



4-7-23 HEF Minutes
Trinity Presbyterian Church
Start at 10:36

Welcome - Into the home stretch!!!!

Present Ann, Katie, Marcia, Enrique, Pam, Carlos, Virginia, Nancy, Elle

Old Business - (15 min)

Advertising/Media

Banner placement - BJ? Carlos & Virginia placed the banner under the Hville welcome sign - it looks GREAT!

-Carlos: why not put a banner at the Hendersonville Welcome sign on Four Seasons

Schools invited - Ann emailed info to Valerie Hoffman with communications at HCPS

-Ann: has reached out to school publicity person

Invitations to local leaders update - Caitlyn - Lyndsey Simpson and Jennifer Hensley to co-preside

-opening will be at City Hall; Virginia: is that location on a map?;

Miller's Cleaners has agreed to advertise the event on their sign on King Street

-great!

Virginia update on Main Street businesses

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Jamie Carpenter questions

City Liability insurance for HomeTrust Bank re: exhibitor vehicle parking - no update

-insurance is pending

Leader Reports (45 min)

Entertainment - Katie (if well) update and needs

-waiting to hear for entertainment for the first hour, the rest of the time is set

-there are 3 acts, 2 are confirmed

-they will bring their own equipment

Need a line up and time list

-Katie will add a schedule to the google drive

Need to check on electricity needs

-Katie is going to check electricity the week before

*Program: Welcome at 10:30am at City Hall (Allison Justice is taking care of audio logistics); at noon, 12pm, recognitions, introductions, awards at the stage (Virginia is making a schedule)
Katie - knows someone with a portable mic*

Exhibits - Pam - update and needs
*-maps and details are out
-take down, Carlos will take care of clearing out water barriers, at wrap up enter on 4th and exit on 5th aves*

Blue Ridge EV Club - Carlos - update and needs

Green Trail - Virginia - update and needs

Volunteers - Virginia - update and needs, training
*-getting more people early and closing shift, not going to turn anyone away
-t-shirts are coming next week
-make rain plan available to volunteers*

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

Caregivers of Mother Earth - Elle - updates and needs

New Business (15 min)

Advertising/media -
Facebook post, Twitter, Instagram? Other?
Ann, Carlos and BJ to do radio interviews

What do we need the day of the event? Start thinking about (15 min)
Info/vol booth sign? Who will make?
*-Virginia will make a sign
How you heard of the event questionnaire
Info booth tent - who has and who will set up?, chairs?
-ESB to discuss tent set-up and check on weights
List of phone numbers - emergency and just for questions volunteers may have
-Virginia and Ann, and 911. Discussed asking city police to keep eye during their regular routes out since we won't have a uniformed officer at the event.
List of exhibitors?
-done
Microphone and speakers?
-Katie said, each performer is bringing their own - our noon program will use the equipment of the current performer
Other?
-Acknowledgement of first peoples - BJ is checking with her contacts - simple statement as last resort*

Adjourn - next meeting is Friday, April 14th at Williams Street at 10:30 am!