



**CELEBRATE MANSFIELD FESTIVAL COMMITTEE  
MEETING  
Wednesday, September 18 at 5:00 PM  
Partnership Office**

**Draft Minutes**

**Present:** Chair Jessie Richard, Roger Manning, Shelley Manning, Betsy Paterson  
**Staff:** Cynthia van Zelm, Denise Kegler

**1. Call to Order**

Chair Jessie Richard called the meeting to order at 5:01 PM.

**2. Public Comment**

There was no public comment.

**3. Review and confirm supplies list**

Denise Kegler presented the supplies list, based on the 2018 file. She suggested that all items that were marked unused in 2017 and 2018 be removed from the list. **The Committee agreed with this suggestion.** Each Committee member also confirmed the supplies that they will provide for the event, including several hand trucks.

**4. Review and confirm event schedule**

The Committee reviewed the planned schedule for the event. **Ms. Kegler will provide full packets for each Committee member at the morning meeting before the event including emergency contact numbers.**

**5. Confirm Debrief meeting on October 1, 2019**

The Committee discussed their availability for October and **it was decided to move the Debrief discussion to Monday, October 21 at 6:00 PM.**

**6. New activities, attractions, and other suggestions**

There were no new activities, attractions, and other suggestions.

**7. Adjourn**

Betsy Paterson moved to adjourn the meeting and Shelley Manning seconded. The meeting adjourned at 5:40 PM.

*Minutes prepared by Denise Kegler*