

City of Lowell, Oregon
Minutes of the Blackberry Jam Festival Committee Meeting
November 12, 2019

The meeting was called to order at 7:00 PM by Chair Lon Dragt

Members Present: Lon Dragt, Pam Baumann, Michael Galvin, George Wild, Gerry Burr, Brad Anderson, Bailey Sitts, Rhett Gedies, Lonna Bennett, Joyce Donnell, CA Jared Cobb

Approval of Minutes: Gerry Burr moved to approve the Minutes for October 22, 2019, second by Michael Galvin. Approved by consensus.

Business:

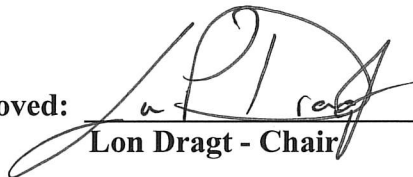
- **Discuss/Review Timeline's for Events – Discuss/Review Development of Procedure Manual** – Chair Dragt will continue to gather information on individual events, the pressing item now is marketing and communications.
- **Marketing Survey Update** – Aaron Graham and PJ Angelini submitted emails stating they will no longer be working on marketing, nor attending BBJ meetings. Bailey Sitts attended the meeting to possibly assist in the marketing realm. It was discussed and decided that the survey will be put on hold. A theme for next years event was discussed and since it is a Leap Year, 'Leaping Forward' was agreed upon. Allowing for advertisers to place banners on the fence surrounding the event, was discussed and agreed upon for a marketing option. Jared stated he would contact Hilltop Bar & Grill for sponsorship and work on developing the sponsorship roll.
- **Approval for Pine Needlers Donations for 2019** – Gerry presented list of applicants and awarded donations. Lowell Fire Dept. - \$800, Food Pantry - \$600, Lowell/Fall Creek Education Foundation - \$1,100. (\$500 – Dolly Parton Program, \$600 – Summer Recreation Program) **Michael Galvin moved to approve donations, second by Lonna Bennett. Approved by consensus.**
- **Discuss/Assign Contact Persons for Advertisers/Sponsors** – There was discussion on the process and who needed replacement. Chair Lon will bring a list of advertisers to the next meeting and have them assigned to a contact person.
- **Discuss Executive Committee Member Communication Point Person** – Discussion followed on the need for a point person, it was decided that the Online Bill Pay system was needed and Jared would get that started. A point person is still needed.
- **Discuss Food Vendor Comparison Report** – Rhett presented his report, noting that other local events charged from \$250 - \$800 per food vendor. Discussion followed to increase the BBJ fee from \$150 + \$10 for electricity to \$200 per vendor. **George Wild moved to approve the Food Vendor Fee of \$200 per vendor, second by Rhett Gedies. Approved by consensus.**
- **Discuss/Plan Park Footprint for 2020 Festival** – CA Cobb presented a rough draft of the park and one possible option for discussion. After many thoughts and ideas, CA will design a few of the options and bring back to next meeting for review.

Other Business:

- Lonna mentioned that the outlets on the stage are inoperable and in need of repair. CA Cobb will have them repaired.
- Brad presented a logo design for the Cornhole game boards, with an estimated cost for materials being less than \$400 for four sets. Plans are to hold the tournament on Friday. **Michael Galvin moved to approve the Cornhole Tournament on Friday, second by George Wild. Approved by consensus.**
- Bailey inquired about parking during the event, publicizing events going on and sharing photos of the events. Discussion followed.
- Discussion on Parade Event Leader replacement and Grand Marshal for 2020 followed. Ron & Joann Ballenger were nominated for Grand Marshals, approved by consensus. There was concern about parade safety, issues needing to be enforced; no candy to be thrown from vehicles and no parade participants walking in front of vehicles as they are moving on route.

Adjourn: 8:47 PM

Approved: _____


Lon Dragt - Chair

Date: _____

12/10/19

Attest: _____


Jared Cobb - City Recorder

Date: _____

12/10/19