



Festival Advisory Board - Regular Meeting Agenda
Monday, April 24, 2017 - 6:00
Keizer City Hall

1. **Call to Order**
2. **Approval of Minutes**
3. **Volunteer Appreciation – Jesse Cuomo**
4. **Appearance of Interested Citizens**
5. **New/Old Business**
 - *2017 Total Eclipse Status Reports*
 - ENTERTAINMENT Clint Holland
 - VOLLEYBALL TOURNAMENT Marlene: **Hans Schneider**
 - DISC GOLF TOURNAMENT Marlene: **Robert Jones**
 - CHAMBER RUN Shackelford/Miller
 - FAMILY FRIENDLY BIKE RIDE Marlene: Hersch Sangster
 - NATURE WALK Marlene: Wilbur Bluhm
 - VOLUNTEERS Kim Freeman
 - FOOD PODS Shackelford
 - i. Who: Mexican & Thai
 - ii. Fee?
 - SPONSORSHIPS ALL
 - i. Marlene: May Trucking, Bauer Insurance, Walsh Associates, Keizertimes (Coupon Book/Map)
 - ii. Shackelford: Iris Festival Sponsors (Banners)
 - CERT Marlene
 - i. Dates/times for coverage
 - ii. Availability of a camping spot that has electric hookups if possible, close to the entrance (for volunteers and medical transport)
 - iii. Availability of site for command post trailer.
 - iv. Donations to help offset the cost of volunteer meals, gas, water and supplies?
 - v. Beyond first aid, is CERT expected to provide any of the following?
 1. Camp checking/monitoring throughout the event
 2. Security for small events at the site
 - vi. How many volunteers should CERT provide?
 - vii. Is a dedicated ATV available for use throughout the event?
 - LIGHTING Rob Miller/Clint Holland
 - GROUND CLEARING Clint Holland
 - i. Status of Parks Board matching grant application Marlene Parsons
 - PORTABLE TOILETS/RV DUMP SERVICE Clint Holland
 - SHUTTLE SERVICE Rob Miller
 - PARKING AT McNARY Laura Reid
 - SCHOOL BUS DRIVERS Laura Reid
 - MAP OF KEIZER/RESTAURANT GUIDE/COUPONS (Chamber) Miller/Shackelford

- VOLUNTEER FIREFIGHTERS/ROTARY BREAKFAST Shackelford
 - i. Different morning than Rotary/Holland breakfast?
- FUNDRAISING.....ALL
 - i. Keizer Business ChallengeMiller/Shackelford
 - ii. T-Shirts

6. Other Business – Amphitheater Bands Approval

Dina Y Los Rumberos - <https://www.youtube.com/watch?v=7vqg7cP0fzw>

Harvest Gold – Neil Young Tribute Band - <http://www.harvestgoldny.com/>

Syco Billy's - <https://www.youtube.com/watch?v=uOATZGH5Uq4>

David Klinkenberg - <https://www.youtube.com/watch?v=IHV5X3XAIJs>

All other planned bands have been previously approved by K-FAB

7. Adjourn

Next meeting: June 26



**Festivals Advisory Board
Meeting Minutes
Monday, February 27, 2017 at 6:00 p.m.
Keizer Civic Center**

CALL TO ORDER ~ Chair Marlene Parsons called the meeting to order at 6:04 p.m.

Present:

Marlene Parsons, Councilor, Chair
Bob Shackelford, Citizen at Large, Vice Chair
Laura Reid, Councilor
Rob Miller, Chamber Representative
David Loudon, Parks Board

Absent:

Sherrie Gottfried
One Vacancy

Staff Attending:

Debbie Lockhart, Deputy City
Recorder

APPROVAL OF MINUTES: Rob Miller moved for approval of the January 2017 Minutes. David Loudon seconded. Motion passed as follows: Parsons, Shackelford, Miller and Reid in favor with Loudon abstaining, Gottfried absent and one position vacant.

APPEARANCE OF INTERESTED CITIZENS - None

NEW/OLD BUSINESS

2017 Total Eclipse:

- WEBSITE – www.keizereclipse.com: Jeremy Turner gave a presentation on the site which was not yet live. Included on the website is the ability to share it with others, to make donations and to reserve campsites. State Park rules for campsites will also be posted on the website as well as sponsorship and exhibitor information. Site will go live on March 1.
- ENTERTAINMENT - Clint Holland: 3 days are free; the Sunday entertainment will have an admission charge. Monday the Sunday entertainment will play for free. He asked the Board to get sponsors for these bands. Keizer Parks Foundation will be allowed to pass the hat for donations at the concerts. He is planning to do breakfast (partnering with Rotary) and lunch and sell concessions during concerts to help recoup his costs.
- CHALK FESTIVAL Maritza Gonzalez (Arts Commission)
- VOLLEYBALL TOURNAMENT – Marlene has emailed **Hans Schneider**
- DISC GOLF TOURNAMENT – Marlene has emailed **Robert Jones**
- CHAMBER RUN – Rob Miller reported that Carlos has been reaching out to someone who wants to do the runs. He will find out more at the next board meeting.

- FAMILY FRIENDLY BIKE RIDE – Marlene reported that Hersch Sangster is organizing this.
- NATURE WALK – Marlene reported that she is hoping that Wilbur Bluhm will do a nature walk at Keizer Rapids Park in conjunction with the Stormwater Department.
- VOLUNTEERS..... Kim Freeman
- FOOD PODS - Shackelford
 - i. Where: Edge of Berm – not at amphitheater. Catering to people in the tents
 - ii. Who: Thai and Mexican
 - iii. Fee???
- SPONSORSHIPSALL
 - i. \$1,000 sponsor would get: Logo on back of t-shirt (possibly) and on website and big banner for dog park fence in most visible area or on the front of the amphitheater stage.
 - ii. \$100 sponsor would get: banner on dog park fence in less visible area
 - iii. Board members who find sponsors should get a commitment letter from them and then give them an invoice and when they have paid, give them a 5013c donation receipt.
 - iv. Marlene Parsons will contact May Trucking, Bauer Insurance and Lyndon Zaitz of Keizertimes. She has talked to Richard Walsh. She urged others to contact other businesses.
- CERT – Marlene Parsons: Cert is the only security necessary except during concerts. She has left a message for the person in charge of CERT and is awaiting a response. Allen Barker will be on site with 4-wheelers and a paramedic at all times. Keizer Police will provide intermittent surveillance.
- PORTABLE TOILETS – Marlene Parsons: Parks Foundation will submit a budget request for \$8,000 to offset costs. Clint Holland has secured 1 watering station; will have 4 portable toilets at the amphitheater and 4 more have been ordered which will make 11 in the area. They may, however, need to be pumped every day and someone should clean them every day. He is waiting to hear back from the sanitary people to arrange for daily RV waste pumping. Water will be available in different locations at the park.
- SECURITY - Marlene Parsons: Security is only needed when alcohol is being sold (during the concerts).
- DOG PARK FENCE/AMPHITHEATER BANNERS – Marlene Parsons reported that they will be allowed on the fence. Bob Shackelford volunteered to solicit sponsorship from the businesses who are getting banners for the Iris Festival.
- LIGHTING – Clint Holland indicated that he had 4 lights secured already. Rob Miller suggested that they review the layout and determine if more are needed. They agreed to discuss this later.
- GROUND CLEARING – Marlene Parsons: A matching grant will be requested from the Parks Board (with labor as the match) so that Clint Holland can fill in the holes and level the camping area.
- CAMPSITES: 166 RV sites or 232 tent sites.

Rob Miller moved to charge \$150 for a tent site and \$300 for an RV site for 3 nights. David Loudon seconded. Motion passed as follows: Parsons, Shackelford, Miller, Loudon and Reid in favor with Gottfried absent and one position vacant.

- SHUTTLE SERVICE Rob Miller
- PARKING AT McNARY Laura Reid
- SCHOOL BUS DRIVERS Laura Reid
- MAP OF KEIZER/RESTAURANT GUIDE/COUPONS (Chamber) - Miller/Shackelford: Has not been worked on yet. Rob Miller suggested that Lyndon Zaitz be approached to get sponsors and develop the coupon book or map. Marlene Parsons will contact Lyndon.
- VOLUNTEER FIREFIGHTERS/ROTARY BREAKFAST Shackelford
- FUNDRAISING All
 - i. Marlene Parsons suggested a “Keizer Business Challenge”: putting a link to the eclipse website (donation tab) on the business websites to see how much money they can raise for the event. She asked Miller and Shackelford to bring this suggestion to the Chamber Board.
 - ii. T-shirts – Need eclipse logo. Clint Holland indicated that he was planning on selling some that he had ordered to promote the event in advance and was doing some for Keizer Little League. The Board will discuss this later.
- LOGO FOR KEIZER ECLIPSE Laura Reid(McNary)
- CHAMBER PARTICIPATION – Bob Shackelford reported that the Chamber is willing to help if they have time. He noted that he would be getting sponsors for the Iris Festival and they would have banners from that sponsorship. He suggested that the same businesses be approached for the Eclipse event since they will already have the banners.

Agenda Items Not Addressed:

Establish K-FAB Mission Statement
Set Goals for 2017
Visit Neighborhood Associations
Community Fiesta
Chalk Festival

ADJOURNMENT: Meeting adjourned at 6:57 p.m.

Next Meeting: March 27, 2017

Minutes approved:_____