



ARTS & COMMUNITY EVENTS
ADVISORY COMMITTEE MEETING
1300 NE Village Street
Fairview, OR 97024
Tuesday, November 28, 2017

PRESENT:

Danielle Utter, Chair
Kathy Kudrna
Ginell Cooper
Rose Engeln
Council Liaison Lisa Barton Mullins

STAFF:

Devree Leymaster, City Recorder

**1. CALL TO ORDER – 6:05 PM
ROLL CALL**

2. PUBLIC WISHING TO SPEAK ON NON-AGENDA ITEMS

None.

3. REVIEW AND ADOPT MINUTES

Member Cooper moved to adopt the November 8, 2017 minutes and Member Kudrna seconded. Motion passed unanimously.

4. EVENTS

a. Christmas Tree Lighting – Dec. 2

Chair Utter thanked the Cooper family for putting up the red ribbons around the Village.

CR Leymaster reported, to date, they had not been successful in filling the 4:35 PM choir spot. Members were reaching out to their contacts. CR Leymaster would ask Walt Morey if they would like to perform a few additional songs.

Committee reviewed the final planning items and event organization.

- Volunteers – Gresham Taekwondo, Reynolds National Honor Society and Friends of Fairview. Committee reviewed where the volunteers would be needed: two roaming elves, manage Santa line, hand out cider and cookies, assist with story time (book give away), coordinate the choirs, set up and take down of tents and street barricades, etc.
Member Engeln will oversee story time, Member Cooper will be a roamer, Member Kudrna will oversee the choirs and Chair Utter will coordinate the event flow.
- Councilor Barton Mullins offered to supply the props for the selfie station.
- For identification at the event, the committee members would try to wear red tops and black bottoms or a holiday scarf.
- Discussed options for serving the hot apple cider. Committee agreed to rent three 100 cup coffee urns. Purchase pre-mixed cider.
- Committee agreed to meet at 2:00 PM on Saturday to begin event set up.
- Councilor Barton Mullins would MC the tree lighting and introduce the Mayor.
- Committee reviewed the event set up schedule:

- Arrive at 2:00 PM
- Get cider warming
- Set up tents – tables, heater, cookies, napkins, etc.
- Set up audio system in gazebo
- Put out barricades to close streets at 3:00 PM
- Define event flow – line for Santa
- Decorate Santa’s area
- Set up book table (story time in Chambers)
- Put out props for selfie station
- Put up event signage
- Event begins at 4:00 PM
- Tree Lighting at 5:00 PM
 - Council Barton Mullins to MC
 - Mayor Tosterud to officiate the lighting count down
 - Choir performs from gazebo
- Event ends at 6:00 PM
- Tear down and clean up

4. COMMITTEE DISCUSSION ITEMS/UPDATES

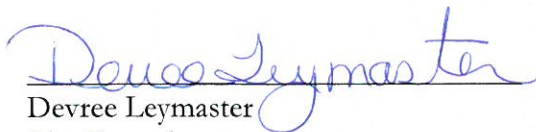
Chair Utter reminded the Committee about the retreat scheduled for Saturday, January 13 from 10 AM to 2 PM in Council Chambers.

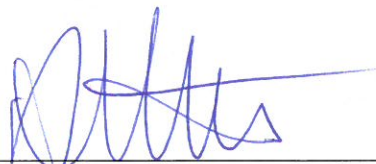
5. TENTATIVE AGENDA ITEMS – December 27, 2017

- Christmas Tree Lighting Debrief
- Easter Egg Hunt – March 31, 2018
- Finalize Retreat Agenda – January 13, 2018

6. ADJOURNMENT

Chair Utter adjourned the meeting at 7:00 PM.


 Devree Leymaster
 City Recorder



 Danielle Utter
 Chair

 1/24/18

 Date