

**KB ANNUAL STREET FESTIVAL COMMITTEE
MEETING MINUTES
April 15, 2013**

Committee Attendees: Chairperson Debbie Price, Ann Doran, Sharon McGee, Harriet Owsley, Debbie Gonsalves and Barbara Boal.

Town Attendees: Mayor Dean Lambeth, Director Sonny Beeker (Public Works), Chief Harold Heglar (Fire), Captain Ed Kennedy (Ocean Rescue), Chief Dennis Cooper (Police), Nancy Avery (Town Clerk), Nikki Keely (Recreation Coordinator) and Nancy Hewitt (Deputy Town Clerk).

Debbie Price called the meeting to order at 4:00 pm

1. BANDS

Debbie reviewed the names of the bands playing and their time slots: South of K from 2-4 pm and Mako Band from 6-9 pm. She said the bands will unload their equipment at the corner of L and Atlantic Avenues for Public Works to transport to the pavilion. She said Mayor Lambeth will do the kick-off announcement at 11:00 am and Jolly mon da DJ (Bill Davis) will play music from 11 am-2 pm and 4-6 pm as well as make announcements recognizing the bands, sponsors, door prizes and activity start times throughout the day. Debbie and Sharon McGee will work on his script.

2. DOOR PRIZES

The committee agreed to have five t-shirts and five license plates for door prizes. Debbie Gonsalves and Barbara Boal will work on the questions to qualify a person for a door prize.

3. SOUND WAVE

Nikki Keely will contact Soundwave to see if they would leave their truck at the park overnight, as it might be difficult to get the truck back to the park with the arts & craft vendors setting up in the early morning.

4. BOUNCE CASTLE & SLIDE

Debbie said there is concern regarding the amount of space needed for the inflatables, so she and Director Beeker will measure and decide if the area near the lifeguard shack will be big enough or if they'll have to go somewhere else. The hours of operation for the inflatables will be from 11:00 am to 5:00 pm. Nancy Hewitt will make the "hours of operation" signs to be posted, and Captain Kennedy said he has volunteers lined up to man the inflatables.

5. GRACIE THE CLOWN

Debbie said she thought Gracie could park her clown car on L Avenue and walk through the crowd to her table. After discussion, it was decided that she should park on L Avenue and be driven via golf cart to her table which will be located near the inflatables.

Gracie is scheduled to perform from 1:00-5:00 pm. Nancy Hewitt will make the "hours of operation" sign to be posted on the table.

6. FOOD VENDORS

Debbie will talk with Mike Robertson about using his parking lot beside Beach House Burgers for the food vendors to park their trucks. Harriet provided Fire Chief Heglar with the list of food vendors, the designated location for each and the electric amps each vendor will require.

7. BEER/WINE

Harriet will contact Silver Coast Winery and the Got 'Em On Live Bait Club to get a copy of their liability insurance policies, as she has not received them yet.

8. RECYCLE CARTS

Director Beeker said he will make sure there are enough carts available for people to dispose of their recyclable items during the festival.

9. SIGNS

Nancy Avery said she has the No Pets - No Cooler signs in her office for the festival. Debbie thanked Public Works for putting up the banners on the telephone poles and the festival signs at the Town's entrances.

10. CRAFT VENDORS

Debbie stated there are 27 craft vendors coming to the festival, including an air brush tattoo vendor. She said she would need chalk to mark the vendors' spots so as not to mess up Atlantic Avenue's new pavement. She has two people helping her check in and direct the arts & craft vendors to their spots but needs one or two more. She asked if any other Town employees who would be willing to help with vendor set-up or to transport them in golf carts to and from the parking area. Nikki Keely stated that there will be three golf carts available at Public Works to be used for transportation.

11. ADVERTISING

Debbie said a teaser article was placed in the Island Gazette, festival information has been posted on other websites, the flyers will be inserted in the Island Gazette's April 17th edition, and she asked Nancy Hewitt to provide the committee with 200 flyers for hand distribution. Nancy said she would have them ready the next day for pickup.

12. SALES: T-SHIRTS/LICENSE PLATES/BOARDWALK FISH FUNDRAISER

Debbie said the booth to sell commemorative t-shirts and license plates will be placed at the southeast corner of the park on Friday for the park opening and on Saturday for the festival. Nancy Avery said she will have someone at the booth to sell commemorative fish, so the festival committee won't need to sell them.

13. TENTS/TABLES/CHAIRS

Debbie said she needs one large tent for the eating area near the food vendors, one tent for Town employees and one tent on Friday and Saturday for the commemorative

sales; she needs tables and chairs for the eating area, for the Town employee tent and for Gracie the Clown; and she needs tables for the commemorative sales tent, but Ann Doran will bring her own chairs.

14. MISCELLANEOUS

Debbie reminded Mayor Lambeth to secure the liability insurance for the festival. She said that the insurance company will charge the Town but will then donate the money back to the Town, so their name will need to be acknowledged when the DJ acknowledges the festival donors.

With no further business to discuss, the meeting adjourned at 5:00 pm.

Minutes taken by Nancy Hewitt