

The Factoryville Borough Christmas Market Committee held their regular planning meeting on January 27th, 2026 at the Factoryville Public Library. Patti McGonagle called the meeting to order at 6:22 pm.

PRESENT: Patti McGonagle, Beth O'Malley, Leslie Litwin, Mieke Hunting, Paulette Johnson, Michelle Ross

ALSO ATTENDING: Eleanor Kane

AGENDA: *E. Kane voted to approve the agenda, B. O'Malley seconded. All yea.*

MINUTES: *L. Litwin voted to approve the December 16thth, 2025 minutes. E. Kane seconded. All yea.*

NOMINATION AND ELECTION OF CHAIR: B. O'Malley nominated P. McGonagle for chair. They accept. All yea. Accepted.

NOMINATION AND ELECTION OF VICE-CHAIR: M. Hunting nominates E. Kane. They accept. All yea. Accepted.

NOMINATION AND ELECTION OF SECRETARY: P. McGonagle nominated B. O'Malley. They accept. All yea. Accepted.

COMMITTEE APPOINTMENTS: All stay, except E. Winklebeck possibly stepping down. E. Kane will reach out to her.

GENERAL REPORT:

Debrief:

Parking, Entertainment, Décor, Vendors, Volunteers, Finance, Advertising, Elf School, Music, Community Tents, Santas all listed below in Committee Reports.

Food and Beverage: We need to look at where food trucks are placed, and need to give a price for food trucks instead of just donations.

Hatchet Jacks possibly wants the entire weekend, can possibly put in the concession stand because baseball doesn't want to do it anymore.

Setup and Tear Down: Tear down went pretty smoothly, set up we need more people to help in the week prior to the market.

Welcome Booth: Needs to be more decorated, and we need to get a carpet like for camping. Can we move it a bit closer, if the tree comes down we can put it by the statue? We can get a QR code together and put it across the bridge with a map, the only problem is, sometimes vendors move last minute.

Merchandise: We need to advertise more in advance for what we have.

UPDATES:

We need an ATM at the market. This shouldn't cost us anything.

COMMITTEE REPORTS:

- A. **Parking (Beth O'Malley):** Went smoothly this year. Can we possibly get a portajohn in the parking area and more lighting for next year.
- B. **Entertainment (Erika Winklebeck):** There will be no paid musicians next year. The tree lighting went well. Thoughts for next year are possibly someone from PA Live, Lou the new mayor, or someone from the radio?

Elf school went really well, the tent was great. Next year we'll move to the corner where the Samaritans Purse and Community Tents have been and put Santa next to them.

Santas need to be booked ASAP, we're currently paying \$15 an hour, will have to pay more. Can we have a parade when Santa comes? We can have decorated ATVs and milk carton luminaries along the path, or partway along the path.

- C. **Decorations (Paulette Johnson):** Went really well. People enjoyed having the empty storefronts to take pictures in, as well.
- D. **Vendors (Patti McGonagle):** Everyone had great sales. A few vendors didn't show up last minute, but it worked out due to spots being too wet, too muddy, etc. A few vendor spots were underwater when taking the decorations down, that may be an issue if we have a warm market.
- E. **Volunteers (Mieke Hunting):** We need more adults during the market and the weeks before. Can we use the Endless Mountains guys more to help set up? They do help during setup and tear down and helped with parking.

This year, we're going to try to put the volunteer signups all on one form (or maybe one for each day) instead of one for each job, that makes it too confusing.

Community Tent went well, both tents were full the entire market, and everyone was happy with how they did.

- F. **Finances (Leslie Litwin):** As of January 27th we have \$16,272 in our account, though we don't yet have an electric bill. We're well set up for next years market. We'd like to get 5-6 new storefronts for this years market.

We have to take the deadline for sponsors off the form, deadline will just to be on banners. November 1st for banner deadline this year.

- G. **Advertising (Michelle Ross):** We will need volunteers to put up the signs and get them around town this year. We may want signs for the photo ops, showing what they are. Can we get a website even though we're part of the borough? It shouldn't cost more than \$30.

B. O'Malley made a motion to adjourn the Factoryville Borough Christmas Market Planning Meeting. M. Hunting seconds. All yea.

The regular meeting of the Factoryville Borough Christmas Market Meeting adjourned at 7:30 pm. The next regular meeting will be held February 24th at 6:15 in the Factoryville Public Library.

Respectfully submitted,

Mieke Hunting