

City of Lowell, Oregon
Minutes of the Blackberry Jam Festival Committee Meeting
October 22, 2019

The meeting was called to order at 7:05 PM by Chair Lon Dragt

Members Present: Lon Dragt, Pam Baumann, Michael & Virginia Galvin, Gerry Burr, PJ Angelini, Brad Anderson, Rhett Gedies, Lonna Bennett, Joyce Donnell

Approval of Minutes: Minutes for September 24, 2019, Approved by consensus.

Business:

- **Discuss/Review Timeline's for Events** – Chair Dragt lead the discussion on gathering information from all committee members for the events they are responsible for. A few have been submitted so far and requests the remaining be submitted before next meeting. He asks that if you need volunteers for your event to make note of it in your information. Plan is to review at the next meeting and create a master timeline.
- **Discuss/Review Development of Procedure Manual** – Chair Dragt included this with the previous discussion, and requests information to be submitted prior to next meeting.
- **Marketing Update** – PJ Angelini reported she has only received a couple emails of advertisers. Discussion followed on how to locate emails and reassigning advertisers to new contact people that are unassigned. There was discussion on the importance of conducting a survey to develop the direction of future advertising. PJ would like to get the survey out by January. Joyce will send out the advertising list again to all members.


Other Business:

- Chair Dragt reviewed the current Executive Board members; Michael Galvin, Pam Baumann, George Wild and Aaron Graham. He reviewed the need to have assigned Secretary and Treasure duties to the Executive Board. Consensus was to wait until next month when the full board was present.
- Brad Anderson gave a review of the successful 2019 Horseshoe Tournament. Stated that they are thinking of adding a Corn Hole Tournament on Friday, and possibly expanding the Horseshoe pits. He requests at least a month notice if pits will need to be relocated for the new layout of the festival.
- Rhett Gedies gave a review of the food vendors for 2019 festival. He stated due to some complications the number of vendors was down, but all were pleased over all with the event. He agreed with the possibility of expanding for next year and opening the menu up to competition. He did state lighting was requested for next year. Discussion on increasing food vendors fee's followed, Rhett agreed to provide a comparison of other festivals and report back at next meeting.
- Discussion on the importance of and how to conduct an attendance count followed, with agreeing to start working on the layout of the festival at the next meeting on November 12, 2019. It will be strongly encouraged that all members attend.
- Gerry Burr provided a picture of the quilt in process for the 2020 Quilt Raffle.

Adjourn: 8:40 PM

Approved: 
Lon Dragt - Chair

Date: 11/12/19

Attest: 
Jarea Cobb - City Recorder

Date: 11/12/19