



3-31-23 HEF Minutes

Start: 10:33 am

Welcome - Into the home stretch!!!!

Old Business - (15 min)

Advertising/Media

Banner placement - Carlos, BJ, Ann

Billboard (disappointing to me - lesson learned)

- Need to move the one with road work in front of it, Carlos: move the sign about 20 ft. with 2 people - Carlos and Virginia will assess and move
- Ann, the billboard is not in a good place, behind trees and on the bottom
- Enrique - yard sign on 191 and Blythe,

Invitations to local leaders update - Caitlyn

- Caitlyn has written a letter, Mayor will not be there, Virginia - recommends Lyndsey and Jennifer, Carlos - move opening to 10:30am to allow crowd to gather, focus on social media marketing
- Social media marketing - Allison with the city is taking care of it through City's social media
- Posters: Marcia - Spartanburg Hwy, Ann - Laurel Park, rest are distributed among team to put-up around town

Jamir Carpenter questions

City Liability insurance for HomeTrust Bank re: exhibitor vehicle parking

Barricades on 4th open for exhibitor exit?

- Ann - Parking for exhibitors, in progress
- Ann - Barriers, heavy water filled barrier, leave one lane open for exhibitors to leave by - will enter on 5th Ave. via Church Street. We must have a car there to close the lane (EV car, or exhibitor car with logo)
- Carlos - manager's office is right for insurance for exhibitor parking

Stage stairs - see photo

- Good work Bill and family!

Leader Reports (45 min)

Entertainment - Katie (if well) update and needs

- Absent, list of line up is needed
- How will entertainers get onto the site - it was suggested that perhaps the Dugout would allow them to come from the alley through the restaurant. Ann & Elle will ask.

Exhibits - Pam - update and needs

- Pam and Marcia meeting on the 3rd to go over slots and spaces
 - Requesting making a map of exhibits and important locations for all exhibitors and volunteers
- Virginia - several orgs have been reaching out to participate
- Ann - traffic flow, need soil and water to come in first and what direction she wants to position to come in accordingly, Virginia is sending an email, Jamie says most folks will make chalk markings the night before (next time; ask to close street the night before)

Blue Ridge EV Club - Carlos - update and needs

- All in good shape, 50 vehicles and a few vendors

Green Trail - Virginia - update and needs

- Things are coming in, would like more recommendations to be sent
- Marcia, get more ideas at the event to expand the trail

Volunteers - Virginia - update and needs

- Boy scouts previously committed to many things, volunteers for 7am markings for EV's, some people will be coming before 9am, 9-11:30am slots are mostly filled - need more for at exhibitor set-up time (Marcia, 7-9:30am)
- Still need vols for later slots, an ESB member will be there for each of the slots
- Virginia, started a volunteer guideline form, please contribute as you see fit
(https://docs.google.com/document/d/10pvA-kzyMVivGqwY_IURrgp8pO08_m2Gm5pZT0S_MLY/edit?usp=sharing)

- We need volunteers to pick-up trash in the last shift

Team Ecco - BJ - exhibitor set up and vehicle exit?

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Caregivers of Mother Earth - Elle - updates and needs

- Printing up shirts soon
- Marcia reported same with the totes

New Business (15 min)

Advertising/media - assign people to hand out (see suggested list)

Flyers - 37 still available
Posters - 16 still available
Exhibit cards - 30 still available

complete

Hand out the info sheet and a flyer to more Main Street businesses?
Facebook post, Twitter, Instagram? Other?

complete

Businesses not on 5th and 4th blocks of Main Street?

Miller's sign on King Street?

What do we need the day of the event? Start thinking about (15 min)

Info/vol booth sign

- Don't need signs for the restrooms, volunteers will know
Info booth tent, chairs, water (Glass container and paper cups?), ice chest and ice
- MountainTrue has water coolers for information tent
List of phone numbers - emergency and just for questions volunteers may have
List of exhibitors? - Pam is developing
Signs for restroom? Not needed - volunteers will direct
Microphone and speakers? Ask city

Tote bags- give participants survey to complete

Other?

Adjourn - **next meeting is Friday, April 7th at Trinity Presbyterian Church at 10:30 am!** City offices closed!