

The Factoryville Borough Christmas Market Committee held their regular planning meeting on October 28<sup>th</sup>, 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

**ALSO ATTENDING:** Nancy Walter, Eleanor Kane, Kathy Bommer

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

**MINUTES:** *B. O'Malley voted to approve the September 23rd, 2025 minutes. L. Litwin seconded. All yea.*

**GENERAL REPORT:**

**B. O'Malley voted to accept C. Sawkulichs resignation as vice chair, P. Johnson seconds. All yea.**

**B. O'Malley was nominated for vice chair, M. Hunting makes a motion, E. Kane seconds. All yea.**

To Do list: Wreath decorating will be December 1<sup>st</sup> and 2<sup>nd</sup> at the Factoryville Public Library. The fire truck is available from the Factoryville Fire Company for Santas arrival. He will arrive at the market for 7pm. Jeremy Lewan from WNEP will light the Christmas tree if his boss clears it, P. McGonagle will follow up.

The music will be on the deck of the concession stand.

**UPDATES:**

Wreaths: 29 wreaths have been sold, we have bows and pinecones.

Tree: Jimmy will pick up the tree for us, L. Litwin will talk to Belushkis to see if they have something 10-14 feet tall and bushy. We will need the stand as well.

Entertainment: We got an e-mail from the horse and carriage company, we'd need a free roadway, we can't take room out of the parking lot. There is no signed contract and it's too late, we can't have the horse and carriage this year. N. Walter makes a motion to table the horse and carriage discussion, P. Johnson seconds, all aye.

Santas: Mrs. Claus is good for all weekend, we have Santa for Friday and Saturday, still need for Sunday. Various people will reach out to various other people.

Community Tent: There are currently two open spaces.

**FINANCES:**

The current balance in the fund as of October 22<sup>nd</sup>, 2025 is \$22,115.76. This includes \$1,155.00 income since September 19<sup>th</sup> from sponsorships, vendor fees, and one wreath sale. This does not include bills for advertising, store front supplies, tents, portalavs, electric bill. The borough paid the electric bill last year, the Christmas market will pay this year.

We'll need petty cash for the merch tent and money boxes, \$200 for that and \$200 for emergencies. E. Kane makes a motion, N. Walters seconds. All aye.

**BILLS TO BE PAID:** \$595 to Happenings Magazine and \$500 for Endless Mountains for advertising to come from the grant, \$1163.47 to Dalton Do It Center for store front supplies.

M. Hunting makes a motion to pay the bills, P. McGonagle seconds. All aye.

**MERCHANDISE:** We've decided to order gloves, cost will be around \$5 each and we'll charge \$10. There will be no new mugs this year. The Mens Civic Club will again take older mugs and sell them with their chili, Marks Nut Hut may as well.

E. Kane makes a motion to order gloves, P. McGonagle seconds. All aye.

**ADVERTISING:** The yard signs will go out after election day, the big signs will go up at the Dunkin in Tunkhannock and O'Hora Eye Care in Clarks Summit around the 22<sup>nd</sup>. M. Ross will begin posting vendor spotlights on facebook soon.

**VOLUNTEER UPDATE:** The sign-up genius lists will go live on October 24<sup>th</sup>. Those links will be posted on facebook, sent to the mens and womens civic clubs, and Mieke will send them to the school to be posted on their Remind.

Patti ordered lanyards for the vendors and volunteers, they'll be here Friday.

We'll need food for the volunteers from Endless Mountains Rehab, decided to get a tray of hoagies from Germanas, and water and chips from Gerritys with the gift card they sent us. Patti will talk to Gary about a date for them to come out and help.

**COMMITTEE REPORTS:**

- A. **Parking (Beth O'Malley):** No report.
- B. **Entertainment (Erika Winklebeck):** Mentioned above.
- C. **Decorations (Paulette Johnson):** No report.
- D. **Vendors (Patti McGonagle):** The donut guy can only come on Sunday, can we possibly put him across from the end of the path?
- E. **Volunteers (Mieke Hunting):** Mentioned above.
- F. **Finances (Leslie Litwin):** Mentioned above.
- G. **Advertising (Michelle Ross):** Mentioned above.

**NEW/OLD BUSINESS:**

None.

***M. Hunting made a motion to adjourn the Factoryville Borough Christmas Market Planning Meeting. E. Kane seconds. All yea.***

The regular meeting of the Factoryville Borough Christmas Market Meeting adjourned at 8:03 pm. The next regular meeting will be held November 25<sup>th</sup> at 6:15 in the Factoryville Public Library.

Respectfully submitted,

Mieke Hunting