

Trails End Festival  
Meeting Minutes 5/20/2024  
Millinocket Memorial Library @ 5:00pm

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Present: Cody, Melissa, David, Tom, Diana (5:08 pm Excused)  
Absent: Baileigh (Excused), Amber (Excused)

Meeting called to order at 5:03 pm

## **OLD BUSINESS**

None

## **NEW BUSINESS**

1. Communications
  - a. Review of the minutes from the 5/6/2024 board meeting
    - i. Cody went over and explained on clarification and mistakes on some wording
    - ii. Motion to accept the minutes from 5/6/2024 minutes with amendments
      1. Motion: Cody
      2. Second: Tom
      3. Vote: 4-0
  - b. Mail
    - i. Two vendor forms
    - ii. Donation check from The Nature Conservancy
  - c. Email
    - i. Country Candle Vendor question
    - ii. Down East Magazine
  - d. Chat
2. KFCU account status
  - a. As of 5/20/2024 \$9,678.01
3. Quickbooks status
  - a. Cody and Diana will meet up to reconcile from paper to Quickbooks
  - b. Waiting on current bank statement
4. Website updates
  - a. Leaf got their blurb in
  - b. Waiting on Brad Hutchinson and Wabanaki
5. Discuss Fundraising

- a. Board authorization to accept a donation from The Nature Conservancy in the amount of \$1000.00.
    - i. Motion: Cody
    - ii. Second: Tom
    - iii. Vote: 5-0
  - b. Preble will mail in a check
  - c. Amber will pick up a check from Emery Lee
  - d. Amber is following up with West Branch Wellness and Arcadia
  - e. Will launch Facebook Fundraiser on 6/1 and run until 7/1
  - f. Waiting on a check from Outer Reach Broadband
6. Discuss Music Schedule
- a. We are at 9 Bands
  - b. Waiting to hear from Brad Hutchenson and Wabinaki
7. Discuss Advertising
- a. Downeast Magazine Quote
    - i. Full page: \$2,800  $\frac{2}{3}$  page: \$2,000  $\frac{1}{2}$  page: \$1,500
    - ii. Board thinks quotes are just too high
  - b. Diana suggests Paper talks and Coffee news
    - i. Cody will look into
  - c. Tom put a bug in Channel 2's ear
8. Review Social Media Schedule
- a. Continue as is for now
9. Discuss Events

Chili Cook-off:

- Amber finished the poster
- Diana and Tom suggests adding a disclaimer that the chili needs to be hot
- Diana suggests having extension cords in case of crockpots
- Cody suggests having a runner for the extension cord

Duck Race:

- In Cody's basement ready to be cleaned

Parade:

- Cody wrote and delivered letter to Dunkin Donuts regarding Mascots

Pie/Cake:

- Amber finished the poster
- 2 are interested already

Touch a Truck:

Beer Garden:

- Amber sent a follow up to Bissell Brothers

UMaine Woodsmen Team:

- Cody did reach out

Volunteers:

- Diana reached out to a few

Raffles:

- Canaan is willing to donate a basket
- Melissa is still working on Michael's

Recreation:

## 10. Discuss Vendors

Food Trucks:

- a. Board authorization to accept the Vendor Application and check in the amount of \$300.00 from Big Daddy's Hot Box
  - i. Motion: Cody
  - ii. Second: Tom
  - iii. Vote: 5-0
- b. Cody and David agree to reach out to JJ's Jerk Chicken
- c. Mai's son was advised they will need to show proof of state licensing before we send an application
- d. Yum's Bakery got an application

General:

- e. Discuss previously approved Vendor Application - Country Candle Classics
  - i. Russell would like to use his general vendor application to also sell his BBQ sauce
  - ii. Motion to update Russell's vendor application to include both

Country Candle Classics and his BBQ sauce names, with no samples, for the same \$50

1. Motion: Cody
2. Second: Diana
3. Vote: 4-1

f. Board authorization to accept the Vendor Application and check in the amount of \$50.00 from Denise Manzo - Scentsy

- i. Motion: Cody
- ii. Second: Diana
- iii. Vote: 5-0

#### 11. Open Discussion

- a. Angelo's request that we close Penobscot Ave from the Post office to Birch St during the festival
  - i. The board is not in favor of it
- b. Cody says we are just waiting on the curtains for the Stage improvements to ship
- c. Cody updates that the Walmart Spark Grant is pending for \$5,000 through Lincoln Walmart
  - i. This is for a new Tablet and Hotspot
  - ii. Tom suggests reaching out to Lincoln Infrastructure about sponsoring a tablet for us

#### Motion to Adjourn

Motion: Cody  
Second: David  
Vote: 5-0

Meeting Adjourned at 6:18 pm