

Trails End Festival
Meeting Minutes 7/29/2024
Millinocket Memorial Library @ 5:00 pm

Present: Cody, Diana, Baileigh, David via phone; Amber via phone at 6:35pm.
Absent: Melissa (excused), Tom (excused)

Meeting called to order at 5:05pm

OLD BUSINESS

None

NEW BUSINESS

1. Communications
 - a. Review of the minutes from the 7/14/2024 board meeting
Motion-Cody, Second-Diana, Vote 4-0
 - b. Mail - Vendor Forms received - Food and regular vendor.
 - c. Email - Shimmer Wood, interested in vending their CBD Products, out of Southern Maine, discussion later on agenda.
 - Amy Collinsworth, interested in collaboration with TEF and Katahdin Area festivals, donation for scholarships, discussion later on agenda.
 - d. Chat - Blazing Trails, CBD products out of Lincoln.
2. KFCU account status - \$14,934.28
3. Quickbooks status - Cody noted fee went up to \$35; Reconciliation - June pending system fixes.
4. Fundraising status
 - a. Facebook fundraiser - ends July 31, 2024; noted Amy Collinsworth personal donation of \$109, I'll push last call on social media on July 30 before close out, approximately \$300 shy of goal.
5. Website status -Cody noted website updates- agendas and minute; notes, posters, and schedules will be updated pending board revision and approval..
6. Discuss Advertising
 - a. Review draft schedule for mail advertising, and distribution at the festival.
-communications, confirm climbing wall available from 10 AM to 4 PM, needing organization approval; Our Katahdin, interested in hosting their cornhole event during trails and festival weekend; insert to include all events and will seek proxy

vote to approve when mailing schedule is finalized, will submit, draft for review, majority of the board approve draft schedule insert.

- b. Review poster- Cody notes communications with design lab of revisions needed; board communications expressed concerns of current poster with suggestions for updates including a QR code and other detailed items, Cody will bring back to design lab pro final review and board approval
 - c. Coffee News Ad update- confirmed will be placed in the what's happening column scheduled 2 to 3 weeks prior to the event.
7. Review Social Media Schedule- Cody, Notes, 300 to 700 range of views per post, food vendor shares are a hit, will post remaining vendors, musicians and donators; coming soon intentions - daily posts for food vendors with the event posters.

8. Discuss Events

Chili Cook-off:- all items purchased per request, ordered, and received.-David notes two entrants confirmed with 2 to 3 pending; will be posting soon to seek more entrants.

Duck Race: Cody Notes, sales paused, will see more sales at the festival, will look into restock of ducks for ducking jeeps.

Parade: -Diana confirms John Ramond's involving ATVs, will give vendor application for nonprofit; waiting to hear back from John Farrington.
-Cody noted L.L. Bean boot availability, pending further communications.

Pie/Cake Auction:-Laura Manzo confirmed as auctioneer

Touch a Truck: no further information, noted the event is 11 to 12 a member of the board is the host if no volunteers are available.

Beer Garden:

- a. Cancel? Confirmed by board majority to cancel noted event.

UMaine Woodsmen Team:

- a. Board authorization that the Event Service Agreement for the University of Maine - Woodsmen Team be approved in the amount of \$500, to be disbursed on September 14th, 2024. Motion-Cody, Second-Diana, Vote 4-0; Cody, confirmed five hour event, 5 to 6 attendance, noting they will take extra precaution on fire prevention, pending W9 received the

application.

Volunteers:

- a. Volunteer list: now in Drive, conservation core unavailable due to out to our territory; board discussion suggests post notifications on Facebook to solicit volunteers via social media.

Raffles: no new updates

Recreation: -Diana will reach out to Jane Danforth about the 5K run walk race; Baileigh youth, and family ride in Millinocket town trails, 930 start time on Sunday; Cody suggests promote local notable events on space on the schedule poster, anticipates Katahdin Area trails to return favor with support on social media;

Mutt Strut: Baileigh suggest printing posters with request to laminate a couple to post at the dog park.

9. Discuss Vendors

Food Trucks:

- a. Board authorization to accept the Vendor Application and check in the amount of \$200.00 from This Lil' Piggy. Motion- Cody, second-Diana, vote 4-0.

General:

- b. Board authorization to accept the Vendor Application and check in the amount of \$50.00 from Nichole Delodge. Motion-Cody, Second-Baileigh, vote 4-0-1 (Diana/Abstain); Amber in at 6:35pm.
- c. Board authorization to accept the Vendor Application and check in the amount of \$50.00 from Spirit of Katahdin Artistry. Motion-Diana, Second-Baileigh, vote 4-0-1 (Cody/abstain)
- d. Board authorization to accept the Vendor Application from Katahdin Woods and Waters National Monument - National Park Service. Motion-Cody, Second-Diana, Vote 5-0; notes 10 x 10 space requested but needs extra adjacent space.
- e. Board authorization to accept the Vendor Application and check in the

amount of \$100.00 from Sandra's Sublimation Creations. Motion-Diana, Second-Cody, Vote 5-0; notes 10x20 space for Saturday only.

- f. Discuss Shimmerwood Products-Cody informs vendor, interest, selling CBD non-alcoholic, beverages, and products, seeking 10 x 10, with fridge or ice to keep cold; acknowledge another vendor reached out for similar sales; for discussion, expressed liability, concerns, discussion, concludes, majority, comfortable selling merchandise only this year, anticipation with suggestion to sell products in contained and controlled area having opportunity with options to use fenced in area going forward, notable: both interests and seem professional.
- g. Discuss family/kids activities.
 - i. Our Katahdin Cornhole: Amber Notes, Michelle from our Katahdin anticipates to host cornhole during trails and festival instead of in July, pending their board approval.
 - ii. Carroll Chapman - magician: vendor, interest, performing artist; Amber would like to see the price for strolling magic instead of stage performance; Cody will seek more information of expressed interest.

10. Open Discussion

- a. Board authorization for the President to renew our Katahdin Chamber of Commerce membership in the amount of \$25.00, covering an additional year of event membership. Motion- Diana, Second-Baileigh, Vote 5-0.; Cody notes. The website is not fully functional, unable to sign up or login, with approved motion Cody will pay when invoice is received.
- b. Katahdin regional festival scholarship status in conjunction with East Millinocket Summerfest.: Cody shared his communications with Amy seeking the tough board to earmark \$500 towards scholarship funding, confirming optics representative to state trails end festival as scholarship money is in collaboration throughout regional festivals; or discussion express concerns comments made noting board is a team of seven, and not referencing past organizations, discussion concludes adjustments, will be sent off to Shelly and Cody will confirm corrections for article print.
- c. Purchase order for new TEF swag.
 - i. Embroidered hats quote: board majority suggests 50 hats with full quote;

seeks bulk pricing for mix of dad/mesh.; Cody suggests motion and vote by proxy when update quote is received.

- ii. T-shirt inventory and sales inquiry: Cody informed updated staff and volunteer shirts, approximately \$1000 to restock merchandise.

Motion to adjourn @ 7:23pm - Diana, Second-Baileigh, Vote 5-0.

Votes by Proxy: 7/30/2024 through 8/1/2024;

Cody - Update on the chamber: After much debugging on their end, I still had to manually go in and update all our information, informing so fellow chamber members can lean in on this, concerns expressed for professionalism and representation of data management and communications.

Motion: Board authorization for the President to renew our Chamber membership in the amount of \$50 via debit card. Motion-Cody, Second-Amber, Vote 4-0-2 (Diana & Tom/Abstain)

Motion: Board Authorization for the Vice President & Treasurer to purchase custom hats in the amount of \$937 via debit card

Motion-Amber, Second-Cody, Vote 6-0.

Motion: Board authorization to approve the schedule banner, and 2nd poster option as well as authorizing the Treasurer to purchase 150 posters from designlab at the estimated cost of \$202.50.

Votes carried forward unless otherwise noted:

Motion-Cody, Second-Amber, Vote 7-0.

Motion: Board authorization that we accept the paper schedule for initial publication, as well as set the date for the next Trails End Festival for September 12th - 14th 2025 as indicated on the schedule.

Motion-Cody, Second-Tom, vote 6-0.