

**Minutes from May 17, 2012, 7:30pm Rhythm & Ribs and NCF Meeting
Held at Utica High School Cafeteria**

R&R Announcements/Decisions

- Next meeting date will be: Thursday, May 24th, 7:00p.m. at the Fairgrounds – meet in front of the grand stand; meetings will be weekly beginning April 5th until Thursday, June 7th.
- There are 3 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 – should consider increased fees or profit sharing next year
 - Northridge will provide food all day from their building, including breakfast (menu will be provided)
- Treasurer's Report – Peg Carpenter
 - \$30,473.93 is in the account; our R&R budget is estimated at \$14,110
 - Must have invoices for vendors, etc... that need paid (no verbal)!
- Miscellaneous Notes:
 - WCLT radio ads are running! Please post event details on your Facebook! Non-food vendors and kid zone participants should continue to be sent to Pam for web and Facebook.
 - Banners are up! Tickets and flyers were mailed to area radio stations. Internet ads should start soon. Late breaking info – thousands of flyers will be included in ice cream festival programs.
 - Kids and NCF members will be walking in the ice cream festival parade Saturday
 - Mike Swartz placed the event on 'In and Around Columbus'
 - Dee submitted Kohl's for Kids application

- If you know anyone else who wants to sponsor 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 set at \$100 per sponsor)
- Please plan to pre-sell as many tickets as possible
- Rick Heath has submitted paper work to trademark "Rhythm & Ribs" – complete
- Megan Holton found a donor for water, Pepsi and energy drinks!
- We need 500 flyers for Utica Elementary
- Need decision on whether or not to get ice to sell to vendors or just have it on hand for icing down our donated drinks (John & Cathy to discuss)

Followed the check list below:

		NS = Not Started, IP = In Progress, C = Complete		
<i>Proposed</i>				
<i>Budget</i>				
\$ 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; purchase made/waiting on shipment)
	IP	Map out course (Mr. Maher will assist – planned for this Thursday)	C	Determine add'l insurance req's (none needed)
	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); Julie put us on the Licking County Events Calendar	IP	Determine volunteer needs (early estimate is 15 people from 7:45 to race completion, awards and clean up = ~ noon; Julie has nearly all identified)
	IP	Check on/decide on timing mechanism (Utica doesn't have one; other schools were approached – no luck so far; stop watches will be used if none found – Zach Webster may have timing chips we can borrow; Pam has a 100 memory stop watch if this doesn't pan out)	IP	Identify sponsors for the shirts – Arlington Care Center, Agri Track, Ellis Farm Show Pigs and Echo Springs Farm/Registered Pygmy Goats are all new sponsors! There is room for approximately 8 to 10 more sponsors – please contact Julie if you get a \$100 sponsor for the 5K; Dush, Park and WCLT will also be on the back of the shirts for their support.
\$ 1,900	<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... (handouts were brought to the 5/3 meeting; no more printing will be done unless there is a specific purpose for that material; Lori has the handouts to be used for the Parade in May and Megan has the letters and tickets that will be sent to media outlets)
	C	Establish Budget (new budget is set at \$1,900 by moving budget from other areas that will not need it – this will accommodate all needs unless targeted printing is required)	IP	Contact community calendars (radio, tv, newspapers) – Megan developed letter and is beginning to identify recipients; will bring to May meeting to stuff envelopes
	C	Find least cost provider for printing (Megan identified a donor for some printing, other printing done via Printed Impression)	C	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; Megan printed all that we believe we will need)	IP	Identify free promotion opportunities (Mr. Friezel suggested we get a pick up truck in the 5/26 parade and hand out flyers – Julie, Jodi and Lori

				are planning to attend)
\$ 600	Food Vendors – John Wolfe			
	C	Establish vendor fee (John set it at \$150)	C	Communicate with health dept (John provided list to health department; they assigned inspector & will inspect that day)
	C	Revise waiver form (complete, 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)
	C	Obtain Trophies – ordered last week by John; awaiting delivery	C	Cathy Holton handling ice
\$ -	American Freedom Lodge & Military Living History - Rob Pierpont & Jeff Moseley			
	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	Non Food Vendors – Bobbi Martinsen and Deanne Shaw			
	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/spots assigned by 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 – met on 4/26 after the meeting to discuss details
\$ 750	Kid Zone – Carrie Hoffer-Bates			
	IP	Identify Kid Zone Participants ~20 activities (UJH cheerleaders, Shining Stars, FFA archery, Dave Laymon, Neos, K9, basketball skill games, pony rides, coloring station, Parky and LMH mascots and bounce house are confirmed; National Guard will be there,	IP	Arrange for inflatable; Pam to follow up with Doug Pricer and get back with Carrie

		with Humvee; other activities/vendors planned are yet to be confirmed		
	IP	Identify Volunteer Requirements (Pam requested assistance for kid zone with coaches – 4H club has some younger kids who can help 9/10; Pam will reach out to others)	C	Send Peg info for \$20 banner
	C	Identify Miss R&R Judges/get form to HS & Ctec – 2 contestants will compete for the 1 st Annual title – Samantha Wilson and Mykala Schmoll	C	Get sash/award for Miss R&R competition – Kristin Bodle volunteered to make these!
\$ 1,200	<u>Parking, Security and Trash – Tom Cooper/Dave Bricker</u>			
	C	Establish trash pick up – Dave contacted last year vendor – \$325 for this year (Seth Ellington)	C	Security volunteers for Friday night – Dave & Tom will coordinate
	C	Define security force needs (no overnight security is required); Dave reported 2 sheriff's from noon to midnight are \$648	IP	Identify location for ticket/money taker volunteers with Pam
	C	Contact scooter vendor; vendor will be there and will need electric – we will get a cut of the profits	IP	Dave & Tom lining up security & parking volunteers; need Pam to identify some trash volunteers
\$ 500	<u>Fairgrounds Rental Agreement – Gary Stradley</u>			
	C	Pay Deposit/Sign contract (deposit check voted/approved in February meeting)		
	IP	Determine buildings & equipment we will need – tables and chairs ok as long as we put them back		
\$ 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 coordinate use of yellow signs from fairgrounds for each entrance (Julie working on map denoting who will use each entrance and where each activity will be)
\$ -	<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
	C	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>			
	C	Identify Emcee (Joel Riley on board for 4pm to close/Mike Schneider (Wally) from T-100 will emcee noon-ish to 4 – 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	C	Identify volunteer needs (Jodi, Mike and Cathy will be working this area – need 3 boys to unload and re-load sound equipment – Pam working with football seniors to coordinate)
	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)
			C	Arrange for sound technicians (McGuffey Lane sound guys have been secured)
\$ 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)
		Reminder – using shelter house to eat round 5; Poker Run campers are to give forms to Cathy after check in/payment made	C	Identify method of entry (wrist bands have been ordered by the Poker Run organizers)
\$ 1,050	<u>Insurance - Lenae Marston</u>			
	C	Arrange for policy – Lenae provided quote; budget increased to accommodate coverage for bounce house and pony rides; form completed; check issued – Mark will deliver to fair board		
\$ 1,000	<u>Lights, Portable Johns and Generator – Karston Harris had a baby!</u>			
	IP	Portable lights (3) & Generator (\$250?) –	IP	Snow fence & zip ties for security

		needs drivers to pick up portable lights (Tom Cooper volunteered) – need at least one more driver		
	IP	Portable bathrooms (5) and 2 stand alone hand sanitizers (requesting one for Kid Zone)	IP	Air Evac availability to land near military encampment
<u>\$ 14,110</u>				Reminder – NO ATVs on main paved walkway – must use the paved area closest to the road; only use these if needed (only drivers over 18)

Miscellaneous Announcements:

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