

**Minutes from May 31, 2012, 7:30pm Rhythm & Ribs and NCFC Meeting
Held at Utica High School Cafeteria**

R&R Announcements/Decisions

- Next meeting date will be: June 7th (Last Meeting before 2012 R&R!) – HS cafeteria; meetings will be weekly beginning April 5th until Thursday, June 7th. Next NCFC/R&R Meeting date after 6/7 TBA.
- 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 NCFC members participated in the ice cream festival parade
 - 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 (their logo will be printed on the back of the t-shirts and on the R&R program made available 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!
- 500 flyers were provided to each Elementary
- No ice will be obtained to sell to vendors; our donated drinks will be stored in the beer truck and individual coolers
- Agri-Trac needs receipt for sponsorship (others may also – Peg to provide?)
- Need volunteers to collect and deliver ribs to judges at 4:45, 6/16 – Julie and Peggy will handle
- Kohl’s may have 5 volunteers available from 7 to 11 (Poker and Run and Kid Zone)
- 5K runners are to be directed to A3 the morning of the race; General admission & volunteers will be A2, vendors & bands gate B, campers & bikers gate C.
- Need additional corn hole board for Kid Zone (Julie or Pam to provide)
- Cathy will work with Karston to have trailer/truck to assist with table moving
- Confirmed tickets will be provided to band members only (no additional tickets provided for family and friends)
- Jodi will order ~100 t-shirts and they will be sold for \$10
- Pam needs to obtain head counters to be used for gates
- Hand sanitizer and towels provided courtesy of Cathy Holton & friends – thank you Cathy!

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)	C	Obtain Prizes (Nancy is researching medals; purchase made/waiting on shipment)
	C	Map out course (Mr. Maher will assist – planned for this Thursday - Done)	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	C	Determine volunteer needs (early estimate is 15 people from 7:45 to race completion, awards and clean up = ~ noon; Julie has all identified)
	C	Check on/decide on timing mechanism (Zach Webster will be timing the race for us)	C	Identify sponsors for the shirts – See web site for complete list of 5K sponsors.
\$ 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)	C	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)	C	Contact community calendars (radio, tv, newspapers) – Letters sent to area radio stations, free web site listings done by Mike Swartz and John Wolfe
	C	Find least cost provider for printing (Megan identified a donor for some printing, other	C	Propose print, radio, tv advertising – Doug Pricer confirmed he will advertise May 13 th through June

		printing done via Printed Impression)		15 th and be on site 10 to 7 the day of the event; on-line advertising via Dispatch and Columbus radio station on line and on air pkg obtained
	C	Print tickets (Pam has files – will ask Megan to print; Megan printed all that we believe we will need)	C	Identify free promotion opportunities (ice cream festival parade & program participation; Gary interviewed for T-100 news programs; Julie & Jodi interviewed for morning show; artists also interviewed & performed on T-100)
\$ 600	<u>Food Vendors – John Wolfe</u>			
	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)	C	Determine vendor locations (John, Dee and Bobbi and Carrie completed)
	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	Ice will not be provided for sale; our cold storage needs will be handled with the beer truck and coolers
\$ -	<u>American Freedom Lodge & Military Living History - Rob Pierpont & Jeff Moseley</u>			
	C	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 (see web site for complete list)
	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)
			C	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	<u>Kid Zone – Carrie Hoffer-Bates</u>			
	IP	Identify Kid Zone Participants ~20 activities (UJH cheerleaders, Shining Stars, FFA archery, Dave Laymon, Neos, K9, basketball	C	Arrange for inflatable

		skill games, pony rides, coloring station, Parky and LMH mascots and bounce house are confirmed; National Guard will be there, 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	C	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	C	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)
	C	Get camping license from health dept/permit form done; need check from Peg	C	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	IP	Publish volunteer list (final list to be published two weeks prior – still needs finalized)

		contact about helping		
	C	Train volunteers (Each area to provide instructions)		
\$ 500	<u>Beer Garden – Debbie Hiles</u>			
	C	Obtain beer permit	C	Identify volunteer needs (3 per shift, 4 shifts = 12?) – Debbie handling this
	C	Establish beer garden boundaries	C	Identify table/chair needs (will the fairgrounds have what we need, or will more be needed?)
	C	Identify Tent needs (Ted contacted – 2 will be provided)	C	Send Peg info for \$20 banner
	C	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 around 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 delivered to fair board		

\$ 1,000	Lights, Portable johns and Generator – Karston Harris			
	IP	Portable lights (3) & Generator (\$250?) – needs drivers to pick up portable lights (Tom Cooper volunteered) – need at least one more driver	IP	Snow fence & zip ties for security
	IP	Portable bathrooms (5) and 2 stand alone hand sanitizers (requesting one for Kid Zone)	C	Air Evac availability to land near military encampment
\$ 14,110				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:
 - 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