

# **FACTORYVILLE BOROUGH CHRISTMAS MARKET COMMITTEE**

## **MINUTES**

Factoryville Community Library

March 24, 2026 6:15 PM

1. Call to order 6:16 pm
2. Roll Call
  - a. Present – Missy Bower, Nancy Walters, Paulette Johnson, Eleanor Kane, Leslie Litwin, Patti McGonagle
  - b. Absent – Beth O’Malley, Mieke Huntig, Michelle Ross, Kathy Baumer
3. Agenda additions - none
4. Motion to accept January minutes – Motion – Nancy, 2<sup>nd</sup> – Eleanor – Motion passed
5. Public Comment - none
6. General Report
7. Bills to be paid Previous bills approved by Factoryville Council Members
8. Committee Reports
  - a. Parking (Beth O’Malley) – no report
  - b. Entertainment – Missy Bower
    - i. Santa and Mrs. Claus – both scheduled for entire Market
    - ii. Music – Canned music except for volunteer groups that will be scheduled throughout the weekend
  - c. Decorations (Paulette Johnson) – ideas ongoing
  - d. Vendors (Patti McGonagle)
    - i. 12 vendor applications received as of this meeting.
    - ii. Get licenses and certification of insurance from food and drink vendors
    - iii. Make mopre store fronts – Gary, Mike, and Tom
  - e. Volunteers (Mieke Hunting) – no report
  - f. Finances (Leslie Litwin)
    - i. Total in account – about \$16,000
    - ii. Motion and approval to buy new red tent
  - g. Advertisement (Michelle Ross) – no report
9. New / Old Business
  - a. Talk to Shade Tree about tree and bushes
  - b. CM Day – only if we get certificates from Roba’s for passes
  - c. Think about photo op spots
  - d. Look into different merchandise to sell
10. Adjournment 7:30

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Next meeting: **MAY 26, 2026** 6:15 Factoryville Community Library