

## FACTORYVILLE BOROUGH CHRISTMAS MARKET COMMITTEE

March 25, 2025 Minutes

The Factoryville Borough Christmas Market Committee held their regular planning meeting on March 25, 2025 at the Borough Hall. Gary Evans called the meeting to order at 6:20 pm.

Present

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

Absent

Beth, Michelle

Patti made a motion to add storefronts to agenda, Gary seconds. Adding to number 11(e).

Nancy made a motion to accept the February 25, 2025 minutes. Eleanor seconded the motion. All yea.

7. General Report:

(a) Bylaws: Eleanor makes a motion to accept the bylaws, Erika seconds. All yea. Approved on 25<sup>th</sup> of March 2025.

9. Vendors

(a) Approve new registration form: Add \$220/\$260 options to rental fee. Add line "featuring handcrafted items" after the first line "it will take place on." Add "all booths must have at least 50% handcrafted items" under other requirements. Add borough phone number to form. "While we make every attempt to place you..." line add "Spaces will be available on a first come, first served basis." Will revisit in April, after updated form.

c. How to distribute vendor registration form- through e-mail and facebook. In email, put some bullet points such as "just a reminder, you need to be 50% handmade. It is first come first served pending check and registration form." Everyone will think of bullet points for next meeting. Vendor forms will be sent out by May 1<sup>st</sup>.

10. Finances:

(a). Committee Needs: Parking committee will need new traffic cones. We'll need more battery powered lights, batteries and lanterns for the boots we run. Envelopes, paper and stamps, food for volunteers, gas for generator and propane tanks. Additional storefronts, hooks for hanging lights on storefronts, and additional lights. Portapotties, wood for fires (hopefully an in-kind donation). We also will need a new 'letters to Santa' box, glue sticks, wreath tags, bows and decorations, glue sticks and tape. And advertisements- posters, yard signs, sponsor signs, two

new elf school banners, and billboards. Committees will price out and come back in April with costs required.

#### 11. Map:

(a)- Update map: Possibly move vendors from pavilion and move them to the pickleball court. We can put two vendors in spot 44, and maybe move spaces 45/46 up. We need more places to eat, if we have stools or tables at various places that will help with that.

(b) Place food truck spots: We can place food trucks around spot 7. We'll also need trash cans back there as well. 33 is also a spot for a food truck.

(c) Santa in Elf School Tent?: Santa is going to be in the elf school.

(d) Parks and Rec in 10x10: Parks and Rec need to move from the elf school to their own tent this year. There's no room in elf school, especially with Santa being moved in there.

(e) New storefronts: Gary presented new storefront design with prices. Vo-tech can possibly make them if we get the designs and wood in by early in the year. We can fit 6 of the new storefronts in the sheds.

#### 12. Committee Reports:

(f) – Finance: We've spent \$97.98 for stamps (142 donation letters mailed). Patti donated labels and the borough donated envelopes. Carleen donated paper for the vendor forms (which we may not need if we e-mail all of them.) Leslie will contact Shannon for last year's expenses and what we will have in the budget to start off with.

14. Adjournment: Leslie made 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 adjourned at 8:04 pm.

b. The next meeting will be held April 22nd, 2025 at 6:15 pm in the Borough Hall.

Respectfully submitted,

Mieke Hunting