

**Minutes from March 12, 2012, 7:30pm Rhythm & Ribs and NCF Meeting
Held at Utica High School Cafeteria**

R&R Announcements/Decisions

- Next meeting date will be: Thursday, April 5th, 7:30p.m. in the high school cafeteria; meetings will be weekly beginning April 5th until Thursday, June 7th.
- There are 10 meetings remaining before the event!!!
- Here are decisions regarding the event. These will remain part of each minutes document so we do not re-hash these decisions in subsequent meetings:
 - R&R will be a 1 Day event this year, June 16th, 2012, at the Hartford Fairgrounds and camping Friday and Saturday night will be accommodated
 - The Fairgrounds should be available for the R&R event on the 3rd Saturday in June each year
 - Gates will open Saturday at 8:00 a.m. and the event will close down at midnight Saturday
 - The To-Be-Named 5K Trail/Cross Country Run will be held Saturday morning (June 16th) at the Fairgrounds, cost is \$25 per runner (t-shirt guaranteed if registered by June 9th), registration will be 7:45 a.m. to 8:45 a.m. (special gate will be open for racers); the race will begin at 9:00a.m.
 - R&R Admission price will be \$10 per person (5 & Under are free); No fee will be charged for parking
 - No food tickets will be required for purchasing food - cash only. Food vendors and non-food vendors will pay a flat rate for their spot for the day. Food vendors may sell beverages (Pepsi only is our assumption as the Fairgrounds has a contract with Pepsi)
 - Poker Run host is Fire & Iron Cycle Club; First bike out around 11:00 a.m. Saturday, last bike out around noon; 65 mile run; back in around 3 or 4p.m. Riders will be \$25.00 per bike / \$10 extra person (this get them into R&R); \$10.00 per bike a night for camping (2 bikes per site); requesting 40 sites together near mud bog area; biker games Saturday 6 to 8 p.m. – need location that will not disrupt bands; bike route into fairgrounds will be the same as last year; bikers may camp Friday night and Saturday night (same as all others); looking into accommodating Friday night beer garden and entertainment for their group only (they would provide security)
 - Food vendors will pay a flat \$150 per space; non food vendors will pay \$50 for a space with electric and \$40 for a space without electric
 - Northridge agreed to provide breakfast for sale Saturday morning; we are checking to see if they would like to be there all day
- Treasurer’s Report – Peg Carpenter
 - Skipped this week

Followed the check list below:

NS = Not Started, IP = In Progress, C = Complete				
<i>Proposed</i>				
<i>Budget</i>				
\$ 500	<u>To-Be-Named 5K Trail Run – Julie VanWey & Nancy Welu</u>			
	C	Decide on race type (5K trail run)	IP	Obtain Prizes (Nancy is researching medals)
	NS	Map out course	NS	Determine add'l insurance req's
	C	Establish waiver form (Julie distributed on 3/12)	NS	Approve Flyer (complete unless we want another one)
	IP	Distribute flyers (do we want a separate one?)	IP	Determine volunteer needs (early estimate is 15 people from 7:45 to race completion, awards and clean up = ~ noon)

\$ 1,000	<u>Marketing & Advertising – No lead</u>			
	NS	Create "Logo/R&R Brand"		NS Print post cards, flyers, posters, etc...
	C	Establish Budget (budget is set at \$1,000 or less)		IP Contact community calendars (radio, tv, newspapers)
	IP	Find least cost provider for printing		NS Propose print, radio, tv advertising – Doug Pricer confirmed he will advertise May 13 th through June 15 th and be on site 10 to 7 the day of the event
	NS	Print tickets		IP Identify free promotion opportunities (Mr. Friezel suggested we get a pick up truck in the 5/26 parade and hand out flyers)
\$ 300	<u>Food Vendors – John Wolfe</u>			
	C	Establish vendor fee (John set it at \$150)		NS Obtain health permit
	C	Revise waiver form (complete, needs sent to Pam)		IP Determine vendor locations
	IP	Establish vendor list		
\$ -	<u>American Freedom Lodge & WWII Vintage Equipment - Rob Pierpont & Jeff Moseley</u>			
	IP	Identify participants (Jeff continues to work on this)		IP Determine if use of 'blanks' is allowed (pending fair board meeting on 3/19)
	C	Summarize highlights for advertising (military youth obstacle course, military surplus items for sale, live military encampment with period weapons on display)		C Determine if camping w fire pits is allowed (decided to use camp stoves instead)
	IP	Establish location for encampment/displays		
\$ 60	<u>Non Food Vendors – Bobbi Martinsen and Deanne Shaw</u>			
	C	Establish vendor fee (\$50 w/electric; \$40 without)		IP Establish vendor list (Bobbi and Deanne are busy attending shows and have sent mass e-mails)
	C	Revise waiver form (done, needs sent to Pam)		IP Determine vendor locations
\$ 750	<u>Kid Zone – Carrie Hoffer-Bates</u>			
	IP	Identify Kid Zone Participants (Dave Laymon, Neos, and bounce house are confirmed; many activities/vendors planned are yet to be confirmed)		IP Arrange for inflatables, etc...
	IP	Identify Volunteer Requirements		
\$ 1,200	<u>Parking, Security and Trash – Tom Cooper</u>			
	NS	Establish trash pick up		
	IP	Define security force needs		
	IP	Contact scooter vendor		
\$ 500	<u>Fairgrounds Rental Agreement – Gary Stradley</u>			
	IP	Pay Deposit/Sign contract (deposit check		

		voted/approved in February meeting)			
	IP	Determine buildings & equipment we will need			
\$ 200	<u>Camping – Cathy Holton</u>				
	NS	Determine camping fee	NS	Decide how campers will be charged admission	
	NS	Put form on web site	NS	Identify volunteer needs	
	NS	Get camping license from health dept			
\$ -	<u>Volunteers – Pam Vickers</u>				
	NS	Compile list of needed volunteers			
	NS	Find volunteers for all needs			
	NS	Train volunteers			
	NS	Publish volunteer list			
\$ 500	<u>Beer Garden – Debbie Hiles</u>				
	NS	Obtain beer permit	NS	Identify volunteer needs	
	IP	Establish beer garden boundaries	NS	Identify table/chair needs	
	NS	Identify Tent needs (Jodi will call Ted Handel)			
\$ 7,500	<u>Entertainment - Jodi Mueller</u>				
	IP	Identify Emcee	NS	Identify volunteer needs	
	IP	Identify performers (confirmed bands are: Heidi Sage Robb Stephenson Hillbilly Express Dark Side of the Moon)	IP	Establish entertainment schedule	
			IP	Arrange for sound technicians	
\$ 250	<u>Poker Run - Lori Stradley</u>				
	IP	Identify volunteer needs (see decisions at the beginning of the minutes)			
\$ 1,000	<u>Insurance - Lenae Marston</u>				
	NS	Arrange for policy			
\$ 1,000	<u>Lights, Portable johns and Generator – Karston Harris</u>				
	IP	Portable lights & Generator			
	IP	Portable bathrooms			
<u>\$ 13,260</u>					

Miscellaneous Announcements:

- Please attend Monday night’s board meeting and April’s board meeting
- Newton’s Annual Art Auction is this Friday, call the school if you wish to reserve a meal
- Remember the NCF web site can be used for advertising such events

NFCF Meeting - Announcements/Decisions

- Reviewed the sponsorship packages, made revisions, Peg will publish this week