

Richmond Fourth of July Committee minutes

Attendees: Donna Niquette, Sue Glennon, Rebecca Roose, Julie Wahlin, Justin Spence, Tommy Carpenter, Stefani Hartsfield, Chris Jenkins, Harland Stockwell, Norman

July 2, 2026

Call to order: 7:00

Agenda 7pm

1. Approve minutes - meetings approved by all in attendance
2. Financials
 - a. Sue and Tommy reviewed financials received from Kate
 - b. Record setting year for fundraising! Great support from the community
 - c.
3. Vendor update
 - a. 21 Vendors signed up for Saturday
 - b. Justin, Chris and Amanda - are transferring all of the vendor information to the map on July 3
 - c. Vendor form was shut down on July 1, Moose mountain maple came in after that day. Justin and Chris will add.
 - d. Spark emailed to confirm their 12x12, water and power. Confirmed by Justin.
 - e.
4. Float
 - a. 36 floats are registered
 - b. MMCTV would like a list of the floats and their number so that they can announce them as they come through and get the names correct. Rebecca responded to Angelike and said that many people sign up the day of the parade, so it's really hard to give a full list. Rebecca sent her all of the entry names we have. Numbers are assigned the day of.
5. Marketing
 - a. Chris made Venmo banners to hang up. 16 in 12x18
 - b. Seven days calendar of events has the Richmond Fourth of July listed with a photo! Northfield Savings Bank is tagged in everything
 - c. Tommy is checking facebook is almost 1000 followers
 - d. Spark Studios made a really nice post on Instagram so it was cross posted to facebook. The Richmond Police made a nice post that was also reposted.
6. Volunteers
7. July 3rd set up - trailer moving around 4ish. 1 volunteer signed up from 4-5. No other volunteers signed up to help with set up on Friday but that should be fine since we have to do less day before set up because of the farmers market.
8. Tommy called Amtrak to put in the slow train order. He could not get through. He also sent an email. Norman will stand near the railroad tracks.
9. Question received about handicapped parking. Julie is emailing back that Craig is monitoring that and all accessible parking is at the volunteer green lot.

Next meeting - Thursday, July 16th 7pm.

Motion to adjourn, Julie. All in favor. Meeting adjourned.

Agenda

1. Approve minutes - all in favor
2. Business Solicitation updates - 2 have not paid vendor fees.
 - a. \$4900 in sponsors
 - b. \$1050 in vendor fees
3. Financials -
 - a. Venmo - \$2057 deposit includes some sponsorship and coin drop.
 - b. \$12,600 = previous yr balance + sponsors + donations.
 - c. All reimbursements/cash payout for bank for selling water/soda and have cash need to get approved at the select board meeting.
 - d. Need to get an invoice from Chris for printing.
 - e. Make Venmo signs to hang - Chris can laminate
 - f. Make announcement right before fireworks that this year might be our last year to have them due to rising costs.
4. Vendor update - 18 Vendors!
5. Marketing - need an ad in the Times Ink, need to give a receipt for taxes. Find&Go Seek, Seven Days, FPF - posted
 - a. Talk to the radio on Monday.
6. David Sanders will give us 4 golf carts to use.
7. Casella will give us another dumpster(2 in total) and the town has 2. So we will have 4.
8. Judges - all set
9. P&P all set
10. Fun Run (Heather) - put a cruiser above CHMS and will drive behind the last runner.
11. Mary Houle - Sarah George - Drag Queens in parade wants to know if we address it having them in parade bc she could not post on FPF.

Next meeting: 7/2 Thursday 7pm, then meet 7/3 at 5:00 for set up.

Adjourn: 7:50pm

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