

# HCCE MINUTES

**Meeting date** – 4/5/23    **Time** – 6:15 pm

**Meeting location:** *Lower Town Hall*

**Type of Meeting**    Regularly Scheduled

**Members Present:** Jacqui Herrera, Erica Fizer,  
Rachael Carter

**President**    Linda Carter

**Liaisons Present:** Trevor

**Vice President**    Sandy McKnight

**Additional Attendees:**

**Financial Secretary**    Jack Rowe

**Secretary**    Carol Parker

**Elect 2023 Officers:** Linda Carter nominated for president by Sandy McKnight, 2nd Jack Rowe. Sandy McKnight nominated for vice president by Linda Carter, 2nd Jack Rowe. Jack Rowe nominated for financial secretary by Sandy McKnight, 2nd by Rachael Carter. Carol Parker nominated for secretary by Sandy McKnight, 2nd by Jack Rowe.

**Minutes to review** – Approved minutes from 3/1/2023 meeting

**Financial Report** – Distribute budget, Is \$3,000 event insurance redundant?

**Liaison Reports** – Needs summer workers, Kyle Wener reference for youth volunteers

**Committee Reports, Old Business, and New Business:**

Committees will be assigned for events to begin planning – all events are at Main Square Park

**Memorial Day** - May 29<sup>th</sup> @ 10:00 am – Sandy McKnight, Linda Carter, Michelle Coon: Motion by Sandy to purchase commemorative coins for speakers, \$39.75, 2nd Linda, approved. Motion by Linda to purchase planes for children, \$17, and 2 boxes commemorative men's bracelets, \$63, bottles of water, \$20, 2nd Rachael. 2- wreaths donated from Traci Paulson O'Donnell and Elsa Fabian for auction, 4 songs and music TBA. Research: Purchase of helium tank and balloons, 4 speakers from town, and boy scout volunteers.

**Community Yard Sales** – May 13/14 Spring – Aug 26/27 Fall @ 8:00 am – 3:00 pm

**4<sup>th</sup> of July** – June 30<sup>th</sup> to July 4 - All hands on deck, man town booth and fill in at ticket booth, recruit local bank tellers for booth, community service.

**Fireworks** – contract already in place for 2023. Contract ends this year

**Food Vendors** – Jacqui Herrera – Jacqui to train another member on procedures, etc.

**Non-Food Vendors** – Jacqui Herrera – Jacqui to train another member on procedures, etc.

**Kiddie Parade** – Sunday July 2<sup>nd</sup> – Municipal Lot – Lineup 1-1:30 pm - goodie bags, Organize -Erica and Carol

**Twilight Parade** – Monday July 3<sup>rd</sup> – St. James Church lineup @4:30 pm – Linda, Jack, all hands on deck, rules sheet review

**Entertainment** – Bands/Beer Garden only – Mark Herak, request band schedule?

**Security/Grounds** – Over night security requested for booths

**Backyard BBQ** – Aug 18 – 19<sup>th</sup>. Friday 5-10:30 pm; Saturday 2-10:30.

**Food Vendors** -

**Entertainment**- Sandy McKnight, Linda Carter, Michelle Coon

**Security/Grounds** - Over night security requested for booths

**Games/Etc.** - Jacqui- children's games, crafts, bags tournament (set up in advance), get sponsors display their banners, dunk tank Jim Parker will pick-up

**Trunk Or Treat** – Oct 21 – 10:00 to Noon. Rain date 10/22 - all hands on deck

**Santa Parade/Tree Lighting Ceremony** – November 25<sup>th</sup> @ 4:30 pm

**NYE** – December 31 – Midnight

**PUBLICITY/MARKETING** - Advertise in the Times, Gazebo, Facebook, Town website. Revise and renew current on-line event sign -up free of charge.

**Next meeting** - We'll discuss extra meetings to get events updated. Next meeting May 3<sup>rd</sup>, 6:00 pm

**Adjournment** - 8:30 pm