

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 September Agenda (MOTION)
4. Motion to accept August Minutes (MOTION)
5. General Report
  - a. Public Comment
    - i. Brandon Smith to talk about his vendor spot
    - ii. Discussion/vote
  - b. Borough News
    - i. Sponsors Update
    - ii. Vendors and Food Updates
  - c. Updates
    - i. Wreaths - Eleanor
    - ii. Store fronts - Gary
    - iii. Tree - Beth
    - iv. Decorations - Paulette, Dehlia
    - v. Entertainment - Erika
    - vi. Santas - Missy
  - d. Finances
    - i. Total Finances - \_\_\_\_\_
    - ii. Other
6. Advertising - Carleen and Michelle
7. Volunteer Update - Mieke and Patti
  - a. Sign Up Genius is ready to go live
  - b. List - any additions??
8. 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)
9. Next month
  - a. Vendor and Sponsor Updates
  - b. Decorating Plans and Timing
  - c. Advertising Plans
  - d. Wreath Update
10. Adjournment (MOTION)

Next meeting - October 28, 2025 at 6:15 if needed