

**Minutes from April 5, 2012, 7:30pm Rhythm & Ribs and NCFC Meeting
Held at Utica High School Cafeteria**

R&R Announcements/Decisions

- Next meeting date will be: Thursday, April 12th, 7:30p.m. in the high school cafeteria; meetings will be weekly beginning April 5th until Thursday, June 7th.
- There are 9 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 Rhythm & Ribs 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 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 will provide food all day from their building
- Treasurer’s Report – Peg Carpenter
 - \$30,506.34 is in the account
 - Must have invoices for vendors, etc... that need paid (no verbal)!
- Miscellaneous Notes:
 - Provide vendor lists to Pam by May 1st for inclusion on web site, Facebook and possible inclusion in radio ads
 - Gary is working with Fair regarding stage cover use

Followed the check list below:

		NS = Not Started, IP = In Progress, C = Complete		
Proposed				
Budget				
\$ 500	Rhythm & Ribs 5K Trail Run – Julie VanWey & Nancy Welu			
	C	Decide on race type (5K trail run)	IP	Obtain Prizes (Nancy is researching medals)
	IP	Map out course (Mr. Maher will assist)	NS	Determine add'l insurance req's
	C	Establish waiver form (Julie distributed on	C	Approve Flyer (complete unless we want another

		3/12)		one)
	C	Distribute flyers (no separate flyer; registration form will be distributed)	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 – Lori Stradley/Lenae Marston & Megan Holton</u>			
	C	Create "Logo/R&R Brand" (using Becki's art work on ticket for the time being)	IP	Print post cards, flyers, posters, etc...
	C	Establish Budget (budget is set at \$1,000 or less – other unused budget can be used to supplement this area as it is key)	IP	Contact community calendars (radio, tv, newspapers)
	C	Find least cost provider for printing	IP	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
	C	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)	IP	Obtain health permit
	C	Revise waiver form (complete, needs sent to Pam)	IP	Determine vendor locations
	IP	Establish vendor list (5 non BBQ stands are confirmed including typical fair food; 4 BBQ vendors – The Smoke Shack Myranda Mae's BBQ Big Pappy's BBQ The Smokehouse Depot and Pub)	IP	Identify food provider for VIP tent (Michelle Bricker secured tent for this)
\$ -	<u>American Freedom Lodge & Military Living History - Rob Pierpont & Jeff Moseley</u>			
	IP	Identify participants (Jeff continues to work on this – WWI & II soldiers, German soldiers, possible Civil War soldiers, 4 surplus vendors artillery owners)	C	Determine if use of 'blanks' is allowed (should be fine)
	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)
	C	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 (13 vendors are committed; Bobbi and Deanne are busy attending shows and have sent mass e-mails; hoping to double or triple this number)
	C	Revise waiver form (done, on the web site)	IP	Determine vendor locations (Bobbi and Dee will work with Gary to do a site visit; John will go along

					to sprinkle food vendors in as they requested)
\$ 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; K9, skill games – boys b-ball to assist/run)		IP	Arrange for inflatables, etc...
	IP	Identify Volunteer Requirements		IP	Send Peg info for \$20 banner
	C	Identify Miss R&R Judges/get form to HS & Ctec			
\$ 1,200	<u>Parking, Security and Trash – Tom Cooper/Dave Bricker</u>				
	NS	Establish trash pick up			
	IP	Define security force needs (no overnight security is required)			
	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>				
	IP	Determine camping fee (fees initially set at \$30; evaluating increase; pumping will again be available for \$20)		NS	Decide how campers will be charged admission
	IP	Put form on web site		NS	Identify volunteer needs
	IP	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>				
	IP	Obtain beer permit		NS	Identify volunteer needs
	IP	Establish beer garden boundaries		NS	Identify table/chair needs
	IP	Identify Tent needs (Ted contacted)		IP	Send Peg info for \$20 banner
				C	Identify provider, items to sell, price (Matesich, Bud Light, etc.. wine coolers; \$5 per 20 oz cups)
\$ 7,500	<u>Entertainment - Jodi Mueller</u>				
	IP	Identify Emcee (Joel Riley on board for 4pm to close/still working on emcee for early part of the day – Joel is working on promoting the event with all 6 of the stations in the 610 family)		NS	Identify volunteer needs

		Identify performers (confirmed bands are: Heidi Sage Frosty Morning Hillbilly Express Robb Stephenson The John Shumate Band Blackhorse McGuffey Lane Dark Side of the Moon)			
	C			C	Establish entertainment schedule (complete – see website for times)
				IP	Arrange for sound technicians
\$ 250		<u>Poker Run - Lori Stradley</u>			
	C	Identify volunteer needs (see decisions at the beginning of the minutes) – Lori indicates they will not need additional volunteers		C	Determine location needs (using 4H pavilion for lunch; see notes above for other areas)
\$ 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 and stand alone hand sanitizers (requesting one for Kid Zone)			
<u>\$ 13,260</u>					

Miscellaneous Announcements:

- Please attend April’s board meeting

NFCF Meeting - Announcements/Decisions

- Voted to approve \$2,150 for sound and band payments (Julie motioned, Pam seconded, all were in favor)