

TOWN OF CRAFTSBURY
ANTIQUES & UNIQUES 2023

Committee Meeting Minutes

FRIDAY, MAY 19, 2023 | 3:30 PM | TOWN HALL

Members Present

Lise Erickson, Chair; Thomasina Jacobs; Michelle Warren; Jeannine Young

COMMITTEE CHAIR LISE ERICKSON CALLED THE MEETING TO ORDER AT 3:37 PM.

- Adjustments/Changes to the Agenda

No changes.

- Approve May 5, 2023, Meeting Minutes

Corrections: add *containers* after ["Trash & recycling]_____ reserved free..."

Typo under "Budget: break even (not break event)"

Correct last name: Should be Annie Rowell. Thomasina Jacobs motioned to approve the May 5th Meeting Minutes with changes as discussed; Michelle Warren seconded. All aye. **Motion passed.**

- Working Group Updates

Go through the updates; review packet after.

Volunteers – All

(organizations; individuals) must have a task list assembled; then have a volunteer coordinator to handle tracking, organizing; thoughts? how to recruit help? Goal today: develop that task list. Discussion: ways to coordinate a team; Green Team; Town committee?

Vendors – Michelle Warren; Lise Erickson

Breakdown; layout; program guide reviewed. Food has two categories: *non-meal*: those items/things taken home to eat – not eaten on premises, e.g., condiments, spices, jams, jellies. *meal*: ready-to-eat; eaten on premises. Two liquor vendors; handmade organic lingerie vendor. Program schedule. Discussion. Email sent to vendors; another planned in June. Lists food, music vendors. Antiques & Uniques vendor webpage features information / good for others researching competition. Insurance issues to be finalized.

Site Work – Bruce Urie; Thomasina Jacobs

Bruce unable to attend; more electrical sites research ongoing; internet, electricity, ATM, tables/chairs, set up, stage, smaller tents, signs, arch, flowers / vines timing

Advertising – Michelle; Lise; Jeannine Young

Brainstorm: lists, costs. List of things to do: places to contact (get together as a small team: get in the newspapers; make sure we're not missing anything). Budget amount estimated.

Budget – Michelle

Not much change; some deposits pending. Expenses reviewed. Income figures discussed. Expenses are still unclear; not much yet spent. Estimates for budget. Discussion. Hire janitorial/cleaning services?

Activities – Group Discussion

Face-painting, etc.

Posters & Postcards – Kris and Don

Neither present; poster production coordinated by Kris; need more postcards (Michelle to get).

- Any Other Topics?

Event Packet: List of Task Areas Discussion: Logistics areas. Reviewed list. Discussion.
New sponsor this week: Brown's Beautiful Blueberries.

- Schedule Next Meeting

Next meeting in two weeks: June 2, 2023... Friday, 3:30 pm at Town Hall and via Zoom.

- Adjourn

The meeting adjourned at 5:42 pm.

Respectfully submitted,



Victoria Hudson