

TOWN OF CRAFTSBURY
ANTIQUES & UNIQUES 2023
Committee Meeting Minutes
FRIDAY, MAY 5, 2023 | 3:30 PM | TOWN HALL

Members Present

Lise Erickson, Chair; Jacob Fritz; Don Houghton; Susan Houston; Michelle Warren; Jeannine Young

COMMITTEE CHAIR LISE ERICKSON CALLED THE MEETING TO ORDER AT 3:35 PM.

● Adjustments/Changes to the Agenda

No changes.

● Approve April 14, 2023, Meeting Minutes

Correct names: Erickson; Jeannine; removal of duplicate Houghton. Jacob Fritz motioned to approve the minutes of April 14 with corrections as noted; Michelle Warren seconded. All aye. **Motion passed.**

● Working Group Updates

Vendor Updates – Michelle Warren & Lise Erickson

Vendor Slots | 128 total available; booked 94 (one less than last time: have two more months); only 34 available total remaining; group viewed draft diagram of vendor / booth layout. “Michelle did great work.” Includes Farmers Market.

Discussion: Tents; Artist Work w/Nudity; Vendor Types; Aware; Shared Booths; Insurance

Quality of tents/sizes. Availability. Pending vendors include artists whose works contain nudity. Group viewed work. Cannot selectively restrict vendor works. What percentage of vendors are antiques dealers? Lots: Some are collectors; others are dealers/businesses. Quality? Good. Not the garage sale type: 16 are antiques; 22 are crafts; 3 jewelers; food. Out of 94 total, 1/3 (or a little less) are antiques vendors (some are individual collectors along with antique dealers/sellers).

Aware – Follow-up on discussion. Spoke with Aware Board member. Will be allowed based on rules: nonprofit orgs that serve Craftsbury, and have participated in past Antiques & Uniques events, can participate as a sponsor and do a fundraiser. Board member was so happy; said they “love that event!”

Vendors with shared booth: only one name shows on festival map. Vendors are informed of this. Insurance requirements from vendors? Based on booth type: little one with a table and space; none, but with a booth where people walk into. It’s called “event insurance.” Relatively inexpensive: up to \$1M in coverage costs about \$25 (because coverage is for a few hours) per vendor. Should require proof of insurance from vendors. Contact the attorney and obtain info on what is required for vendors as well as for town liability. Is it too late to require vendors to have insurance? Town cannot be liable. License info from food vendors is also required. By the next meeting will have insurance issues figured out.

Food Vendors | Viewed list of truck/food vendors; a full list of vendors with locations throughout the Common – as well as in relationship to electricity needs. Work ongoing on that; some consideration about generators, but sound would / could interfere with music performances, guests comfort, etc. Jacob will follow-up.

Site Work – Bruce Urie

Bruce unable to attend; report as water dispensers ordered; potentially have two others, including one at church. Goal: four water dispensers available. Must have quality, good water. Trash and recycling containers reserved – free from Lamoyille Regional Solid Waste Management District (LRSWMD). Also in contact with

internet service provider re: wireless. Has a tower on top of the school and has equipment to get it down to the Common. Won't charge for it but we need someone to run it, maintain, troubleshoot and act as administrator. Potential candidates for task discussed. Other items pending: handicap parking; transportation for those with mobility challenges (more discussion under grants topic).

Communication & Advertising – Michelle Warren, Lise Ericksen & Jeannine Young

Distributed post card bundles for distribution; discussed mailing costs. Michelle will continue to work on mailings. Publicity: vendor newsletter (May 15 and June 15 distribution) will include announcements and messages. Program Guide in progress. Posters printed soon. Will follow up with Kris Coville. To be completed by June 1 and distributed by June 7. Time to start rallying team to distribute/post.

WPTZ has a daily calendar of things to do and features one or more; can do a little piece on Antiques & Uniques perhaps. Format is they talk it up on news during the day. Will contact and inquire about possibilities of Antiques & Uniques being on calendar and featured.

Budget – Michelle Warren

Group reviewed income, grants, sponsorships, Friends of Antiques & Uniques, Vendor Fees, Interest. On par to break even. Income. Discussion about volunteer payments.

Grants – Michelle Warren

Grant agencies will most likely view Antiques & Uniques website to see quality of event vendors and performances. Grant for next year will include money to drive those with mobility issues, from the 4C's, etc. VT Elect; co-op (\$1K grant) for music and activities; not a lot but helps. Received all grant money from The Vermont Community Foundation.

Discussion: Grants still pending: AARP – larger grant (include coverage for benches and picnic tables) \$14K. May 1 decision so may hear response soon. VT Council on Aging. VT Arts Council (being written for next year): due May 15 \$1-\$4K. Requires team input; because focus of grant is for arts / performances and want to pay performers at a fair rate; need examples of to include of types to include with grant application, that is due by May 15 for July 2024 award. To demonstrate what types should spend money on: need bios, links to performances. Can be any type of performance. May not know if committed for next year but exemplifies the quality. VT Vaudeville or something similar. Will insert something for an evening performance. Another component requiring team input: other part what I'd like to do: one component trying to get people who otherwise might not come; a performer or vendor. Have a couple open spaces offered as free to that vendor/performer prohibited from attending for socio-economic conditions, constraints. Way to draw in marginalized groups. A good thing to do. All agreed it should be included in the grant application.

Sponsorships – Michelle Warren

One item to report: Sponsorship page on Antiques & Uniques website reviewed; three more sponsorships received today: Willey's Store; Front Seat Coffee LLC, Aware. list of those contacted should be available for review, use. "Friends of Antiques & Uniques" has received no receipts; will broaden outreach efforts – this was first posting.

Farmers Market – Kris Coville

All done. Kris absent.

Activities – Group Discussion

Photo Booth Prop – Photo Cardboard Cutout Stand-Up: where people stand behind the decoration and look through one of the cutouts while smiling wide for the camera. Do two: position one at entry with an old car or tractor with cardboard cutout in front (e.g., large sunflowers, ladybugs); position the other somewhere else – a big board with holes cut in (e.g., a slice of Swiss cheese near food vendors). Need good artist/sign painter. Will have discussion with Kris for recommendations of artists, craftspeople.

Face Painting: face-painting cost \$250? Put on agenda for next meeting.

Music – Don Houghton

Musical Performance Line-up | Patti Casey, Vermont singer/songwriter; Tom MacKenzie, Hammered dulcimer and banjo musician; Jon Gailmor, Vermont singer/songwriter and performing artist; Don Houghton and sidekick Ned Houston, Musicians; Annie Rowell and Her Slim Pickins. Each slated for an hour slot: 45 minutes of play. For the grant, using that information to demonstrate the quality of performers, musicians. Will announce on vendor e-mail to be sent in mid-May; should start putting out Front Porch Forum posts that Antiques & Uniques is delighted to have these performers. Trying to get more money; want to get further down line before final determination. Is there a tent for performers? Stage? Bandstand? This represents another group that needs electricity. (Requires Site Work team input.)

Volunteers (Community Organizations and Individuals) – Don Houghton

In early July will start posting; will rally troops. Green Team? Planning needs: specific jobs, match volunteers with tasks; timing and requirements and assignments. Consider between now and next meeting types of tasks/assignments: greeters, helpers, staff, info booth.

Vendor feedback (things learned from) from prior event: these must be addressed.

- toilets were not cleaned; need cleaners (had too few last time) - six port-a-potties now. Trash pickup (included that; but if hiring will want to keep busy)
- food was lousy; that's been fixed.
- site - muddy area; had rained. Cars were stuck. Area has been fixed. Culvert issue; new one is installed; bring in wood chips?

• Any Other Topics?

None.

• Schedule Next Meeting

Two weeks: May 19th, Friday, 3:30 pm at Town Hall.

• Adjourn

The meeting adjourned at 5:11 pm.

Respectfully submitted,



Victoria Hudson