

**Minutes from April 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 19<sup>th</sup>, 7:30p.m. in the high school cafeteria; meetings will be weekly beginning April 5<sup>th</sup> until Thursday, June 7<sup>th</sup>.
- There are 8 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 16<sup>th</sup>, 2012, at the Hartford Fairgrounds and camping Friday and Saturday night will be accommodated at \$35 per night/site.
  - The Fairgrounds should be available for the R&R event on the 3<sup>rd</sup> 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 16<sup>th</sup>) at the Fairgrounds, cost is \$25 per runner (t-shirt guaranteed if registered by June 9<sup>th</sup>), 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. Pre-sale ticket pricing (through June 14<sup>th</sup>) will be \$8 at select PNB locations, Tri-Phase and St. Louisville Village Market.
  - 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
  - \$32,089.11 is in the account
  - Must have invoices for vendors, etc... that need paid (no verbal)!
- Miscellaneous Notes:
  - Provide vendor lists to Pam by May 1<sup>st</sup> for inclusion on web site, Facebook and possible inclusion in radio ads
  - Gary is working with Fair regarding stage cover use
  - Julie and Nancy attended a race in Heath which provided lessons learned. Lori Torrens and Alicia Coad also attended and may assist with our race
  - Suggestion made by Carrie to see if we can raffle a trip to Memphis (BBQ Capital)
  - Suggestion by Cathy to invite Matthews Ford to bring cars for test drives (NCF receives flat fee per test drive). She agreed to contact them about coming to the event
  - Dee agreed to investigate Energy Co-op grant and Kohl's for Kids grant
  - Megan presented ad proposal staying within budget to include on line ads with Mt. Vernon News, Advocate and printing via A Printed Impression

Followed the check list below:

		NS = Not Started, IP = In Progress, C = Complete		
<b>Proposed</b>				
<b>Budget</b>				
\$ 500	<b><u>Rhythm &amp; Ribs 5K Trail Run – Julie VanWey &amp; Nancy Welu</u></b>			
	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 3/12)	C	Approve Flyer (complete unless we want another 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	<b><u>Marketing &amp; Advertising – Lori Stradley/Lenae Marston &amp; Megan Holton</u></b>			
	C	Create "Logo/R&R Brand" (using Becki's art work on ticket for the time being)	IP	Print post cards, flyers, posters, etc... (flyers & posters will be brought to the 4/19 meeting)
	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) – Megan developed letter and is beginning to identify recipients
	C	Find least cost provider for printing (Megan identified a donor for some printing, other printing done via Printed Impression)	IP	Propose print, radio, tv advertising – Doug Pricer confirmed he will advertise May 13 <sup>th</sup> through June 15 <sup>th</sup> and be on site 10 to 7 the day of the event
	C	Print tickets (Pam has files – will print additional as needed)	IP	Identify free promotion opportunities (Mr. Friezel suggested we get a pick up truck in the 5/26 parade and hand out flyers)
\$ 300	<b><u>Food Vendors – John Wolfe</u></b>			
	C	Establish vendor fee (John set it at \$150)	IP	Obtain health permit (John will provide list to health department)
	C	Revise waiver form (complete, needs sent to Pam)	IP	Determine vendor locations (John, Dee and Bobbi have conferred on this; need to do this with Carrie)
	C	Establish vendor list – this is done (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)	C	Identify food provider for VIP tent – Myranda Mae's will be providing food for the VIP tent (Michelle Bricker secured tent for this)
\$ -	<b><u>American Freedom Lodge &amp; Military Living History - Rob Pierpont &amp; Jeff Moseley</u></b>			
	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	C	Determine if camping w fire pits is allowed (decided to use camp stoves instead)

		surplus items for sale, live military encampment with period weapons on display)			
	C	Establish location for encampment/displays			
\$ 60	<b><u>Non Food Vendors – Bobbi Martinsen and Deanne Shaw</u></b>				
	C	Establish vendor fee (\$50 w/electric; \$40 without)	IP		Establish vendor list (~21 vendors are committed/payments should trickle in; Bobbi and Deanne are busy attending shows and have sent mass e-mails; hoping to double this number; great responses received from their last show visit)
	C	Revise waiver form (done, on the web site)	IP		Determine vendor locations (Bobbi and Dee and John did a site visit; John working to sprinkle food vendors in as they requested)
			IP		Need Karston’s assistance to make more electric available in arts & crafts vendor building
\$ 750	<b><u>Kid Zone – Carrie Hoffer-Bates</u></b>				
	IP	Identify Kid Zone Participants (Dave Laymon, Neos, K9, basketball skill games, pony rides, coloring station and bounce house are confirmed; many activities/vendors planned are yet to be confirmed; climbing wall from Army recruiting office, Build a Bear, etc.)	IP		Arrange for inflatables, etc...
	IP	Identify Volunteer Requirements (Pam requested assistance for kid zone with coaches)	C		Send Peg info for \$20 banner
	C	Identify Miss R&R Judges/get form to HS & Ctec			
\$ 1,200	<b><u>Parking, Security and Trash – Tom Cooper/Dave Bricker – not at 4/12 meeting</u></b>				
	NS	Establish trash pick up			
	IP	Define security force needs (no overnight security is required)			
	IP	Contact scooter vendor			
\$ 500	<b><u>Fairgrounds Rental Agreement – Gary Stradley</u></b>				
	IP	Pay Deposit/Sign contract (deposit check voted/approved in February meeting)			
	IP	Determine buildings & equipment we will need			
\$ 200	<b><u>Camping – Cathy Holton</u></b>				
	C	Determine camping fee (\$35/night/site; except for Poker Run participants – see above; pumping will again be available for \$20)	NS		Decide how campers will be charged admission (last year they were sold tickets at time of check in – is that going to be the approach this year? Wrist bands?)
	C	Put form on web site	C		Identify volunteer needs (Cathy does not need additional volunteers)
	IP	Get camping license from health dept			

\$ -	<b><u>Volunteers – Pam Vickers</u></b>			
	NS	Compile list of needed volunteers		
	IP	Find volunteers for all needs (requested assistance from varsity coaches on 4/17); Pam asked everyone to send her 2 to 3 names of responsible adults that she can contact about helping		
	NS	Train volunteers (Pam will set up a time in late May once volunteers are identified)		
	NS	Publish volunteer list (final list to be published two weeks prior)		
\$ 500	<b><u>Beer Garden – Debbie Hiles</u></b>			
	IP	Obtain beer permit	NS	Identify volunteer needs (3 per shift, 4 shifts = 12?)
	IP	Establish beer garden boundaries	NS	Identify table/chair needs (will the fairgrounds have what we need, or will more be needed?)
	IP	Identify Tent needs (Ted contacted)	C	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	<b><u>Entertainment - Jodi Mueller</u></b>			
	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); Steve Cannon will provide music when no live performances are going on	NS	Identify volunteer needs (Jodi, Mike and Cathy will be working this area – any more needed?)
	C	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	Establish entertainment schedule (complete – see website for times)
			IP	Arrange for sound technicians
\$ 250	<b><u>Poker Run - Lori Stradley</u></b>			
	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	<b><u>Insurance - Lenae Marston</u></b>			
	NS	Arrange for policy		
\$ 1,000	<b><u>Lights, Portable Johns and Generator – Karston Harris</u></b>			
	IP	Portable lights & Generator		

	IP	Portable bathrooms (5) and 2 stand alone hand sanitizers (requesting one for Kid Zone)			
<u>\$ 13,260</u>					

Miscellaneous Announcements:

- Please attend April’s board meeting – a handful of NFCF members attended; extra-curricular funding approach for 2012-13 school year presented/approved:
  - NFCF will attempt to raise \$50,000 to help offset the approximate \$300,000 expense
  - HS Sports fees will be \$315; Jr. High sports fees will be \$300; Band fees \$200; Activities \$30

**NFCF Meeting - Announcements/Decisions**

- No additional business required