



**CELEBRATE MANSFIELD FESTIVAL COMMITTEE  
MEETING**

**Wednesday, September 9, 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=31987](https://townhallstreams.com/stream.php?location_id=69&id=31987)**

**Present:** Chair Emily Wicks, Sarah Dufresne, Kyle Much, and Virginia Walton

**Staff:** Denise Kegler, Mary Ollenu, and Cynthia van Zelm

**DRAFT MINUTES**

**1. Call to order**

The meeting was called to order at 5:00 PM.

**2. Public comment**

There was no public comment.

**3. Approve Minutes from August 26, 2020**

Before reviewing the minutes, Mary Ollenu introduced herself to the Committee as a new staff member for the Mansfield Downtown Partnership.

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

**4. Update on the Where in Mansfield? Scavenger Hunt**

Denise Kegler reported on the status of the Scavenger Hunt: a total of 20 locations are participating, the first clue was posted on the website on Sept. 4, and one completed entry was already submitted.

Ms. Kegler then reported on the status of the prize packages and the donated “swag” items from several locations. Mr. Muncy also shared an update on prize donations from Barnes & Noble UConn and additional “swag” items from UConn. **Because prizes will not be needed until the end of the month, Ms. Kegler and Mr. Muncy will continue the prize planning via email.**

**5. Update on Craft Booths / Pop-Up Shops**

Ms. Kegler reported on the status of the Craft Booth invites. While drafting the registration materials, she has renamed this project Pop-Up Shops to more clearly define how these booths will operate. The Committee discussed the businesses or crafters that will be invited to host Pop-Up Shops and Cynthia van Zelm shared contact information for an additional business to invite. **The Committee agreed on Sept. 18-19 and 26-27 as possible dates to host Pop-Up Shops on the Square; Ms. Kegler will send the Pop-Up Shop invites and registration materials as soon as possible.**

**6. Update on Street Performances**

Ms. Kegler reported that the first Pop-Up Performance has been scheduled for Friday, September 11 from 11:30 AM – 1:00 PM. The performance will feature Nanette Adesso, who is also assisting with future performances through her contacts with student performers at UConn.



#### **7. Discuss Dates for Post-Festival Event Review**

Ms. Kegler proposed that the final scheduled meeting for September 23 be canceled because the planned Festival activities will end shortly after. She suggested that the Committee choose a date for a final event review. Ms. Wicks reminded the Committee that a date had been previously reserved for the event review on October 7. **The Committee agreed that the Sept. 23 meeting should be cancelled and a final event review formally scheduled for Oct. 7.**

#### **8. Adjourn**

Mr. Muncy made a motion to adjourn the meeting and Ms. Dufresne seconded the motion. The meeting was adjourned at 5:40 PM.

*Minutes prepared by Denise Kegler*