

Richmond Fourth of July Committee minutes

Attendees: Donna Niquette, Sue Glennon, Chris Jenkins, Rebecca Roose, Julie Wahlin, Harland Stockwell, Justin Spence

June 11, 2026

Call to order: 7:11

Agenda

1. Approve minutes - all in favor.
2. Business Solicitation updates -
 - a. Richmond Home Supply - \$500 ck received
 - b. Katie - \$250 Silver - Clearspot Communication Consulting. She is interested in running karaoke for next year.
 - c. Richmond Market gave a \$100 gift card to help with supplies
3. Coin drop update -
 - a. The town requires that all coin drop (or any) volunteers sign the volunteer form for the town. The coin drop policy was handed out and reviewed. All members of the 4th of July committee signed the volunteer form even though we are already signed volunteers with the town of richmond.
 - b. Cones - 12 from town, 12 from Justin's business, might have some in trailer.
 - c. All supplies need to go in Sue's car tonight.
 - d. Justin reviewed the state policy for signage on the state highway for having a coin drop. He is making sure we have the appropriate number of signs and cones.
 - e. There is only 1 volunteer signed up to help. We will try and recruit some more. If we can't we will reduce the number of streets collecting.
4. Financials
 - a. Reviewed statements sent in by Duncan for the current month
 - b. Stefani updated that she talked to Josh and he clarified that the committee is selectboard approved to spend up to \$6000 of our funds for this year's 4th of July event. If we need more than that we would need to go back to the selectboard. Any donations/sponsors that are received go into the 4th of July account to support the funds. No deductions from the \$6000 approval are made.
 - c. Donna added that if people need reimbursement for receipts/expenditures, the process does take a while. All expenditures need to be approved by the selectboard and then the town cuts checks every 1 or 2 weeks.
5. Vendor update
 - a. Stefani will print the updated vendor list for next meeting to give to Justin for space and power planning.
6. Marketing
 - a. Front Porch Forum gold member announcements have been met. Need to add Richmond Home Supply now that they are a gold sponsor.
 - b. Julie, Rebecca, Stefani, - hang flyers
 - c. Wording for marketing in kids' games is being clarified:

- i. Prizes for Kids Games - **Niquette Family in Memory of Rick Niquette**
 - ii. Kids Games - **Spark Studios**
 - d. Rebecca will ask chris to print banners with all logos
- 7. Kid's Game Area
 - a. Misting tent & supplies - ordered and received by Donna. Received ribbons as well.
 - b. Spark is in communication and planning the kids game area and activities
 - c. Donna will order the raffle tickets
- 8. Other Items:
 - a. Justin shared that the Car show will happen next year. Chris Howland, Mark Howland, Aaron Howland will run it in the 2027 Car Show.
 - b. Sarah George:
 - c. Wild at Heart - Lisa - no charge since they are donating
 - d. Petra Cliffs is also no charge on the vendor form since they are donating
 - e. Tables and chairs - Sue will order.
 - f. Julie - ask Duncan for Vendor needs, post flyer on Town website
 - g. Town Band - Luke Walter's dad used to be in the band. Stefani asked Luke to see if he/they are interested.
 - h. Remind Farmer's Market to not park cars on 7/3, so that we can set up.
 - i. Cousino Performance noted on their parade entry that they would like to be a gold sponsor. Rebecca will follow up.

Next meeting June 18th, 7pm
Adjourned 8:15pm

Schedule

10:30am Northfield Savings Bank Fun Run

10:35-11:00am - Parade

11:00-2:00pm - Games, raffles, food vendors, bouncy houses + more

1:30pm+ - DJ & Music

Dusk/9:15 - Fireworks