

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

**Committee Meeting Minutes**

FRIDAY, JULY 28, 2023 | 3:30 PM | TOWN HALL

**Members Present**

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

COMMITTEE CHAIR LISE ERICKSON CALLED THE MEETING TO ORDER AT 3:30 PM.

- Review Agenda | Adjustments/Changes to the Agenda

Change meeting minutes date from June 16 to June 30.

- Approve June 30, 2023, Meeting Minutes

Bruce Urie motioned to approve the June 30<sup>th</sup> meeting minutes; Michelle Warren seconded. All aye. **Motion passed.**

- Review Event

**Vendors** – All did well and were really happy; food truck vendors did especially well. More choice and more food than previously. With foods, event doesn't make as much money. Layout of trucks: spread out vs congregated? Another discussion for another time.

**Parking** – Initial estimate of gross receipts still pending: around 3K to 4K people attended. Handicapped parking and shuttle bus signage needed; more awareness of the bus availability. Other concerns. Will discuss at later meeting. Want to be as accommodating as possible. More signage for the shuttle bus; did not see it when exiting vehicles.

**Law Enforcement** – Sheriff could have spent more time on The Common; dog stuck in hot car; individual locked out of car; various calls. Why does event need the sheriff? Laws governing road traffic: only dedicated law enforcement can direct traffic. Options include ADT: ADT / ADA - traffic control people used for construction projects. Really handy to have side-by-side support.

**General / Other Items** – Signage in general; better labeling of things and better flow. Music; quality difference (improved); previously was more informal. Bandstand needs. Electrical? More? Worked well. Some vendors came with quiet, useful generators. One incident where circuit was blown (one vendor allowed another to use outlet). Vendors were "nice as pie." Tables / chairs worked out well; trash and recycling – need to find a different solution. Internet – work on for next year. ATM worked well. Comments showed that people liked the ATM. Didn't cost event anything to have. Thank you notes: add Danica for the flowers donated. Advise if anyone else should be added to list. Green Team: Green Team worked great with line-marking and setup/clean-up picnic tent; was unavailable to help during A & U and unable to commit for helping with setup and tear down until that week. With uncertainty about availability, others were asked to assist; maybe try to pin down dates and times better next year. Feedback shows festival goers came from a variety of places: Germany; from all over Vermont and New England. Texas. Carolinas. It was exciting.

- Budget vs Actual Expenses

Total receipts not yet in; expenses – in a hole a bit. Just about breaking even. Have \$5K to fall back on if needed; in the past, didn't you determine profit and then divide hours? Another way was by category: based on how much money you had and divide by hours, typically equated to straight \$15/hour. Always based on what was left/remaining. How many hours and how much profit. Payments to volunteers made after a final number is figured. For parking, hired Fire Department. Another conversation to have; what if done another way? Just hire local folks. Pay same amount as volunteers. Next meeting will be critical in deciding how all will work out. Appreciate everyone's help. Parking was tight.

Cost-saving areas: splash pad; possibility of more sponsors. This year's sponsors were very happy with exposures and results; liked having their names on FB page – provided an opportunity to share their pages. Could food vendors be charged a different fee? Food vendors do typically make a lot more money. Good conversation to have and will have: raising fees. Farmers Market? How fared? Didn't necessarily make more money but sold out of individual items not usually depleted. Town Clerk puts in lots of hours and should not be part of Town Clerk duties. Need to break up tasks and assign them to others or provide a stipend to the Clerk. Website work. All are important conversations for another time.

- Future Plan

Big discussion: does group / town want to move forward and continue with event? Big discussion needed about money and model used. Volunteer payouts; expenditures (buy vs rent); is the festival sustainable as it is? Worry about who will lead the event for next year?

In the past: always paid coordinator \$3K; many hundreds of hours coordinating, organizing. Conversation required: does Town hire someone or volunteers work millions of hours and pay out to organizations? Parking fees raised? Should reps of organizations benefiting from the event have some involvement? Lots of enthusiasm from volunteers but hesitant due to hours involved. Bottom line: if not enough volunteers to really do the event, must hire someone or not do the event. Research other models: seeks more sponsors; determine where costs can be cut; lots of first-year experiences will not be ongoing; most people work and don't have the time of someone who is retired and has free time. Should have a core group – a steering committee that makes decisions and then delegates tasks to groups of volunteers. Must begin planning, actively, in January. Just wondering if there is a different model / format for event. Discussion for another time.

Big question: does group want to meet this fall? There's an urgency: grant application is due in September. Before January, should decided what financial model will be used to run the festival, to make it sustainable. As a fundraiser? Band and Beer garden that would support Antiques & Uniques. Can decide this fall and determine details in December, define teams, working groups. Want a small steering committee: is this group the committee? Timing for ads in magazines (deadlines); rather have shorter meetings rather than one long marathon meeting. Bruce and Lise will write the grant; will talk with Heidi for assistance.

- Schedule Next Meeting and Adjourn

Group signed thank-you letters; payment authorizations required. Next meeting will be scheduled for Friday, September 29, at 3:30 pm. The meeting adjourned at 4:52 pm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Victoria Hudson", is positioned above the printed name. The signature is written in black ink on a white background.

Victoria Hudson