

**City of Lowell, Oregon**  
**Minutes of the Blackberry Jam Festival Committee Meeting**  
**September 24, 2019**

The meeting was called to order at 7:04 PM by Vice-Chair Michael Galvin

**Members Present:** Pam Baumann, Michael & Virginia Galvin, George Wild, Gerry Burr, PJ Angelini, Diane Stephens, Lonna Bennett, Lon Dragt, John Myers, Joyce Donnell, CA - Jared Cobb

**Approval of Minutes: Minutes for August 27, 2019, Approved by consensus.**

**New Business:**

- 1) **Selection of Committee Chair – Pam Baumann opened nominations and nominated Lon Dragt for Chair, second by Diane Stephens. There were no further nominations. Diane Stephens moved to close nominations, second by Gerry Burr. By consensus, Lon Dragt was appointed Chair.**
- 2) **Review and Consideration of BBJ Grants – CA Cobb presented a request from Savannah Largent to give \$200 each to the Cystic Fibrosis Foundation and Lowell Girl Scouts for volunteering at Kidz Korner, from the proceeds generated at the event. Michael Galvin moved to approve giving \$200 each to the Cystic Fibrosis Foundation and Lowell Girl Scouts, second by George Wild. Approved by consensus. CA presented a request from Nate Anderson to give \$300 each to the Lowell Football Team and Lowell Volleyball Team for volunteering at the Car Show, from the proceeds generated at the event. Michael Galvin moved to approve the giving of \$300 each to the Lowell Football Team and Lowell Volleyball Team, second by Diane Stephens. Approved by consensus.**

**Old Business:**

**1) Marketing:**

Financial: CA Cobb provided a report showing a short fall of \$545, noting there are two sponsors and three vendors that have not paid yet.

Public Relations/Advertising/ Program: PJ Angelini discussed options for next year in changing the program, creating a questionnaire for advertisers and sponsors requesting input on their expectations for marketing. PJ will send a draft questionnaire to committee members to review and provide feedback. She requests the feedback be returned to her by October 10, 2019. PJ asked CA Cobb to continue researching the ability to pay online for all events.

**2) Events:**

Beer/Wine Garden: CA Cobb stated that the event can be sponsored next year.

Car Show: Was a great success.

Craft Vendors: Pam Baumann stated she would be resigning her position, and is in need of a replacement.

Entertainment: Was very good.

Fishing Derby: Lack of communication, unsure how the event went.

Food Vendors: Need more vendors next year, and look at changing location.

Grease Pole Climb: No discussion.

Horseshoe Event: Great success, moving the event to Saturday was a great contributor to the success.

K9 Event: No discussion

Kids Entertainment: CA Cobb reported Savannah Largent has resigned her position. Discussion on changing the event to be less labor intensive.

Parade: Diane Stephens stated she is resigning her position also, and in need of a replacement. Consensus was the parade went well and traffic flowed well. She stated that the Grand Marshal should be selected soon.

Pie Baking/ Eating Contest: Discussion on how to get more participation in the Pie Baking Contest.

Quilt Show: Gerry Burr showed the design intended and stated that they will be sewing the 2020 quilt for together in October. They are expecting to be back in Lundy Elementary Gym for the 2020 BBJ Festival.

### 3) Event Support:

City: CA Cobb reported that the city will begin setup the week before the festival next year.

Garbage/Recycle/Toilets: Discussion was to enlist more help.

Information Booth: Lonna Bennett stated it went well, the location of the dining tables made it difficult to clean them.

Layout/set-up/Grounds: Discussion on last minute changes was difficult, but will begin early with designing layout this coming year.

Security: George Wild stated there were no issues.

**Other Business:** Lon Dragt presented a review of the After Action Review from August 27, 2019. Main points being the need for more volunteers, Blackberry products at the event and creating a timeline for deadlines. There was discussion on the possible need for establishing an Event Volunteer Coordinator. Lon requests all current event coordinators to provide him at next months meeting a time line for their event. Because of change in scheduled meetings, discussion followed in changing BBJ meeting date back to the second Tuesday of the month. **Gerry Burr moved to have next BBJ meeting on October 22, 2019, and return to previous schedule of the second Tuesday of the month on November 12, 2019 and going forward. Second by Diane Stephens. Approved by consensus.**

**Adjourn: 9:00 PM**

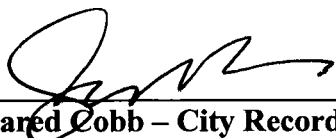
Approved: \_\_\_\_\_

  
Lon Dragt - Chair

Date: \_\_\_\_\_

10/22/19

Attest: \_\_\_\_\_

  
Jared Cobb - City Recorder

Date: \_\_\_\_\_

10/23/19