

Trails End Festival
Meeting Agenda 7/15/2024
Millinocket Memorial Library @ 5:00pm

Present: Cody, Amber (remote), David, Diana, Melissa, Baileigh (5:05 pm)

Absent: Tom (excused)

Meeting called to order at 5:00pm

OLD BUSINESS

None

NEW BUSINESS

1. Communications
 - a. Review of the minutes from the 7/1/2024 board meeting
 - i. Motion: Amber
 - ii. Second: Cody
 - iii. Vote: 5-0
 - b. Mail
 - i. 2 checks
 - ii. Vendor forms
 - c. Email
 - i. Randy Jackson
 - ii. Shimmer Woods (CBD drinks)
 - iii. Renewal by Anderson
 - d. Chat
2. KFCU account status
 - a. As of 7/14 \$13,454.40 with share and draft
3. Quickbooks status
4. Fundraising status
 - a. Board authorization to accept a donation from Outer Reach Broadband in the amount of \$1,500.00.
 - i. Motion: Diana
 - ii. Second: Amber
 - iii. Vote: 6-0
 - b. Board authorization to accept a donation from the City of Old Town - Downtown Old Town in the amount of \$300.00.

- i. Motion: Diana
- ii. Second: David
- iii. Vote: 6-0

- c. Facebook fundraiser
 - i. \$361.81 with second Boost ending on 7/31
 - ii. \$1.35 from clicks from Facebook
- d. Sales at East Millinocket Summerfest
 - i. \$91
- e. KFCU Ducks
 - i. \$227
- f. 5th of July
 - i. \$265

5. Website status

6. Discuss Music Schedule - Fully booked!

- a. Diana asked about a back up incase an act cannot make it
 - i. The board will discuss in future

7. Discuss Advertising

- a. Cody waiting for response from Design Lab
 - i. Amber noted they have a 1 week response time
- b. Channel 5
- c. Melissa will reach out to Coffee News and get a quote to Cody
- d. Look into Chamber events
 - i. Renewal done online \$25
- e. Cody will ping WSYY

8. Review Social Media Schedule

- a. Reminders for Early bird special for vendors
- b. On the fly shoutouts
- c. Summerfest

9. Discuss Events

Chili Cook-off:

- a. Purchase order
 - i. 2pk of 30 Chinet plates
 - ii. 1 box of 2 oz portion cups
 - iii. 1 full length pk of steam trays
 - iv. 2 outside/inside power cords 25ft

- v. 2 outside/inside power strips
- vi. Hannaford donates utensils, napkins, waters

Duck Race:

Will sell during the festival

Parade:

Tom is still working on Shriners

John Raymond with ATVs

Baileigh with Kroc

Pie/Cake Auction:

Touch a Truck:

Beer Garden:

- a. Orono Brewing Co./Lincoln Wine update
 - i. Lincoln is already booked
 - ii. Nothing yet

UMaine Woodsmen Team:

Cody will ping again

Volunteers:

- a. Volunteer list
 - i. Waiting to hear back from Maine Conservation Corp

Raffles:

Recreation:

Baileigh will look into any trail related events

Diana will touch base with Jane Danforth if she's at all willing to spearhead a run/walk

Mutt Strut:

- a. Finalize poster - done

Amber out 6:05pm

10. Discuss Vendors

Food Trucks:

- a. Board authorization to accept the Vendor Application and check in the amount of \$200.00 from Lucy Q's Place.
 - i. Motion: Diana
 - ii. Second: Melissa
 - iii. Vote: 5-0
- b. Waiting for This Little Piggie app to come in

General:

- c. Board authorization to accept the Vendor Application and check in the amount of \$50.00 from Resurgam Forestland.
 - i. Motion: Diana
 - ii. Second: Melissa
 - iii. Vote: 5-0
- d. Discuss family/kids activities.
 - i. Kendle Sperry Rock wall - \$300 a day, \$150 for the wall and \$150 for the staff
 - ii. Will send event agreement to Nicole Delodge \$200 for carnival games
- c. Penquis with Denise Manzo
- d. Send forms to
 - Laura Manzo for 3 days \$150
 - Mike (Krink) for 3 days \$150

11. Open Discussion

- a. Board authorization to reimburse the President \$9.99 for the Facebook fundraiser post boost.
 - i. Motion: Diana
 - ii. Second: David
 - iii. Vote: 5-0
- b. Board authorization for the President to set up a Microsoft 365 Family account, and to subscribe to a monthly plan in the amount of \$9.99 per month via debit

card for the duration of 2 months, to access the Microsoft Publisher program to update the paper schedule.

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

c. Scholarship proposal from East Millinocket Summerfest.

- i. Cody will continue to discuss

d. Purchase order for new TEF swag.

- i. Cody will have a list of inventory next meeting

Motion to adjourn: Cody

Second: David

Vote: 5-0

Meeting adjourn 6:56pm

Proxy Vote 7/15/2024

Board authorization for the President to purchase supplies for the chili cookoff in the amount of \$249.63 via debit card from Walmart and have it shipped to his home address.

Motion - Cody

2nd - David

Vote 7-0