**Candor Chamber of Commerce**

**Monthly Meeting Minutes**

**4/12/2021**

**TOPIC: DAFFODIL FESTIVAL PLANNING**

**IN ATTENDANCE VIA ZOOM:**

 Dave Astorina

 Suzanne Johnson

 Rita Kellogg

 Terri Rennells

 Cheryl Berg

 Dick Zavatto

 Jessica Spaccio

AGENDA: Check-in & Updates on Daffodil Fest details

 Add new items/discussion

RITA: Meeting called to order 7:08pm

* Motion to accept minutes from 4/5 meeting emailed to everyone – approved.

JESSICA: Treasury Report

* Finance report of accounts displayed on Zoom meeting.

RITA: Motion to accept report – approved.

VOLUNTEERS:

SUZANNE: I have emailed folks who volunteers in previous years and called Carol VanEpps. We have 9 volunteers confirmed so far, for Chamber table, music malmanagement, photography, parking, donation boxes, daffodil picking and vendor helper.

* We still need to hear from Tammy about numbers from her crew that are available.
* What are times slots needed?
	+ 6am-9:30am – Vendor Unloaders
	+ 9am-5pm – parking, vendor, maintenance, Festival, security support.

MISCELLANEOUS:

JESSICA: We will need a money box for Chamber donations, how much?

 RITA: T-Shirts will be $16, daffodil bunch donations as well, so 100 1s, 50 5s, and 50 10s.

 JESSICA: What money goes into which account after?

RITA: All monies will go into Daffodil account and once we know the total, a percentage will go to EMS fundraising.

 JESSICA: We will want a PayPal card reader at event, from which account?

 I will get a QR code sign at our table for donations.

TERRI & JESS: Will make the smaller signage needed for Chamber table.

RITA: Spoke to Linda who will be tabling on the field for the pantry.

DAVE: Insurance Update

* Filling out form as we speak, for General Liability Insurance for the Chamber for the year.
* Spoke to Jeff, our broker, who looks at all the insurance companies to find the best coverage for our needs, and this would cover general smaller events like BBQs, Yard Sales, Bake Sales, Meets & Greets, etc. so none of us would be liable should something happen to a participant.
* We will still need separate insurance coverage for larger events like the Daff. Fest and fall fest. Approximately $408 per event. He will give me exact quote shortly.
* Selective Insurance Co. is what we usually end up with, matches our general needs.

DAVE: Entertainment Update

* DJ Jeff Updyke will do anything we need; play between sets, etc.
* Scott Haner, from The Foundry Street Band, is donating his wagon as a stage for the bands. They don’t want to play at the pavilion.
* Linda wants a tip jar out for them.
* 3 Bands so far.
* Rita will contact Purple Lightening, parents must wear masks, they can march through at 10am (when less customers), they can use the band entrance, and then must move to general parking, as they usually hang out at the Festival after.

RITA: Sponsor Update

 CHERYL: Jess, Terri and I got the letters printed and mailed out this past weekend.

 ALL – Thanks you!

 DAVE: Let’s get bigger sponsors next year and start earlier.

RITA: Advertising

* Maria did all the basic local papers, Pennysaver, Ithaca Times, Chronicle
* Word of mouth is already spreading so we don’t need to do more advertising.
* Signs can go up a week before, around town, for those that don’t use the internet, etc.

CHAMBER WORK PARTY 4/18/21 @ Pavilion

* Meet at the town pavilion on Saturday to make Daff Fest masks, bags, signs.
* 2:30pm Sunday

PARTICIPANT NUMBERS:

* Maria has clickers and phone app to monitor the number of people going in and out of festival.
* Only 200, approximately, allowed at one time.
* We will need to create a single entrance and exit to monitor this with volunteers at each.
* We need fencing to create this. Maria has?

TRASH & BOTTLE management:

 TERRI: Who is doing this?

 SUZANNE: Volunteers as is needed or myself.

JESSICA: We have a bill to be paid for the P.O. box for a year. It is $76.

 GROUP: Approve!

MAPPING OUT FIELD:

* Field will be mapped for porta potties and more on Wednesday 4/28 by Dave, Dick and Misfits.
* Email Tammy to request help with this.

Meeting Adjourned

UPCOMING MEETINGS:

4/19/2021 Special Meeting Daff Fest?

5/10/2021 @ 7pm Chamber Monthly Meeting