



**CELEBRATE MANSFIELD FESTIVAL COMMITTEE  
MEETING  
Wednesday, May 27, 2020 at 5:00 PM**

**This meeting was physically closed to the public but the public may view the meeting on livestream at [https://townhallstreams.com/stream.php?location\\_id=69&id=29227](https://townhallstreams.com/stream.php?location_id=69&id=29227)**

**MINUTES**

**Attending:** Chair Emily Wicks, Sarah Dufresne, Kyle Muncy  
**Staff:** Cynthia van Zelm, Denise Kegler

**1. Call to order**

At 5:01 PM, Cynthia van Zelm began the meeting with an announcement: Jessie Shea has temporarily resigned as the Committee Chair and Emily Wicks has agreed to fill the position.

Ms. Wicks called the meeting to order at 5:04 PM.

**2. Public comment**

There was no public comment.

**3. Introduce new Committee member, Kyle Muncy**

Ms. van Zelm introduced a new member of the Committee, Kyle Muncy. Mr. Muncy works for the University of Connecticut in the Office of Strategic Partnerships & Business Development.

**4. Approve Minutes from April 29, 2020**

Mr. Muncy made a motion to approve the minutes and Sarah Dufresne seconded the motion. The minutes were approved unanimously.

**5. Update on new fundraising timeline per the Board of Directors**

Ms. van Zelm updated the Committee on the Board of Directors' request that event fundraising be postponed until later in the year.

Denise Kegler also updated the Committee on the current financial status of the event. In the reduced format, the event budget requires \$14,719 for expenditures, there have been no contributions from sponsors or donors, and the 270 Fund balance is \$7,027. If the entire fund is spent, then the event will still require approximately \$7700 to be raised through fundraising efforts.

**6. Discuss potential changes to event for health and safety.**

Ms. van Zelm updated the Committee on the Downtown Partnership staff concerns and recommendations for the event. The primary concerns discussed were the size of permissible gatherings in September, the return of UConn students for the fall semester,

reduced participation by local organizations, and the overall quality of the event. Ms. Kegler reported on a collaborative effort by several Town of Mansfield departments to create a town-wide participatory program for the summer. The programs will run July – September, with a different theme per month. In preliminary conversations, “Celebrate Mansfield” will be the September theme.

Each Committee member shared their initial thoughts, ideas, and further concerns for the event. The consensus seemed to be that the event could not continue as it had previously. Mr. Muncy brought several more concerns into the discussion including how the event would monitor safety restrictions, how the crowd size would be tracked and limited, and how any changes to the event would be announced to the public. The Committee agreed that, if possible, it might be helpful to wait to make a decision until after UConn has announced their plans for the fall semester.

Ms. Wicks shared background on how the Ballard Institute & Museum is currently waiting to make any plans for fall events. Ms. Dufresne suggested that the Committee could put together smaller, alternative programs for this September, if conditions allow for smaller gatherings. Mr. Muncy also suggested that we reach out to past participants to survey their interest in participating in an event this year, including information on necessary changes for health and safety.

Ms. van Zelm explained to the Committee that the staff hope to make final decisions on the summer and fall events at the upcoming Board of Directors meeting, if possible.

#### **7. Discuss event registration: Activity Booths, Food Booths, Craft Booths**

Based on the discussion of event changes for health and safety and concerns on the practicality of holding the event in 2020, there was no discussion on the specific event registration forms or timeline.

#### **8. Adjourn**

Ms. Dufresne made a motion to adjourn the meeting and Mr. Muncy seconded the motion. The meeting was adjourned at 5:50 PM.

*Minutes prepared by Denise Kegler*

**MANSFIELD**  
DOWNTOWN  
PARTNERSHIP  
Business and Community