

**TOWN OF CRAFTSBURY**  
**ANTIQUES & UNIQUES 2023**

**Committee Meeting Minutes**

FRIDAY, JUNE 30, 2023 | 3:30 PM | TOWN HALL

**Members Present**

Lise Erickson, Chair; Don Houghton; Bruce Urie; Michelle Warren; Jeannine Young

COMMITTEE CHAIR LISE ERICKSON CALLED THE MEETING TO ORDER AT 3:36 PM.

- Adjustments/Changes to the Agenda

No changes.

- Approve June 16, 2023, Meeting Minutes

Bruce motioned to approve the June 16th Meeting Minutes; Michelle seconded. All aye. **Motion passed.**

- Working Group Updates

**Vendors** – Michelle Warren; Lise Erickson

More than 110; only two outstanding payments – all others paid. Discussion: latest cut-off for vendor participation; email sent to vendors advising of information. Viewed map of vendor layout.

**Communications & Advertising** – Michelle & Jeannine

Review event booklet handout; site layout; discussion of flow paths, grouping of vendor types

**Advertising** – Michelle; Lise; Jeannine Young

Will do FPF about food, music; ads all completed. Story in Hardwick Gazette; announcements have gone out. Ads out. Facebook interest.

**Budget** – Michelle

Several new sponsors: three this past week. Puts budget in good position.

**Activities** – Lise

Face-painting finalized? Have some options. And the paints. Historical Society activities?

**Posters & Postcards** – Kris

Postcards out this week

**Volunteers** – Sign-Up

Green Team discussions ongoing. Weather may be an issue: tent, cleaning and set up. Availability of Green Team: Wednesday afternoon. Available and can also assist for tent take down – part of the tent team. Others can do tables. Green Team volunteered for Saturday to take down the tent. Should have help and volunteers as well. Lots of volunteers. Extra person needed to help with crafts from 11am to 1pm and 1 to 3pm.

**Site Work Plan & Schedule** – Bruce

Site details – keep tents as are; portolets (same as last year); Portolet cleanin already confirmed. Movable stage? Town stage? Mowing? ATM; email food vendor: re electricity allotted and advice to bring back up. internet: two networks/ vendor and general for public (send out to people). Timing of set up? Early or night before, if no worries about leaving out items; signage – performances, welcome, directional. Parking and location for musicians; instrument storage. Photography done by several; can use those people provide.

**Tent** – Jacob

Tent company discussion / location important. Working with company. For set up: Green Team?

- Schedule After Meeting

Must meet afterward: grants, timing, volunteer sign ups. Can't decide now but do a group email afterward for debriefing. Survey for vendors; comment box for public at event: determine demographics of attendees; effectiveness of advertising. Vendors and sponsorship good. Ask for updated photos. Big thing: make sure Jacob is on board.

- Adjourn

The meeting adjourned at 4:49 pm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Victoria Hudson".

Victoria Hudson