

# FACTORYVILLE BOROUGH CHRISTMAS MARKET COMMITTEE

April 22, 2025

1. Call to Order
  2. Roll Call
  3. Agenda additions (MOTION)
  4. Motion to accept March Minutes (MOTION)
  5. Goal:
    - a. Create a successful, stress free Christmas Market
    - b. Assure Christmas Market is self sufficient
  6. Dates:
    - a. Friday, Dec. 5, 2025 6:00 – 9:00
    - b. Saturday, Dec. 6, 2025 11:00 am – 6:00 pm
    - c. Sunday, Dec 7, 2025 11:00 am – 3:00 pm
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## 7. General Report

### a. Borough News

#### i. Sponsor Update

1. Factoryville Library - \$500
2. Bunker Hill Veterinarian Hospital - \$100
3. Wyoming Co Grant - \$2500
4. Sue Rink DMD - \$100
5. Sherwood Trucking - \$250
6. People's Security Bank - \$250
7. Joe's Body Shop - \$500
8. Gerrity's - \$25.00 Gift Card
9. Lake Orchard – 4 Orchard Passes. We can raffle them off. Other ideas?
10. McGrath's - \$250
11. Holgate's Heros - \$250

#### ii. Christie Mathewson Day

1. June 7, 2025
2. Coincides with the Little League playoffs
3. Lots of kids AND parents
4. Ideas for booth?
  - a. Candy Bars
  - b. Raffle – we have Lakeland passes. We can do all gift cards... other ideas
  - c. Other

#### iii. Other

## 8. April / May Priorities

- a. Vendors Email and Responses
- b. Finances / Budget
- c. Map
- d. Thank you notes for sponsors

9. Vendors

- a. Approve newest registration form
- b. Email former vendors to see interest in 2025 - tonight after the meeting
- c. How to distribute to new / prospective
  - i. Facebook
  - ii. Word of mouth when you go to other craft shows
- d. Other

10. Finances

- a. Committee Needs - additions to running list
- b. Market Needs - additions to running list
- c. Budget - Leslie. Any updates from Shannon?
- d. Running totals on SharePoint - I'll update sponsors as I get them

11. Map

- a. Update map - count number of spaces
- b. Place Food Truck spots
- c. Santa in Elf School Tent?
- d. Parks and Rec in 10 x 10?
- e. Store fronts - Gary
- f. Other

12. Thank you notes for sponsors

- a. Approve letter
- b. Leslie to send notes to sponsors as we receive monies

13. Committee Reports

- a. Parking (Beth O'Malley)
- b. Entertainment (Erika Winklebleck)
- c. Decorating (Paulette Johnson)
- d. Vendors (Patti McGonagle)
- e. Volunteers (Mieke Hunting)
- f. Finances (Leslie Litwin)
- g. Advertising (Michelle Ross)

14. Next month

- a. Map
  - i. Approve new map
  - ii. Add vendors who responded
  - iii. Other

15. Adjournment (MOTION)

Next meeting - May 27, 2025 at 6:15 if needed