SPRINGFEST COMMITTEE
REGULAR MEETIING
FRIDAY, FEBRUARY 27, 2015
9:00 AM
TOWN OF MALABAR – COUNCIL CHAMBERS
2725 MALABAR ROAD
MALABAR, FLORIDA

AGENDA

A. CALL TO ORDER

B. ADDITIONS/DELETIONS/CHANGES

C. APPROVAL OF MINUTES – 01/30/15

D. DISCUSSION:

- UPDATE OF RESPONSIBILITIES:
  1. PONY RIDES:
     a. HAPPY HOOVES @ $1500 (WILL BRING A SMALL PETTING ZOO TO EVENT AS WELL)
     b. COCK-A-DOODLE-DOO @ $800
  2. CLOWN SERVICES:
     JAMES & EILEEN BROCK @ $325 (SAME AS LAST YEAR)
  3. RFQs STATUS:
     a. PORT-O-LETS
     b. BOUNCE HOUSES
  4. SPONSORSHIPS/DONATIONS

E. ADJOURNMENT

NOTE: THERE MAY BE ONE OR MORE MALABAR ELECTED OFFICIAL ATTENDING THIS MEETING.

If an individual decides to appeal any decision made by this board with respect to any matter considered at this meeting, a verbatim transcript may be required, and the individual may need to insure that a verbatim transcript of the proceedings is made (Florida Statute 286.0105). The Town does not provide this service.

In compliance with the Americans With Disabilities Act (ADA), anyone who needs a special accommodation for this meeting should contact the Town's ADA Coordinator at 321-727-7764 at least 48 hours in advance of this meeting.

SPRINGFEST COMMITTEE MEETING
JANUARY 30, 2015 9:00 AM

A. CALL TO ORDER:

EVENT COORDINATOR:	**CINDI KELLEY**
COMMITTEE MEMBERS:	**TOM TAYLOR** **LINDA TAYLOR** **HANS KEMMLER** **BUNNIE KNUDSON**
ALSO PRESENT:	**MAYOR CARL BEATTY**
ABSENT:	**RUTH LEAHY** **BARB KEMMLER** **RICH DeBLASIO** **SCOTT McLACHLAN**

B. ADDITIONS/DELETIONS/CHANGES: None

C. CONSENT AGENDA: APPROVAL OF MINUTES OF 1/16/15

Kemmler stated that the minutes from last year needed to removed and just approve the minutes from the meeting of January 16th. Kelley explained that the minutes needed to be approved from last year as this was the last meeting the Committee had and they never got approved.

MOTION: Kemmler/Taylor to approve the minutes of January 16, 2015 and the minutes of March 28, 2014 as presented. VOTE: All Ayes.

D. DISCUSSION:

UPDATE OF RESPONSIBLITIES:

Kelley advised the Committee that it wasn't a good week for the Cowbell 5K Run/Walk event. She told the Committee that Renee White would not be available this year to head the event and take care of the particulars. Kelley stated that she would be speaking to Debby Franklin when she returned to the office on Monday; with all the funds spent on the event and no one to head it up, she was going to bring it to Debby and see where it would go from there.

With regards to the Fire Department donating the food for the runners after the race, Kelley stated that she received an email from Chief Robinson; they would not be able to commit to this as they don't have the man-power to do this and have demonstrations during the event. They also have to have man-power for emergencies as this is their first priority to the community. Kelley stated that Chic-Fil-A would not donate the food either; they would give a special price of $2.80 per sandwich and sell bags of chips for $1 as the fries don't hold up. Kelley stated that she had ask L. Taylor to make contact to see if they would do the sandwich/fries at either $3 or $4; it would be an expense of $600 or $800 for a total of 200 meals prepared. This would ensure that we would have enough food on hand with anticipation of 175 runners participating.

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Kemmler asked if people would want to eat after a run like that. Kelley stated that she isn't a runner; she deferred the question to Knudson. Knudson stated that she wouldn't want to eat; Kemmler stated the same. L. Taylor suggested fruit trays; Knudson also suggested cheese to go along with this. She and L. Taylor would be in charge of this and Kelley asked if a budget of $100 would be good. They both stated that it would; they would get the fruit a few days ahead of the event and get it cut up and placed on the trays. L. Taylor stated she had plenty of trays that would be available. Kelley said that would be good but she was still going to speak to Debby Franklin about Renee White not being available. If the event is going to happen, then fruit/cheese trays would be prepared and any leftover water from Springfest would be taken over to the Run to be passed out to the runners. L. Taylor stated that we could also serve iced tea; that is an inexpensive drink to serve and the runners would probably enjoy a cold cup of tea after the run.

Knudson stated that we need to put the signs up for the Cowbell 5K Run/Walk now; Kelley said that couldn't be done as the signs says "Cowbell 5K Run/Walk this Saturday". Knudson stated to get new signs that say "Start training for the Cowbell 5K Run/Walk today". Kelley stated that she would contact Dale Nemeth with Artistic Signs to get them ordered; he is the vendor who has done all the other signs for these wooden sign inserts.

1. FOOD VENDOR COMMITMENTS:

A. MALABAR FIRE DEPARTMENT:

Kelley stated that the Fire Department has committed to the pulled port sandwiches.

B. BOY SCOUTS:

Kelley stated that we have a commitment from the Boy Scouts for the hamburgers/hot dogs and brats.

Kemmler asked if Jimmy the Greek has committed; he showed interest as he always does. Kelley stated that she didn't get the registration form to him yet but she would address it. She also stated that the vendor that Kemmler made mention of at the last meeting would not be able to participate because the liability insurance that is required was more than he could afford for the event; he wouldn't make enough funds to cover the cost.

Kemmler asked if the Committee thought we had enough food vendors with what we have committed. Mayor Beatty stated that we should check with the church group and offer a spot to them; we need someone who will prepare chicken. Kelley stated she had the contact information from last year and she would make contact with Ken Bukowski.

2. SPONSORSHIP COMMITMENTS:

A. WASTE MANAGEMENT – PLATINUM SPONSOR & UMPSTER/EVENT BOXES (TRASH) DONATED:

Kelley reported that we received $500 sponsorship from WM and they will be donating an 8' dumpster and event boxes for the event. The event boxes will be placed throughout the park and down at the car show to collect all the trash. The dumpster will be on site so PW staff can take care of emptying the trash cans and boxes during the day.

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B. RUMBO PETS - TENTS FOR EVENT:
Kelley reported that Dick Korn, Rumbo Pets, will be donating the tents this year as he has done in the past. He will not be in town for the event but will see that the tents are put up a few days before the event.

3. RFQ STATUS:
A. BOUNCE HOUSES/SLIDE:
Kelley reported that the contact information had been provided to Town Administrator for the RFQs to be sent out to the two vendors that we have for this activity.

B. PORT-O-LETS:
Kelley reported that the contact information had been provided to Town Administrator for the RFQs to be sent out to the two vendors that we have for this activity.

4. PONY RIDES:
Kelley advised the Committee that she still has not heard from the two pony vendors she had made contact with via email. L. Taylor suggested we contact a place in Cocoa, Happy Hooves, and inquire about their services and costs. Kelley stated she would make contact and report her findings at the next meeting.

Kelley reported that she will begin working on the donations for raffle prizes next week. Vickie Thomas is also assisting with this; a letter was provided to her a while back to give to the various local businesses. Kemmler stated that B. Kemmler will be giving some massage certificates to be raffled off.

Kemmler stated that the press release was forwarded to FIT and Rose fine-tuned it and put it on the web-site. He reported that if we want to do a second press release, Rose stated that would cost some funds. Kelley stated they can come into the event as a sponsor and do it for free. Kemmler asked if the Cowbell 5K was on the press release; Kelley stated that it was not. He said we should do one and get it to Rose as well. Kelley stated she would do this and forward to her as she now has Rose's contact information.

T. Taylor and Kemmler discussed the hay rides briefly; need to have the gate opened so T. Taylor can ride back there to see what it entails. Kelley stated that she would contact Chris O'Hara and see if he would open the gate for him. She will give O'Hara his contact information and they can coordinate a good time to go out and check out the area. Kemmler asked if T. Taylor still had his canopy for the trailer; Kemmler has his. These two will get together and get the hay rides coordinated. Knudson asked if they would need her tractor; they said they have this all taken care of for the number of tractors and trailers needed.

E. Adjournment:
There being no further discussion, this meeting was adjourned at 9:50 am. The next scheduled meeting will be held Friday, February 13, 2015.

By: _____ Date Approved: _____
Cindi Kelley, Deputy Town Clerk
Springfest Coordinator

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