

## Kingston Days Committee- January 17, 2013

Meeting called to order 7:04 p.m.

**In Attendance:** George, Joe, Charlie, Holly, Richard, Gary, Judy, Carol, Lynn, Robin, Nancy, Charlotte, Kathy, Phil, Rick

**Absent:** Bruce, Russell, Natasha, Leslie in attendance.

1 **Action Item:**

2 Send Cathy Selectmen's office note, Nancy, Leslie, Judy – approved at Selectmen's office as Alternates.

3 **Old Business:**

4 Passed out Minutes for November, Secretary's report, Event Committee Guidelines & Suggested time  
5 line for committees to start actions for their group.

6 Vote to pass the November minutes, Charlie motion, Gary 2<sup>nd</sup>, two changes; one was the date to be  
7 changed to 11/15/2012, and line 39, Judy will lead the effort on the souvenirs, Bettie can no longer  
8 handle this. 1 abstain by Lynn, motion carries.

9 Will forward approved minutes to Melissa Fowler, Town Clerk

10 **Treasurer Report:**

11 Robin presented the Treasurer information that Lynn had emailed to all members and alternates.

12 Robin provided information about the tent folks, she decided based on information about the tent used  
13 in the middle for the volunteers, changing to a 20x20 tent instead of 20x30. All other tent requirements  
14 stayed the same, being charged \$838.75 more with the smaller tent, costs have increased. \$190 for pick  
15 up and deliver \$600+ additional for the other same size tents used in the past. \$500 deposit was due on  
16 January 15<sup>th</sup>. Charlie asked what other options were available? Gary asked Carol/Joe if we have ever  
17 had an increase in price for the tents and they didn't remember a delivery charge.

18 \$7497.25 for the total order for Marshall Rental Center, if they increased 2% over 5 years we had done  
19 well over the years with no increase to date. Delivery charge is related to the increase in gas charges.  
20 There was no correspondence about a rate increase. This was a flat rate per Carol, said she worked with  
21 Tim in the past.

22 **Action Item:** Carol was asked to call Tim back and challenge the increase and the delivery charge.  
23 Option is to call another company and find out how much it might be?

24 Motion was raised to accept the Vendor contract by Gary, Phil 2<sup>nd</sup> the motion. Carol will try to get an  
25 explanation on the price increase; based on the outcome she will give them the go ahead. Motion  
26 carries.

27 Porta Potty order – Holly will check with Bettie on the order, Robin will order them from Triangle  
28 Portable. Motion was raise for Robin to order the potties, same #, Holly 2<sup>nd</sup>, no further discussion.  
29 Motion carries.

30 High Striker will be ordered by Robin; Holly made the motion, Charlotte 2<sup>nd</sup>, no further discussion.  
31 Motion carries.

32 Motion to pass the July minutes, Charlie and Gary 2<sup>nd</sup> – no further discussion, all in favor – motion  
33 carries.

34 Motion to pass the Sept minutes, Lynn and Charlotte 2<sup>nd</sup> – no further discussion, all in favor – motion  
35 carries.

36 Motion to pass the Oct minutes, Gary and Kathi started a discussion for clarification – Judy asked who  
37 managed the flea market? Answer; Ruth manages the flea market; Holly manages the yard sale and  
38 crafters. Gary and Charlotte 2<sup>nd</sup>, no further discussion, changed the one line referring to the difference  
39 between the flea market, yard sale and crafters, motion carries.

40 Copies of approved minutes will be provided to the Town Clerk.

41 Today's minutes, Flea market and yard sale on band stand patch and the crafters is on the main patch  
42 (where main tent is). Diagram called area 1 and 2, decided to leave crafters on both Saturday and  
43 Sunday.

44 **Alternates:**

45 Action: Leslie Dawson, Judy Oljey, Nancy Griffin as alternates – Lynn made the motion, 2<sup>nd</sup> from Robin.  
46 Motion carries. Appointment papers will be signed by Selectmen and submitted to Town Clerk for them  
47 to be sworn in. Secretary to handle the notification to the Selectmen Secretary and Town Clerk.

48 Robin made a motion about making Bettie an honorary member, 2<sup>nd</sup> made by Holly; goal is to add a 12<sup>th</sup>  
49 member. Motion carries.

50 There is a 12<sup>th</sup> open position which has not been filled yet.

51 **Web Site (Kingston Days Celebration)/Facebook page:**

52 Natasha has volunteered take over the website, but cannot reach Barbara.

53 Action: Gary to reach out to Barbara, he will contact her so Natasha can move forward.

54 Facebook is under Russell's name, he can give other people access, but we cannot reach him. Natasha  
55 will reach out to him to delete it. Natasha can create a new one for Kingston Days Celebration and  
56 provide access to multiple people. Nancy will reach out to Natasha to start a new one.

57 Action: Gary to reach out to Russell to delete the old Facebook page.

58 Action: Add Names as coordinators for events to the Policy and Procedure Document:

59 See the list; update the detail on the procedures, one group doesn't have a coordinator yet, PR has an  
60 open coordinator position. Kathi asked Robin if she wanted to run Contests as the Coordinator, she  
61 agreed.

62 Action: Each coordinator will have the people under you fill out the event guidelines; if something  
63 happens to the coordinator we can follow the steps.

64 Carol provided a copy of the Taste of Rockingham and Gary provided a copy of the steps done for a  
65 program as examples, everyone got a copy.

66 Carol suggested that we charge the restaurants \$200, limit the price per item to \$6 as it was before.  
67 Carriage Town asked for an increase in the individual item because of the cost (prime rib). Goal is that it  
68 is a taste and not a full meal, it isn't meant to be a variety of items. The plan is to promotion the  
69 business, not to participate to make a large profit. Last year we made an exception, we are trying to go  
70 back to general guidelines. Early reservation cost \$175; Rick Korn said that he would leave it at \$6.00, if  
71 you make the reservation early the cost is \$175, reservation that comes in later \$200. Price  
72 differentiator for 1 day vs 2 days, you promoted your restaurant, it is more about face time with  
73 Kingston people. Gary made a motion for \$175 for early registration, \$200, for standard registration,  
74 Joe 2<sup>nd</sup> the motion. Motion carries.

75 Carol/Rick suggested that we do a contest for best table set up and best taste, you would need judges;  
76 reason why she brought it up is that it needs to go into the package. Best table, cleanliness, effect, best  
77 taste creativity and presentation. Purchase a plaque for the two contests, judges are impartial food  
78 experts. PR person could promote in the newspaper, Kingston Day s Celebration web site and Facebook.  
79 Motion by Robin to accept Carol's suggestion along with the purchase of the plaque, Charlie 2<sup>nd</sup>,  
80 motions carries.

#### 81 **New Ideas:**

82 Exhibition food – challenge with the tent now is the amount of money spent to make \$3k. The margins  
83 are low, asked to change the times to Breakfast and Lunch to run from 11-3. Bring in healthier food e.g.  
84 turkey or chicken burger. Gives the restaurants more time to sell their "Tastes of Rockingham",  
85 coordinate what the vendors have on their menu. We need better promotion of the food tents, good  
86 write up from last year.

87 Charlotte brought up the pony lady; move the ponies to a different area? We should call her and ask  
88 for a certain % or pay up front?

89 Action: Perhaps we can change the train route to go past the ponies. Charlotte to give the pony lady a  
90 call, she is a vendor and we just need \$50 in advance. She hasn't signed a contract, we don't know her  
91 name and we have phone #. Lynn made a motion based on Carol's suggestion that we do not invite the  
92 pony lady back, 2<sup>nd</sup> Charlie. Motion carries.

93 Action: Check on GameStop - Other activities for missing targeted groups; magic, game stop, laser tag,  
94 climbing wall, Anime costume contest, bingo, sword demonstrations. Lynn to check with them.

95 Judy made a suggestion about contests: Beautiful Baby, How Far Did Someone Travel, and Talent Show

96 Kathi will reach out to Ralph about the "How Far Did Someone Travel"

97 Robin and Nancy have a list of entertainers – she went to the Deerfield Fair – Kids on the block  
98 puppeteers – Robin to make a call to them.

99 Holly is rounding up items for the kids games giveaway bags.

100 Russell called Nancy to tell her to attend the meeting, Robin has given the list of names of all  
101 entertainers Nancy, and she will start calling them. We wanted to lower the costs – the sounds system  
102 issue has not been solved. Last year it was \$5k, Nancy needs to speak with Russell.

103 Natasha has a few bands that are her customers, should give them Russell/Nancy's name for scheduling.  
104 New bands or talents need YouTube or CD. Nancy will be offering return people any less and people  
105 who are willing to donate their time?

106 Motion to adjourn by Joe, 2<sup>nd</sup> Charlotte, motion carries – meeting adjourned at 9:05 p.m.