

Richmond Parade and Fireworks Committee

June 15th, 2023, Minutes

Town Center

Call to order: Sue Glennon 7:04

In Attendance: Sue Glennon, Jay Furr, Stephanie Hartsfield, Chris Jenkins, Justin Spence, Amanda Cobb, Rebecca Roose, Reggie, Brian

1. FoodTrailer - Sue -
 - a. Sue asked about the process for selling the food trailer.
 - b. Jay said it would be advertised in 3 places: Facebook Marketplace and Craig's List, and the town listserv - Muni..
 - c. Sue asked about timing. It is dependent on taking photos, writing up a description and accurate inventory of the status.
 - d. Sale of fryolators will be done separately.
 - e. Sue and Amanda will get a description and any receipts to Jay to write a draft listing for bids. Jay will show to the town lawyer for approval and then list.
 - i. Committee needs to agree on a floor bid.
 - ii. Stefani asked if there was a required number of places to post by town regulation. No need to post in more places than required since we have interest.
2. Flagger Training
 - a. Committee meeting will happen at 6:00 p.m. on 6/22 in order to accommodate the Flagger training at 7:00 p.m. no charge.
 - b. Jay has collected several people to be flaggers for the 4th. He has 4-5 confirmed.
 - i. [Need 5 more.](#)
 - c. Need people in the morning on E. Main, W. Main, Bottom of Jericho, Past RES entrance, Round church, Lemroy court.
3. Float Prizes
 - a. Sue asked about adding prizes for the walking float category - everyone agreed
 - b. Will give the same prize amount as horses: 25, 50, 75
 - c. Jay is going to find out how Sue and Amanda can access petty cash for supplies. He will double check with Connie.
 - d. Parade sign ups are going well: currently at 15: [Parade Spreadsheet: https://docs.google.com/spreadsheets/d/14djqs4tSpdOml7N1ag-zvOj2EStCxb3hoH4iXu6Rxq4/edit?usp=sharing](#)
4. Fundraising Page for Fourth of July events: Status and updates
 - a. GoFundMe (<https://gofund.me/2dd25041>) - Jay
 - i. [currently have \\$147 dollars](#)

- ii. Jay will make edits to make it more about the whole day of festivities in addition to the stage and karaoke.
 - iii. The funds will go to the Town of Richmond at Connie Bona's email address. She can earmark the funds to go to the Fourth
 - b. Donations - Rebecca
 - i.
- 5. Review overall progress on [event planning](#) -- Sue
 - a. Electricity:
 - i. Bryan needs 2 outlets in a 20 amp circuit
 - ii. Justin needs an outlet for the bouncy house and obstacle course (2-3)
 - iii. Amanda and Justin will check the number of outlets
 - b.
- 6. Vendor Sign Ups
 - i. **Vendor Application Spreadsheet:**
<https://docs.google.com/spreadsheets/d/1DUqG0CYGtfyh2KVLQYW9KcJT2hNYwn0MyiwMRXtdpG8/edit?usp=sharing>
 - ii. Do the sign up sheets send an automatic confirmation when people sign up? If not, can they?
 - 1. Stefani will get back to Duncan about confirmations to vendors
- 7. Review [Inventory List](#) - what items need repair/ who is responsible - Amanda / Justin
 - a. Amanda - After the fourth make sure everything is in the utility trailer in one place
 - b. Misting Tents
 - i. The tents need to be tested and repaired. See if they are in working order.
 - ii. Sue called for a motion to approve selling the fry wagon to buyer for \$2400. Unanimous vote, all in favor.
 - iii. Jay will talk to Connie and Josh about the actual transaction.
- 8. Richmond Home Supply Account is open
 - a. Sue ordered the tables and chairs
- 9. Marketing
 - a. Jay and Chris printed out the new flyers, Rebecca thanked them
 - b. Rebecca walked the town for a couple hours asking for donations and passing out flyers.
 - c. Talked to Keith at Northfield. He is talking to the team about donations.
 - d. Huntington Homes verbally committed to donating

- e. Rebecca is trying to reach Dan at Richmond Supply
- f. Chris said that there will be banners on the bottom half of the stage with the logos of all of the businesses who donate.
- g. Richmond Dental - checking with owner

10. Meeting adjourned: 8:10