

FACTORYVILLE BOROUGH CHRISTMAS MARKET COMMITTEE
February 25, 2025
Minutes

The Factoryville Borough Christmas Market Committee held their regular planning meeting on February 25, 2025 at the Borough Hall. Gary Evans called the meeting to order at 6:15 pm.

Present

Patti, Carleen, Erika, Paulette, Mieke, Leslie, Nancy W, Eleanor K, Gary Evans

Absent

Beth, Michelle

Gary made a motion to add LTHS prom committee borrowing lights to agenda, Erika seconds. Adding to number 13.

Mieke made a motion to accept the January 2, 2025 minutes. Erika seconded the motion. All ye.

General Report:

- A. The Christmas Market Grant was approved for \$2500. Each advertisement must include "funded in part by..." A grant match of 25% is required.
- B. Donation to the Fire Company has been placed on hold. Committee can vote to approve donation for this year at a later date.
- C. Sponsor Forms
 - a. All voted to change holly wreath (remove S)
 - b. "featured on social media"
 - c. Change "in-kind" to "non-monetary donations"
 - d. Move logo to under web page URL – Logo emailed to ...
 - e. Nancy made a motion that sponsorship forms be printed and mailed after changes discussed on a tan or cream color, seconded by Erika. All ye.
- D. Vendor forms
 - a. Change to \$110 fee before October 1st, \$130 fee after October 1st.
 - b. Double spaces are available at ACTUAL MONETARY AMOUNT (\$220, \$260)
 - c. Add Beckys borough office number to form,
 - d. Side by side or back and forth. Any space bigger than a 10x10 is a double space.
 - e. Booth locations AND storefronts are not guaranteed.
 - f. **Revisit electricity fee? Table for next month.**
- E. Committee Reports
 - a. Vendor Committee: Patti McGonagle discussed vendor forms and decided to table until next month.
 - b. No other committee reports.
- F. Prom Lights:
 - a. Discussion on whether to allow to Lackawanna Trail Prom Committee to borrow our Christmas Lights for their prom.
 - b. All voted NAY due to difficult at getting the lights, cost to replace if broken, and that Constantinos has lights at the restaurant and extra in their own sheds their committee can use.

- G. Nancy made a motion to adjourn the Factoryville Borough Christmas Market Planning Committee. Erika seconded. All ye.
- a. The regular meeting of the Factoryville Borough Christmas Market meeting adjourned at 8:02 pm.
 - b. The next meeting will be held March 25th, 2025 at 6:15 pm in the Borough Hall.

Respectfully submitted,
Mieke Hunting