

Factoryville Borough Christmas Market Committee

August 26th, 2025 minutes

The Factoryville Borough Christmas Market Committee held their regular planning meeting on August 26th, 2025 at the library. Patti called the meeting to order at 6:15pm.

Present: Carleen, Patti, Mieke, Leslie, Eleanor, Paulette, Kathy Bommer, Erika, Missy, Diane Dalton
Absent: Michelle Ross

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

Leslie made a motion to approve the minutes, Eleanor seconds. All yea.

7 – General Report

(a-i- Sponsor Update) We received \$1500 from PS Bank, but it's not on the finance report yet.

(a-ii- Vendor Update) We have two spots available. We currently have added Smoked and Sauced, Gyros, and Mini Donuts for food trucks. Country Kitchen By Bre and Pure Suds checks got mailed but we haven't seen them yet, Patti has given them until October 31st, and then they will have to resend the checks.

Purple Pepper doesn't pay for their space, we in-kind donate the space for the wreaths.

(b- i- Wreath Updates) Patti will fix the "circle" on the form, and add that messages can be 140 characters or less. We'll also do check boxes instead of circles, then we can send them out, hopefully before September borough newsletter. Tags were voted on and approved. Bow party coming soon.

(b-ii- Store Front Updates) Gary is going to do a prototype storefront, then he has a group of men to word on them all.

(b-iii) Tabled until next month.

(b-iv- Decorations) The lights all need to be tested before it gets too cold out.

(c- Finances) There is a new reimbursement form, you need the receipt, or we can be invoiced and a check will be sent out. Anything over \$100 needs to be asked of Patti or Leslie or the board.

(c-ii- Market Needs) Voted to buy two new 10x10 tents. Carleen makes a motion, Mieke seconds. All yea. Missy makes a motion, Erika seconds \$106 to buy an ink cartridge for Patti.

(c-iii- lights) Patti and Beth will look at what lights they've bought before, so we can match. Missy makes a motion, Paulette seconds to buy four more sets.

(c-iv- other) Debbie Higgins recently passed, the Christmas Market Committee will donate a wreath in her name and donate \$100 to Lauras Hope Rescue. Patti makes a motion, Eleanor seconds. All yea.

9- Entertainment Updates

(a- Music) John Bower will play from 7-9 Friday, Johnny D will play whenever. Waiting to hear from Keystone music. Jay Travis will play from 1-2 Saturday, the elementary choir will play from 3-3:45 Saturday. Keystone will possibly play on Sunday?

Jay Travis is playing for free, other music is \$100 an hour with an \$800 budget.

The trailer stage won't fit, we can possibly do plywood over pallets for a stage, covered by a canopy? Can we put music in the ball field, possibly on second base? Or under the pavilion? We can put in the corner of the pavilion and move a table to the small pavilion. Erika will reach out to John Bower to hear what he thinks would work best for the musicians.

(b- Santa) Friday or Sunday Santa hasn't committed. Sunday would be better. Kathy can reach out to the Santa that does Breakfast with Santa at the Fire Hall if need be. We're paying \$15 per hour. Mrs. Claus was \$150 for Friday and Saturday last year. We'll be paying \$15 an hour for Mrs. Claus, too.

(c- Elf School) The cost for a tent is \$600 for the entire weekend, we'll need proof of insurance. Mieke made a motion, Eleanor seconds. All yea. Will get an invoice to Shannon.

Reindeer- from 11-3 Saturday, they'd need to be in the parking lot. It would be \$2300 with half down up front. Not available for this year, but possibly 2026? Could we have them near food vendors? We'd also have to ask the school. The deposit is non-refundable.

10- Advertising

\$3200 for 100 yard signs with stakes, 60 two sided and 40 one sided, 3 8x3 event banners, 3 8x3 thank you banners, 1 2x3 thank you banner and shipping. Missy makes a motion, Mieke seconds. All yea.

Estimates for ads are Wyoming County Press are \$360, Happenings ¼ page \$475, Endless Mountains \$475.

Billboard cost is Clarks Summit \$150, Ace Robbins in Tunkhannock \$200, Floors 4 Less \$150 (they usually donate). Facebook post boost is \$100. We could possibly sponsor the football broadcast – for playoffs? Will get prices.

11 – Volunteers

Volunteers are needed for Elf School, merch tent, welcome booth, trash, and fires. Mieke and Patti will get together to start sign up sheets.

We'll need Security, perhaps the Boy Scouts? Need them for both Friday and Saturday nights.

First Aid Station- The Factoryville Fire Department will provide a first aid station. They have a UTV equipped with jump bag and AED. We'll get a first aid sign to put on or near their tent so people know where to go.

14- Adjournment

Eleanor makes a motion to adjourn the Factoryville Borough Christmas Market Planning Committee. Mieke seconds. All ye. The regular meeting of the Factoryville Borough Christmas Market meeting is adjourned at 8:21 pm.

The next meeting will be held September 23rd at 6:15 in the library.

Respectfully submitted, Mieke Hunting (9/16/25)