

FACTORYVILLE BOROUGH CHRISTMAS MARKET COMMITTEE

June 24, 2025

NOTE MEETING LOCATION CHANGE

WE WILL MEET AT CHRISTY MATHEWSON PARK AT 6:15

1. Call to Order
 2. Roll Call
 3. Agenda additions (MOTION)
 4. Motion to accept April 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. Constantino's - \$250.00
 2. Total from sponsors so far \$6575.00
 - ii. Christie Mathewson Day
 1. June 7, 2025
 2. Donated \$35.00 to Little League
 3. Took in \$162.00 - Net - \$127.00
 - b. Updates
 - i. Wreaths
 1. Eleanor will take lead with help from everyone
 2. \$14.00 each
 3. See attached task list
 - ii. Store fronts - Gary
 - iii. Sponsor Thank you notes
 - iv. Vendors - slowly coming in- see attached list
 - c. Finances
 - i. Committee Needs - additions to running list
 - ii. Market Needs - additions to running list
 - iii. Running totals on SharePoint - Total Finances - _____
 8. June and July Priorities
 - a. Vendors email and responses
 - b. Finances / Budget
 - c. Map
 - d. Tree
 - e. Photo Ops
 - f. Decorations
 - g. Music
 - h. Advertising

9. Map
 - a. Updated map
 - b. Place for tree lighting
 - c. Places for Photo Ops
10. Decoration ideas - Paulette/Delia
 - a. Burlap on yellow fence?
 - b. Bridge - same??
 - c. Fake wreaths on Baseball fence??
 - d. Gnomes
 - e. Lights and lights
 - f. What to do on the creek side
 - i. Many more lights
 - ii. Photo ops?
 - iii. Other ideas
11. Music updates - Erika
12. Advertising - July meeting
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. Vendor and Sponsor Updates
 - b. Entertainment Update
 - c. Decorating Ideas
 - d. Advertising Plans
 - e. Other
15. Adjournment (MOTION)

Next meeting - July 22, 2025 at 6:15 if needed