

Factoryville Borough Christmas Market Committee

April 22, 2025 minutes

The Factoryville Borough Christmas Market Committee held their regular planning meeting on April 22nd, 2025 at the Borough Hall. Patti called the meeting to order at 6:19pm.

Present: Patti, Carleen, Erika, Paulette, Mieke, Nancy, Eleanor, Leslie, Diane Dalton

Absent: Beth, Michelle

Leslie made a motion to accept the agenda, Eleanor seconds. All ye.

Nancy made a motion to approve the minutes, Eleanor seconds. All ye.

7 – General Report

(a-i- Sponsor Update) We're doing well with sponsors, we have 10 so far to the tune of \$2200 and a \$25 Gerrity's gift card and 4 passes to the Lakeland Orchard.

(a-ii- Christy Mathewson Day) Christy Mathewson Day will be June 7th from 8-5. Our current options are a bake sale or cookie walk. We think bake sale would be the best idea, if the CM committee accepts that. We can put the donation box out, and will raffle off the Roba's passes at \$5 a chance for the pack of four. Winners will NOT have to be there to win. We won't have to pay for our spot, but can and will give a donation. Patti will follow up after she hears from the Christy Mathewson Committee what we are allowed to do.

9- Vendors

(a- Approve newest registration form) The vendor e-mail text looks great, all vote yes to sending it out.

(c) E-mails will go out immediately, then someone will post the vendor form and that we are looking for vendors 2-3 weeks after the e-mails go out.

10 – Finances

(a- Committee Needs) Leslie would like to hear by committee, so everyone can get equal amounts. Safety needs come first (such as security officers, parking, etc) as well as absolute needs (portapotties, electricity). Please come prepared next month with your committee needs and a price list.

(c- Budget) Current balance is \$13,467.12. Income since January 2025 is \$4,790, including \$2200 from sponsorships, \$90 from merchandise sales, and \$2500 from a grant. There's a bill out for \$29.97 for checks. Left from last year is \$8677.12.

11- Map – Tabled until next month. Add to May agenda storefronts. We can give Gary enough money for 3 to start with, so he can start. Can possibly give him money for 3 more later on. Possibly see if a four foot doorway would be possible and keep things safe.

12- Thank you notes for sponsors

Leslie will finish drafting the thank you letter and will bring it next month to vote on.

13- Committee Reports

(a- Parking- Paulette) They will need about a dozen traffic cones.

(b- Entertainment- Erika) Where to put music? Possibly under the tree where Santa was last year, if we can fit the trailer. Erika will talk to Pete Staffaroni and see if music can go in the baseball field. We have a musician, Johnny D who is willing to do 3 hours for \$250. He currently plays at McGraths and Altar House, prefers a daytime slot but just needs a day and time. The committee talked over various other people and groups who may be willing to come and play. The elementary choir was a big hit and will be coming back. Possibly Keystone music, Abington or Tunkhannock choirs if Trail isn't willing?

Santa- Should we make a sign with hours for when Santa will definitely be around for pictures instead of walking the market? Is Missy going to be in charge of Santas again? Do we need copies of Santas clearances? Erika will talk to Missy and see what happened last year and come prepared for next months meeting.

Elf School- A 20x30 tent works really well, especially since Santa will be in there this year. Erika will price out both 20x20 and 20x30 rentals from Boulevard Rentals, Paul's Tent Rentals, and will look for some other places. Preference is for windows on the side of the tent. Could Gary possibly make a 'storefront' just for Elf School, and have it painted and decorated nicely? Maybe photo backdrops could be used for the outside long side of the tent, to make it so people know that Elf School is in the big white cave? Will definitely need new banners, preferably fabric instead of vinyl. Erika will get prices for next month.

(c- Decorating) Requesting \$500 for decorations for this year. We need a new Christmas tree.

Eleanor mentioned possibly getting a new live tree and planting it in memory of Diane? Do we want to get a live tree, or try to get a donated tree? Will circle back closer to the market.

15- Adjournment

Carleen makes a motion to adjourn the Factoryville Borough Christmas Market Planning Committee. Erika seconds. All yea. The regular meeting of the Factoryville Borough Christmas Market meeting is adjourned at 8:04 pm.

The next meeting will be held May 27th at 6:15 in the Borough Hall.

Respectfully submitted, Mieke Hunting (4/28/25)