-6816 QUILT SHOW	3,052	3,143	825	4,000
014-100-6850 5K RACE	1,015	595	-	1,000
014-100-6852 CAR SHOW	4,192	3,555	299	4,000
014-100-6854 FISHING DERBY	320	500	-	500
014-100-6856 HORSESHOE TOURNEY	-	-	-	100
014-100-6858 KIDZ KORNER	1,782	290	-	1,000
014-100-6860 PIE EATING CONTEST	158	187	-	250
014-100-6862 RC FLYERS	200	100	-	-
014-100-6864 ENTERTAINMENT	3,760	3,780	-	4,000

014-100-6000 EXPENDITURES				
SUBTOTAL EXPENDITURES	22,614	18,642	2,161	22,250
SURPLUS/(DEFICIT)	(1,911)	1,145	(262)	-
BBJ CD		-	-	-
ENDING CASH	13,130	14,980	12,869	13,083

2019 BLACKBERRY JAM FESTIVAL
OCTOBER 1, 2018 - SEPTEMBER 30, 2019
FINANCIAL REPORT - APRIL 2019
OPERATIONS

DESCRIPTION	2018 ACTUAL	2019 YTD	2019 BUDGET
014-025-4000 REVENUES			
014-025-4052 INTEREST EARNED	13	3	100
014-025-4852 MISCELLANEOUS REVENUE	327	1	156
014-025-4860 CRAFT/COMMERCIAL BOOTH SALES	2,450	665	2,940
014-025-4862 FOOD BOOTH SALES	1,100	420	1,210
014-025-4864 JAM SALES	1,280	260	1,460
014-025-4868 PROGRAM AD SALES	2,890	-	3,034
014-025-4870 SPONSORSHIP REVENUE	2,000	500	2,500
014-025-4871 EVENT CONTRIBUTIONS	-	-	-
SUBTOTAL REVENUES	10,060	1,849	11,400
014-100-6000 EXPENDITURES			
014-100-6018 POLICE SERVICES	500	500	750
014-100-6022 IT SERVICES	187	137	250
014-100-6120 PROGRAMS	1,079	-	1,250
014-100-6124 ADVERTISING	494	-	1,000
014-100-6126 POSTAGE	30	-	50
014-100-6190 MISCELLANEOUS	1,719	-	1,000
014-100-6445 REFUSE SERVICES	812	-	900
014-100-6605 RENT	700	400	1,000
014-100-6810 CRAFT/COMMERCIAL BOOTH	121	-	150
014-100-6812 FOOD BOOTH	40	-	50
014-100-6814 JAM SALES	808	-	1,000
014-100-6864 ENTERTAINMENT	3,780	-	4,000
SUBTOTAL EXPENDITURES	10,272	1,037	11,400
SURPLUS/(DEFICIT)	(212)	812	-

2019 BLACKBERRY JAM FESTIVAL
OCTOBER 1, 2018 - SEPTEMBER 30, 2019
FINANCIAL REPORT - APRIL 2019
EVENTS

DESCRIPTION	2018 ACTUAL	2019 YTD	2019 BUDGET
014-025-4000 REVENUES			
014-025-4866 QUILT SHOW	3,745	30	4,000
014-025-4876 5K RACE REVENUE	595	-	1,000
014-025-4878 CAR SHOW REVENUE	3,617	-	4,000
014-025-4880 FISHING DERBY REVENUE	640	-	500
014-025-4882 HORSEHOE TOURNEY REVENUE	100	-	100
014-025-4884 KIDZ KORNER REVENUE	776	20	1,000
014-025-4886 PIE EATING CONTEST REVENUE	194	-	250
014-025-4888 RC FLYERS REVENUE	60	-	-
SUBTOTAL REVENUES	9,727	50	10,850
014-100-6000 EXPENDITURES			
014-100-6816 QUILT SHOW	3,143	825	4,000
014-100-6850 5K RACE	595	-	1,000
014-100-6852 CAR SHOW	3,555	299	4,000
014-100-6854 FISHING DERBY	500	-	500
014-100-6856 HORSESHOE TOURNEY	-	-	100
014-100-6858 KIDZ KORNER	290	-	1,000
014-100-6860 PIE EATING CONTEST	187	-	250
014-100-6862 RC FLYERS	100	-	-
SUBTOTAL EXPENDITURES	8,370	1,124	10,850
SURPLUS/(DEFICIT)	1,357	(1,074)	-