

The Factoryville Borough Christmas Market Committee held their regular planning meeting on September 23<sup>rd</sup>, 2025 at the Factoryville Public Library. Patti McGonagle called the meeting to order at 6:15 pm.

**PRESENT:** Michelle Ross, Patti McGonagle, Beth O'Malley, Leslie Litwin, Mieke Hunting, Carleen Remick, Erika Winklebeck, Paulette Johnson

**ALSO ATTENDING:** Diane Dalton, Nancy Walter, Mayor Gary Evans, Eleanor Kane, Brandon Smith, Missy Bower

**AGENDA:** *M. Bower voted to approve the agenda, N. Walter seconded. All yea.*

**MINUTES:** *M. Bower voted to approve the August 26<sup>th</sup>, 2025 minutes. E. Kane seconded. All yea.*

**PUBLIC COMMENTS:** Brandon Smith talked about how at the bigger craft shows that he's been apart 70 percent of the vendors stay in the same place, and 30 percent move spaces each year. He'd like for vendors to stay under the pavilion.

#### **GENERAL REPORT:**

**Sponsor Updates:** P.S. Bank and Litwins Funeral Home are new sponsors. L. Litwin will get thank-you notes out to the new sponsors and they'll be all caught up.

**Vendor and Food Updates:** There are currently no open vendor spaces and we have a wait list. The community tents are filling up. We have no food truck payments yet, but they are committed. We have mini donuts, Smoked and Sauced, Notis the Greek Guy, Lupo Russo pizza for food trucks.

#### **UPDATES:**

**Wreaths:** We've sold 17 out of 50 so far, P. McGonagle has collected pinecones. M. Hunting has started working on designing and printing the tags.

**Storefronts:** They were worked on today, and with two more work days will be completed. There will be 6 new ones and standard pop-up tents will fit inside. We'll have 22 storefronts total. The new ones will go over by the egg. The Factoryville Mens Civic Club donated the materials for the 6<sup>th</sup> storefront because we would be over budget.

**Tree:** Beth spoke with Bennys Tree Farm, they're looking to see what they have for a tree. They'll deliver and secure it, and they have a metal tree stand that will go into the ground. If we put the tree by the basketball court, we can also secure it by attaching it to the fence. Behind the backstop could also work. Have no idea on price yet, but it will be 12 foot tall max.

**Decorations:** Delia is working on ideas, but needs to check on how previous years decorations have held up in storage. Lights also need to be checked, that will happen in October. Perhaps Kevin Davis can donate greenery to donate. We will have both new and old photo spots.

Entertainment: John Bower is playing 6-9 Friday night, Jay Travis is playing 1-2 Saturday, and the elementary choir is singing from 3-3:45 Saturday. Johnny D and Clamdog are also going to play, but no set times yet.

*Erika will ask for invoices by the end of October (including in-kind donations).*

Santas: We currently have zero Santas, though we're possibly good for Friday night. M. Bower will post on facebook looking, and will also reach out to the Factoryville Fire Company and Kathy Bommer to ask about their Santa. M. Hunting and E. Winklebeck will also reach out to potential Santas. We're paying \$15 an hour.

### **FINANCES:**

The balance on the financial narrative report as of September 18<sup>th</sup> does not include anything approved last month or the storefronts, including the lightbox, signs, and portapotties. We will need ALL expenses or invoices in October in order to get things voted on and paid out in time.

### **BILLS TO BE PAID:**

\$704.41 Reimbursement to M. Ross for signs. C. Remick makes a motion to approve a check, M. Hunting seconds. All aye.

### **ADVERTISING:**

We need to order thank-you signs and the rest of the decoration banners by November 15<sup>th</sup> at the latest. We'll be putting ads in Happenings Magazine, the Endless Mountains Visitors Bureau brochure, the 2026 Endless Mountains Visitors Bureau magazine, and the New Age Examiner and Scranton Times.

***E. Winklebeck makes a motion to approve a budget of \$3221.50 for advertising, including signs already ordered. E. Kane seconds. All aye. The newspapers will invoice the borough directly.***

### **VOLUNTEER UPDATE:**

The sign-up genius lists are done but not yet live. The vendor set-up sheet still needs to be setup.

### **COMMITTEE REPORTS:**

- A. **Parking (Beth O'Malley):** No report.
- B. **Entertainment (Erika Winklebeck):** Mentioned above.
- C. **Decorations (Paulette Johnson):** Mentioned above.
- D. **Vendors (Patti McGonagle):** Mentioned above.
- E. **Volunteers (Mieke Hunting):** Mentioned above.
- F. **Finances (Leslie Litwin):** Mentioned above.
- G. **Advertising (Michelle Ross/Carleen Remick):** Mentioned above.

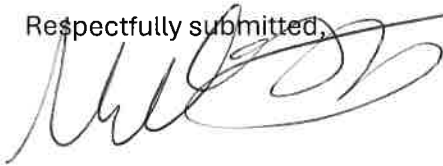
**NEW/OLD BUSINESS:**

Maps: Around the baseball field is now gravelled, can we possibly add more vendors back there? They would need electricity. We could possibly put picnic tables around the back of the grill pavilion.

***M. Hunting made a motion to adjourn the Factoryville Borough Christmas Market Planning Meeting. B. O'Malley and N. Walter second. All ye.***

The regular meeting of the Factoryville Borough Christmas Market Meeting adjourned at 8:03 pm. The next regular meeting will be held October 28<sup>th</sup> at 6:15 in the Factoryville Public Library.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Mieke Hunting', written over a horizontal line that extends across the page.

Mieke Hunting