

The Factoryville Borough Christmas Market Committee held their regular planning meeting on November 25th, 2025 at the Factoryville Public Library. Patti McGonagle called the meeting to order at 6:15 pm.

PRESENT : Patti McGonagle, Beth O'Malley, Leslie Litwin, Mieke Hunting, Paulette Johnson, Erika Winklebeck

ALSO ATTENDING: Eleanor Kane

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

MINUTES: *L. Litwin voted to approve the October 28th, 2025 minutes. P. Johnson seconded. All yea.*

GENERAL REPORT:

UPDATES:

Wreaths: will be delivered Monday, 12/1. We sold 35. Decorating will be 10/1 at 6pm.

EM Volunteers: will be at the market Friday 11-3, possibly Saturday 11-3 also. Storefronts are already down at the park. Pizza will be ordered from Germanas for pickup Friday at noon.

Tree: is getting picked up tomorrow, the lights will be here Saturday.

Entertainment: Everyone is booked, Leslie has checks, they'll be hand delivered at the Christmas market.

Santas: Still need a Santa for Sunday, we have checks for Mrs. Claus and Saturdays Santa.

Merchandise: We'll be selling the red mugs for \$1, blue mugs for \$3 or 2/\$5, and the green mugs for \$7. Gloves will be \$10 and The Ville magnets \$5. We'll give away bags for free Saturday morning as long as they last.

Lanyards: Lanyards are ready to go for both staff and vendors.

Phone Chain: Phone numbers have been updated, phone chain is ONLY for emergencies.

Other: Monday at 1:30 PS Bank will be at the park with a giant check. Meet at pavilion for photo opportunity.

COMMITTEE REPORTS:

- A. **Parking (Beth O'Malley)**: We have the bus but may not need it. Will see how many volunteers are needed. The bus company will invoice for last year and this year, as they never got paid last year. Jimmy got a third light tower, either for at Creekside Park or in the parking lot.
- B. **Entertainment (Erika Winklebeck)**: Mentioned above.
- C. **Decorations (Paulette Johnson)**: We got 5 tables from the SCCTC. This Saturday, November 29th will be the big decorating push.
- D. **Vendors (Patti McGonagle)**: All but 2 have signed up to set up. Sunday we'll hand out forms for next year, along with a survey about the experience this year.
- E. **Volunteers (Mieke Hunting)**: We need more of them. Links went out to the Mens and Womens Civic Clubs, the high school remind system, and all the national honor society and Interact members.
- F. **Finances (Leslie Litwin)**: Balance as of 11/25 is \$21,321.24. About 75% of our bills are already paid, still need to pay the electric and a \$100 VISA card, as well as all bills to be voted on (total of \$5,063.04).

P. McGonagle makes a motion to pay outstanding bills, B. O'Malley seconds. ALL YEA. Motion passes.

G. Advertising (Michelle Ross): Nothing to mention.

NEW/OLD BUSINESS:

Meetings will continue to be the fourth Tuesday of the month at 6:15 in the Factoryville Public Library.

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 7:37 pm. The next regular meeting will be held December 16th at 6:15 in the Factoryville Public Library.

Respectfully submitted,

Mieke Hunting