

TOWN OF APPLE VALLEY – EVENTS COMMITTEE

August 13, 2024, 4 p.m. at the Town Hall

Regular Meeting Minutes

1. The meeting was called to order at 4 p.m.
2. Roll Call: Linda Noyes, Lisa Farr, Dianne Hope, Rae Robertson, Maree Vanderzee, Shay Russon, Auralee Thompson
3. No declarations of conflict of interests.
4. Michelle Kinney was in attendance and clarified the Events Committee budget and the Town liability insurance.
 - Budget is from the fiscal year starting July.
 - Anyone purchasing or charging items must get a receipt and submit to the Town.
 - The Town of Apple Valley does have liability insurance.
 - Any outside company coming in for an event will have their own liability insurance.
 - The Committee is to use good judgment in planning activities regarding potential liability issues. If there is a question, Mayor Farrar needs to be contacted.
5. Ice Cream Social
 - Litehouse donated 4 tubs of ice cream. Chairwoman Noyes will bring a thank you card for committee members to sign.
 - Auralee will pick up 5 bags of ice at Chevron.
 - Set up time is at 5:30 for the social.
 - Linda will look for the events signs upstairs.
 - Delilah's flyers need to be added to all town related Facebook pages (Apple Valley Talk, AV News & Updates, Town of Apple Valley).
6. Events Committee Quartermaster Position
 - Maree VanDerzee volunteered to be the Quartermaster for the Committee.
 - The Quartermaster will identify all Events related items upstairs at the Town Hall. The QM will also identify if items are in working order. All findings will be on a sharable spreadsheet. This list will need to be kept updated.
 - Mayor Farrar will need to approve the Quartermaster, giving permission to access the upstairs portion of the Town Hall.
7. Founder's Day, October 19, 2024 (note date change due to conflicts)
 - Parade
 - Parade start time was agreed to be at 10 am, immediately following the pancake breakfast.
 - Chairwoman Noyes will donate long butcher paper for the car banners.
 - Auralee will get supplies to print on the banner papers.
 - Suggestion was made to have youth in the community do the printing on the banners.
 - Cars to have banners: Grand Marshall (previous fire chief Louie), Mayor Farrar. plus more to be identified.
 - Maree challenged all committee members to ask three people to have an entry in the parade by our next meeting.

- Mayor Farrar volunteered to invite the Mopar Club to be in the parade.
- Committee will purchase caramel apple suckers and apple blow pops for the fire truck to throw.
- All-You-Can-Eat Pancake Breakfast (fundraiser for Fire Dept)
 - 8am-10am was the time agreed upon.
 - The Fire Dept will provide griddles (per Rae).
 - Fire volunteers will do the cooking (per Rae).
 - Tickets to purchase
 - Fire Dept. and the Town have tickets we can use.
 - Price per person will be \$5.
 - Suggestion was made to offer a family discount.
 - Pre-sale tickets will be available at the Town Hall.
 - Auralee suggested buying a crimper to use on each ticket sold, to identify the ticket is for this particular event (instead of a stamp).
- Food Handlers Permit
 - It was agreed that some members of the committee should have a Food Handlers Permit.
 - Rae said that Kirra, from the fire department, will get her Food Handlers Permit.
 - Dianne will check to see if hers has expires.
- Food Purchasing
 - Maree has access to a wholesale food company (Nicholas Foods) that costs half the amount than buying at grocery stores, plus they will deliver direct.
 - Mini milk containers, OJ, pancake syrup (also sugar free), pancake mix, butter.
- Additional Founder's Day Activities immediately following the Parade
 - Pie Eating Contest
 - Fundraising for Fire Dept Bake Sale (Auralee asked about setting up an additional table-proceeds going to NICA-a mountain bike organization)
 - Silent Auction for Fire Dept.
 - Possible gift certificates from
 - Bitter Bean
 - Bradley Farrar cutting board
 - Maree - DoTerra basket
 - Heather Vance - hair cut
 - Outside Vendors possibility
- Petting Zoo
 - Bradley Farrar has agreed to bring Longhorn calves.
 - Maree will ask if Annie Spendlove and Nick McCombs would bring animals. Nick has a Shetland Pony.
- Advertising
 - Flyers to Bee's (to invite CC and Hildale), Chevron bulletin board, mail bulletin board.
 - Facebook

- Sign at Apple Valley Drive and Rome Way, Cedar Point north entrance.
- 8. The next Events Committee meeting will be held September 10, 2024 at 4 p.m.
- 9. Chairwoman Noyes adjourned the meeting at 5:05 p.m.

Date approved: _____

Michael Farrar, Mayor

ATTEST BY: _____
Jenna Vizcardo, Recorder

DRAFT