

# FACTORYVILLE BOROUGH CHRISTMAS MARKET COMMITTEE

November 25, 2025

WE WILL MEET IN THE FACTORYVILLE LIBRARY AT 6:15

1. Call to Order
2. Roll Call
3. Motion to accept November Agenda (MOTION)
4. Motion to accept October Minutes (MOTION)
5. General Report
  - a. Updates
    - i. Wreaths - Eleanor
    - ii. EM Volunteers
      1. Date
      2. Food
    - iii. Tree - Beth
    - iv. Entertainment - Erika
    - v. Santas - Missy
    - vi. Merchandise - Mieke
    - vii. Lanyards
    - viii. Update phone chain numbers
    - ix. Other
6. Committee Reports
  - a. Parking (Beth O'Malley)
  - b. Entertainment (Erika Winklebleck)
  - c. Decorating (Paulette Johnson)
    - a. Decorations
    - b. Schedule
  - d. Vendors (Patti McGonagle)
  - e. Volunteers (Mieke Hunting)
  - f. Finances (Leslie Litwin)
    - a. Balance
    - b. Approve bills
  - g. Advertising (Michelle Ross)
7. Discussion
  - a. Date of December Debrief Meeting
  - b. Days to meet next year - 4<sup>th</sup> Tuesday??
  - c. Time - 6:15??
  - d. Duties - Same offices / committees?
8. Adjournment (MOTION)

Next meeting - December \_\_\_\_, 2025 at 6:15 if needed