



**CELEBRATE MANSFIELD FESTIVAL COMMITTEE  
MEETING  
Wednesday, September 22, 2021 at 5:00 PM**

**DRAFT MINUTES**

**Attendance:** Chair Emily Wicks and Sarah Dufresne

**Staff:** Denise Kegler and Cynthia van Zelm

**1. Call to order**

Chair Emily Wicks called the meeting to order at 5:06 PM.

**2. Public Comment**

There was no public comment.

**3. Update on Fundraising**

Denise Kegler had nothing new to report on the fundraising total.

**4. Update on Entertainment**

Ms. Kegler reported that the full entertainment scheduled has been confirmed for Betsy Paterson Square Stage. As previously discussed, the headlining performance will be The Funky Dawgz Brass Band. Opening acts will include Drumming About You with Bob Bloom, solo performer Nanette Adesso, the Afro-funk ensemble Zikina, and the Professors of Sweet Sweet Music.

For Street Entertainment, five UConn a cappella ensembles have confirmed their performance at the event and Consonare has declined the invitation due to COVID concerns. Two puppetry students from UConn are being booked for street performances but the logistical details have yet to be confirmed.

Ms. Wicks also reported on the puppet-building workshop, which was held on September 18-19. These newly created puppets will be featured in the "Beetles, Bittersweet, and Butterflies Species Change Pageant" at the Festival.

**5. Update on Booths**

There are now thirty-nine Activity Booths, four Food Booths, and eight Sponsor Booths confirmed for the event.

**6. Discuss Health & Safety: Contingency Plans**

After experiencing a possible COVID exposure and negative test, Ms. Kegler suggested that all vital event positions have a back-up in case they are unable to attend due to a COVID exposure or illness. The Committee discussed the various positions required for the event operations and either volunteered to be a back-up or discussed who could be asked.

Ms. Kegler will follow up with Kathleen Paterson to discuss who will be the back-up stage manager if she is unable to attend due to a COVID exposure or illness.

**7. Discuss Activity Booth Meeting – Sept. 29**

Ms. Kegler reviewed her plans for the upcoming Activity Booth Meeting. The Committee members present all offered to assist with one of the meeting sessions. Ms. Kegler will follow up by email to provide a schedule of who will attend which meeting session.

**8. Discuss Day-Of Schedule & Volunteers**

The Committee reviewed the day-of event schedule and the event operation team (Area Captains, HQ Lead, etc.).

**9. Adjourn**

Ms. Dufresne made a motion to adjourn and Ms. Wicks seconded the motion. The meeting was adjourned at 5:52 PM

*Minutes prepared by Denise Kegler*