



**CELEBRATE MANSFIELD FESTIVAL COMMITTEE
MEETING**

Wednesday, February 20, 2019
Mansfield Downtown Partnership office
23 Royce Circle

MINUTES

Present: Chair Jessie Richard, Roger Manning, Shelly Manning, and Betsy Paterson

Staff: Cynthia van Zelm and Kathleen Paterson

1. Call to order

Chair Jessie Richard called the meeting to order at 5:02 PM.

2. Public Comment

There was no public comment.

3. Approve minutes from January 14, 2019.

Roger Manning moved to approve the minutes. Shelly Manning seconded the motion. The minutes were approved unanimously.

4. Discuss new schedule

The group discussed the logistical challenges related to different scheduling options. By consensus, the group agreed to have the activity booths and local entertainment on the main stage during the afternoon with a concert in the evening.

Ms. Richard suggested having a mandatory meeting prior to the Festival for all participants to review the event schedule and rules.

5. Discuss new site plan

Kathleen Paterson presented a draft site plan and asked the group for input. Mr. and Ms. Manning suggested adjustments to the placement of the food booths based on feedback from vendors at the 2018 event. The group discussed whether or not to have a second stage or other entertainment on Wilbur Cross Way. **Ms. K. Paterson will revise the site plan for the next meeting (Done).**

6. Review participation fees

By consensus, the group decided to keep the activity booth fee the same (\$25 for one 10'x10' space). The group also agreed to reduce the food booth fee to \$25 (for one 10'x10' space) while acknowledging that the food vendors have additional costs beyond the control of the committee.

7. Discuss business outreach

Ms. K. Paterson outlined the current outreach efforts. Ms. Richard suggested including a flyer in the trash bill. **Ms. K. Paterson will ask Ginny Walton if this is possible and, if so, what the schedule is for trash bills.**

8. Adjourn

Ms. Paterson made a motion to adjourn. Ms. Manning seconded the motion. The meeting adjourned at 6:30 PM.

Minutes prepared by Kathleen M. Paterson