

Factoryville Borough
Christmas Market Planning Committee Meeting
June 24, 2025 Page 1

Start Time: 6:24 pm

Members in Attendance: Patti, Carleen, Eleanor, Gary, Leslie, Dehlia, Beth and Steve

Members Absent: Mieke, Paulette, Erika, Michelle

Guests: Amie Burns and Kevin Blasi

Location: Christy Mathewson Park Pavillion

Introductions were made with Amie and Kevin, owners of Vive Studio Photography. Their family members were vendors at previous Markets - Kayla's Cups, Crafty Cups, under Biechler. We did not have them listed as a 2024 vendor but we will look into it.

*** Update: The vendors they thought were at the market last year were not. They must have been at another Market or had the wrong name.

Gary made a motion to accept the agenda, Leslie second. All yea.

Beth made a motion to accept the May minutes, Gary second, All yea.

General Report presented by Patti:

#7

(A) i Sponsor Update - no new sponsors but Constantino's officially added.

(C) Finances - update by Leslie. Information received from Shannon as of 06/17/25

Previous Balance: \$15,967.12

Income +762.00 (\$500 vendors & \$262 CM Days)

Expenses -56.97 Dalton Do It/Materials for Letter to Santa Box

-35.00 Donation to CM Days

New Balance: \$16,657.15

CM Days Recap:

Income: \$162.00

Raffle \$60 12 tickets sold at \$5/ticket Winner: Shirley Staffaroni

Bake Sale \$102 cookies sold at \$1/bag

Expenses: \$35.00 donation

Net Profit \$127.00

Petty Cash Used and Replaced \$100

Miscellaneous:

Gary approved as user of Dalton Do-It account

(B) Updates:

i. Wreaths- Eleanor will head and Mieke to assist

Patti gave handout of Task List with Dates and Responsible Party

Cost \$14 each Sell \$25 each Profit \$11 each less supplies

Ed Novakowski will print tags, Christmas Market to purchase laminating sheets and Borough will laminate.

li. Store Fronts:

Per Gary, he and Herb Beck are still discussing design. We currently have 16 plus 4 used under the Pavillion, a total of 20. Proposed 6 new fronts with improved design.

lii. Leslie Working on Thank You notes for sponsors and will be done by the next meeting.

iv. Vendors:

13 Paid Vendors plus 13 Community Tents = 26 Total to date

Early registration deadline 07/02/2025

Gary spoke with a potential vendor of maple products. We discussed the pros and cons because of the current maple vendor (Loch's). Patti will email business and disclose that we currently have 1 maple vendor but they are welcome to attend this year's market.

(C.) Finances:

i. No committee needs funds at this time.

li. Market Needs:

Brian Davis will loan sound system per Beth

Reiterated cap of \$100 per entertainment act, 5 possible acts including

John Bower,

Johnny D, Jay Travis, Trail Elementary Choir, and the Tunkhannock Choraliers per Mieke. 14 hours of event time to fill. Christmas music will play in the Park when there is no live music.

#9. Map: We scouted around the park to update map, location for Xmas tree and photo ops. Three options for a live tree to be placed. Several Photo ops will be provided throughout the park.

#10. Decorations:

Yes, we want to keep burlap on the fence but perhaps use red or green

Yes, we will be doing the Gnomes on the tall bushes/trees again

Need to add more lights and decorations by the creek and the egg

Additional notes:

Leslie checked with Hatchet Jack to see if they can attend, pending Player's Pub approval

Need to see if German Food truck - Fraulein will be attending this year

Patti dealing with Pete Staffaroni regarding the Sandlot Little League stand next to the

concession stand and their basket raffle.

Authorized \$100 to fix up park bench if deemed repairable

Leslie made the motion to adjourn the Factoryville Borough Christmas Market Planning Committee Meeting, Beth second. All yea. The meeting adjourned at 8:04pm.

Next meeting: Tuesday, July 22, 2025 at the Factoryville Library

Respectfully submitted: Carleen Sawkulich Vice-Chair of the Christmas Market Committee