

**Minutes from April 19, 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 26th, 7:30p.m. in the high school cafeteria; meetings will be weekly beginning April 5th until Thursday, June 7th.
- There are 7 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 at \$35 per night/site.
 - 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. Pre-sale ticket pricing (through June 14th) 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 gets 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
 - \$29,685.95 is in the account
 - Must have invoices for vendors, etc... that need paid (no verbal)!
 - New budget established (see below)
- Miscellaneous Notes:
 - Provide vendor lists to Pam by May 1st for inclusion on web site, Facebook and possible inclusion in radio ads (food list is complete; non food list about 60% complete)
 - Gary reported Fair volunteers will put up stage cover for the event; and Matesich will provide banners for placement at busy intersections and on the fairgrounds near the entrance
 - Cathy is pursuing Matthews Ford to bring cars for test drives (NFCF receives flat fee per test drive)
 - Mike Swartz will place the event on 'In and Around Columbus'
 - Dee will submit Kohl's for Kids application/Pam will submit LRE
 - Nelson McCray donated \$250!!
 - Dunk tank will not be pursued (it is not available)

- PTO wants to sell caramel apples or ice cream
- Cathy Holton will try to get gators/ATVs for those who need them
- Rob Pierpont contacted LRE for electrical display for kid zone area
- Carrie attended Starry Night & sold t-shirts and passed out brochures
- Yellow Dawg will be the Corporate Sponsor for the Beer Garden; if you know anyone who would like to sponsor the 5K let us know (they're logo will be printed on the back of the t-shirts and on the R&R program provided to all visitors; pricing is tentatively set at \$100 per sponsor)
- Lori and Megan Provided Pam with posters and flyers to take to the meeting. More flyers will be provided (8 ½" x 11") please use posters sparingly. More money moved from other areas into Marketing & Advertising to purchase on line ads via Dispatch source (will target based on demographics, location and interest). Also advertising with Mt. Vernon News, Advocate and printing via A Printed Impression. Pam will send ticket file to Megan so more tickets can be printed and mailed to approximately 100 media outlets for giveaway. Carrie has almost 70 Facebook 'friends' committed via her invite. All members should consider putting this invite on their Facebook in May to spread the word. Include the www.nfcfoundation.com link so people can see all of the vendors, info on kid zone, military living history, 5k, and the schedule of entertainment, etc... Spread the work about this fantastic family event! Emphasize the \$2 saving on tickets purchased in advance.

Followed the check list below:

		NS = Not Started, IP = In Progress, C = Complete		
Proposed				
Budget				
\$ 300	<u>Rhythm & Ribs 5K Trail Run – Julie VanWey & Nancy Welu</u>			
	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)
	IP	Check on/decide on timing mechanism (Utica does not have one, checking with other schools)		
\$ 1,700	<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... (flyers & posters brought to the 4/19 meeting; more flyers will be printed/use posters sparingly)
	C	Establish Budget (new budget is set at \$1,700 by moving budget from other areas that will not need it)	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 th through June 15 th and be on site 10 to 7 the day of the event; on-line advertising identified
	C	Print tickets (Pam has files – will ask Megan to print)	IP	Identify free promotion opportunities (Mr. Friezel suggested we get a pick up truck in the 5/26 parade and hand out flyers)

\$ 600	<u>Food Vendors – John Wolfe</u>			
	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)
	IP	Obtain Trophies	C	Cathy Holton handling ice
\$ -	<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 (~21 vendors are committed/payments should trickle in/35 total spaces available (combo of with/without electric); Bobbi and Deanne are busy attending shows and have sent mass e-mails; great response/will be first to send in money)
	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	<u>Kid Zone – Carrie Hoffer-Bates</u>			
	IP	Identify Kid Zone Participants ~19 activities (UJH cheerleaders, Shining Stars, FFA archery, 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 – softball coach working on this for	C	Send Peg info for \$20 banner

		us)		
	C	Identify Miss R&R Judges/get form to HS & Ctec	IP	Get sash/award for Miss R&R competition
\$ 1,200	<u>Parking, Security and Trash – Tom Cooper/Dave Bricker – not at 4/12 meeting</u>			
	IP	Establish trash pick up – Dave contacted last year vendor – cost for last year \$350; he will follow up	IP	Security volunteers for Friday night – Dave will coordinate
	IP	Define security force needs (no overnight security is required); Dave reported 2 sheriff's from noon to midnight are \$648		
	IP	Contact scooter vendor; vendor will be there and will need electric – we will get a cut of the profits		
\$ 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>			
	C	Determine camping fee (\$35/night/site; except for Poker Run participants – see above; pumping will again be available for \$20)	C	Decide how campers will be charged admission (last year they were sold tickets at time of check in – that is what Cathy indicated she will do this year)
	C	Put form on web site	C	Identify volunteer needs (Cathy does not need additional volunteers)
	IP	Get camping license from health dept/permit form done; need check from Peg	IP	Gary will have sign made for 'Camping at Gate C'
\$ -	<u>Volunteers – Pam Vickers</u>			
	C	Compile list of needed volunteers	C	Order hand stamps (done, using Julie's Pig)
	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	Publish volunteer list (final list to be published two weeks prior)
	NS	Train volunteers (Pam will set up a time in late May once volunteers are identified)		
\$ 500	<u>Beer Garden – Debbie Hiles</u>			
	IP	Obtain beer permit	C	Identify volunteer needs (3 per shift, 4 shifts = 12?) – Debbie handling this
	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 – 2 will be provided)	C	Send Peg info for \$20 banner
	IP	Reserve shaved ice machine (\$65)	C	Identify provider, items to sell, price (Matesich, Bud Light, Bud and Yuengling – 20 kegs – don't

				tap/don't buy.. wine coolers marguerite and berry – return unopened cases; \$3 for beer/\$4 wine cooler)
\$ 6,000	<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); 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
\$ 50	<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)
			IP	Identify method of entry (wrist bands?)
\$ 1,050	<u>Insurance - Lenae Marston</u>			
	IP	Arrange for policy – Lenae provided quote; budget increased to accommodate coverage for bounce house and pony rides		
\$ 1,000	<u>Lights, Portable johns and Generator – Karston Harris had a baby!</u>			
	IP	Portable lights & Generator (\$250?)		
	IP	Portable bathrooms (5) and 2 stand alone hand sanitizers (requesting one for Kid Zone)		
<u>\$ 13,910</u>				

Miscellaneous Announcements:

- Extra-curricular funding approach for 2012-13 school year presented/approved at April Board Meeting:
 - NCFE 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

NCFE Meeting - Announcements/Decisions

- No additional business required