

# FACTORYVILLE BOROUGH CHRISTMAS MARKET COMMITTEE

May 27, 2025

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. Snyder and Clemente - \$1,000
2. Aesthetic Dental on Main - \$250.00
3. Sponsors - \$6325.00

#### ii. Christie Mathewson Day

1. June 7, 2025
2. Bake Sale
  - a. Cookies, Brownies, Rice Krispie Treats
  - b. Put in bags to sell for \$1,00
    - i. 3 inch cookie or 2 smaller
    - ii. 3 - 4" square brownie or RK Treat

#### 3. Raffle for Roba Tickets

- a. Single Tickets
- b. Number on back, name on master sheet

#### 4. Merchandise

- a. Ville Magnets - \$5.00
- b. Mugs - \$5.00 - \$10.00
- c. Bags - ??

#### 5. Sign up for at least one 2 hour shift - see signup sheet

#### iii. Men's Club

1. Adding electricity options
2. Building Store Front Demo
3. Paid Kevin some \$ for tree lights
4. BBQ Pavillion thoughts

#### iv. Jimmy

1. What bushes?? ☺
2. Gate on Pickle Ball Court
3. Build up behind home plate for musicians

#### v. Wreaths

1. Talked to Trevor's girlfriend
2. Who will take charge?

3. Advertise
4. Name Tags - maybe Becky??
5. Decorate
6. Hang on fence again?
- vi. Other
8. April / May Priorities
  - a. Vendors Email and Responses
  - b. Finances / Budget
  - c. Map
  - d. Thank you notes for sponsors
9. Vendors
  - a. Emailed former vendors
    - i. Results
      1. Pop Pop
      2. Email from Loch's about size and price
    - ii. List of those who had no email addresses
  - b. How to distribute to new / prospective
    - i. Facebook
    - ii. Word of mouth when you go to other craft shows
10. Finances
  - a. Committee Needs - additions to running list
  - b. Market Needs - additions to running list
  - c. Running totals on SharePoint - Total Finances - \$14,712.15
11. Map
  - a. Updated map
  - b. Parks and Rec in 10 x 10 - not interested in coming this year?
  - c. Store fronts - Gary - update?
12. Thank you notes for sponsors
  - a. Approve letter
  - b. Need help sending?
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. Christie Mathewson Recap
  - b. Vendor and Sponsor Updates
  - c. Entertainment Update
  - d. Decorating Ideas
  - e. Advertising Plans
15. Adjournment (MOTION)

Next meeting - June 24, 2025 at 6:15 if needed