

FACTORYVILLE BOROUGH CHRISTMAS MARKET COMMITTEE

September 23, 2025

WE WILL MEET IN THE FACTORYVILLE LIBRARY AT 6:15

1. Call to Order
2. Roll Call
3. Motion to accept October Agenda (MOTION)
4. Motion to accept September Minutes (MOTION)
5. General Report
  - a. Resignation of Carleen Sawkulich as Vice Chair
    - i. Accept resignation
    - ii. Nominations for Vice Chair position
    - iii. Motion
    - iv. Vote
  - b. To Do list
  - c. Updates
    - i. Wreaths - Eleanor
    - ii. Store fronts - Gary
      1. EM Volunteers
        - a. Date
        - b. Food
    - iii. Tree - Beth
    - iv. Entertainment - Erika
    - v. Santas - Missy
  - d. Finances
    - i. Total Finances - \_\_\_\_\_
      1. Lights
        - a. pavilion
        - b. paths
        - c. Tents
        - d. Porta Potties
      2. Tents
      3. Music
      4. Tables
      5. Misc.
    - ii. Other
6. Merchandise - Mieke
  - a. Mugs
  - b. Magnets
  - c. Bags
  - d. Gloves ?
  - e. Other
  - f. Motion
  - g. Vote

7. Advertising - Michelle
    - a. Yard signs distributed
    - b. Vinyl signs posted - date \_\_\_\_
  
  8. Volunteer Update - Mieke and Patti
    - a. Sign Up Genius is going live tomorrow
      - i. Sign up soon so we know where to fill gaps
      - ii. Send links to local groups
        1. Men's Civic
        2. Women's Civic
        3. Other
    - b. Lanyards
    - c. Update phone chain numbers
  
  9. Decorations - Paulette, Dehlia
    - a. Dates
    - b. Volunteer task list
  
  10. 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 and Carleen Sawkulick)
  
  11. Next month - information
    - a. Vendor Updates
    - b. Vendor set up plans
    - c. Wreath totals and decorating dates
    - d. Final prep
  
  12. Adjournment (MOTION)
- Next meeting - November 25, 2025 at 6:15 if needed