



CITY OF OREM
Summerfest Commission Meeting Minutes
Wednesday, April 16, 2014
5:15 p.m.

CONDUCTING: Teresa Horn, CO-CHAIR, Boutiques

ATTENDING: Diane Asay, Entertainment
Lyle Hillier, Food Vendors, Breakfast, Car Show
Jim Lauret, Grand Parade
Kena Mathews, Student Marshals, Children's Crafts, 5K
Ryan White, Appreciation Dinner, Hospitality Tent, Airmed, Booklet
Margaret Black, City Council
Jill Winder, Administrative Support
Laura Bascom, Volunteer Coordinator
Jim Orr, Parks Crew Leader
Kent Allen, Purchasing Agent
Charlene Crozier, Interim Library Director, Arts Council

ABSENT/EXCUSED: Annette Harkness, CHAIR, Appreciation Dinner, Children's Parade
Leslie Anderson, Baby Contest
Chris Tschirki, Director of Public Works
Stewart Goodwin, Webmaster

Welcome & Approval of Minutes

Teresa Horn, Co-chair brought the meeting to order by welcoming everyone to the April Summerfest meeting. Just as a reminder, all meetings are recorded in compliance with the State and City Ordinance. Teresa Horn started off the meeting by asking the committee for the approval of the March minutes. Lyle Hillier made a motion to accept the minutes with Jim Lauret seconding the motion. All attending committee members voted unanimously to accept the meeting minutes.

Shirts

Kent started the discussion by stating in the past, we have been able to buy new shirts for committee members, City Council, and other City officials every year. This year Kent is proposing that we only buy everyone a nice polo shirt and they wear it for several years. This will save the City several hundred dollars a year. We will then just have to order t-shirts and infant t-shirts for the baby contest. Our biggest hurdle is to agree on a color. In the next week or

so, you will receive a copy of the shirt order form. Please fill it out and send it back as soon as possible.

Charlene Crozier had made a request of Kent to get prices and what it costs to have separate microphone headsets. So Kent called Paul Overson who did the sound system last year, and only has a couple of them. These are difficult to use under these types of entertainment conditions. Usually those are set-up up for a certain person to use and have been put through sound checks so they are ready for that specific entertainer to use. Diane Asay added that the Hales Center has some, and didn't know if they rented them out. Bottom line is, should we really pay the additional cost for something only several people will probably use.

Committee Member Assignment Review

VACANT – Sponsors, Booklet

Annette Harkness – Appreciation Dinner, Children's Parade

ABSENT – Update per email

Annette has faxed the Children's Parade information to Alpine School District office and is waiting for their approval.

Annette has the bio and pictures of Alan and Suzanne Osmond and has sent them to Leah at Bennett Communications. Leah has asked for more pictures and Annette has made that request of Alan Osmond.

Annette is in the process of making the invitation for the Appreciation Dinner.

Leslie Anderson – Baby Contest

ABSENT

Diane Asay – Entertainment

Diane Asay pointed out that she has not been able to find a headliner group that is willing to donate their time and talents. Diane will rely on Tax Care recipient's and other local talent to entertain this year. Diane will accept applications until the end of April. Around May 6, Diane will inform those who will be entertaining and those who were not accepted via email. Local entertainment always seems to bring a good crowd into the park.

With the new layout in the Park this year, Jim Orr hopes that everyone will be happier with the noise level from the entertainers. It was pointed out last year the Shakespeare group pulled power from the Friendship Center. Jim will look into what we need to do for them this year. Charlene told Diane that if anyone needs a keyboard, we have one in the shed at the park.

Lyle Hillier – Food Vendors, Car Show, Breakfast

Food Vendors: Lyle started off by informing everyone that there will be 31 food vendors this year. Jill reminded Lyle to send Stewart Goodwin an email telling him to shut-down the food vendor application on the website.

Car Show: The car show is moving along. Lyle has found a few companies that are willing to help sponsor this event. Rocky's Tire Pro is going to give \$700.00 to help pay for the "DJ" for the event as well as pay for part of the expense for the plaques. Jim Orr highly recommends that we DO NOT park any cars on the grass strip behind the food vendors. This creates too much congestion for the food vendors and the parking lot. We could go a little farther east until we started getting close to the carnival. Jim recommends that we have 60-65 entries. Lyle would like Chris Tschirki to ask Public Safety if they could have 2-3 officers' over by the car show at 3:00 p.m., to help with traffic in getting the cars out of the park faster and safer. Jim Lauret added that if Lyle wanted he could have the DJ announce that if any of them would like to participate in the parade, to show up around 6:00 p.m. and they would be at the end of the parade.

Breakfast: Lyle finally found a contact name with the Rotary Club. They are planning on doing the pancake breakfast again this year. Sierra West Jewelers helps to sponsor this event.

Teresa Horn – Boutiques

Boutique: Teresa only needs nine more vendors to be completely full, making it a grand total of 68 boutique vendors.

Jim Lauret – Grand Parade

Grand Parade: Jim Lauret started out by asking for suggestions on what transportation to use for the Grand Marshal(s) this year. Since there are only 2, there should be a variety of choices. If you got a convertible, you would need to ask them upfront if they had a problem of them sitting up on the car with their feet on the seats. Possibly a car dealer would be willing to let you do this. Let's try to find something that makes them visible. Jim added that he is starting to receive applications and has no worries about filling the 100 entry slots.

Kena Mathews – Student Marshals, Children's Crafts, 5K

Student Marshals: All the Student Marshals have been selected. Kena is just now gathering the bios and making sure they got their picture taken. The plaques have been ordered for them and the Grand Marshal(s).

Children's Crafts: Kena's contact has agreed to do the banner for the Children's craft area and also some smaller banners for the Car Show. The face painter and balloon guy are all scheduled. Another favorite activity will be done by Paul Mitchell Hair School. Kena reminded Jim Orr that she will need table and chairs for them. Jim told Kena that the day of the event, if they are not over there just give him a call and he will take care of that.

5K Run: Kena has finally made contact with Steve Pearson from the City of Orem Fire Department and they are going to do the 5K this year, but would like the committee to discuss the option of having this event next year the Saturday before Summerfest in hopes of getting more participation. All their information is on the Summerfest website.

Ryan White – Hospitality Tent, Food for Appreciation Dinner, Airmed, Booklet

Booklet: The final proofing for the booklet is May 14-21. All information needed for the booklet has to be to Ryan by May 1. What Ryan has received thus far, he has sent to Leah at

Bennett Communications and she is actively designing the pages. The booklet goes to print on May 23rd and will be mailed out on May 30 or a little sooner. Charlene Crozier said that she will get the City Council/Mayor picture, and also the council message to Ryan.

Hospitality Tent: The Hospitality Tent will be set-up like years past. Things are moving along well.

Appreciation Dinner: The Appreciation Dinner is set to go.

Support Staff Updates

Jim Orr

The Diamond Rental order is in. Annette will need to call about the linens for the Appreciation Dinner. Jim is trying to find a dirty water disposal station for the food vendors. In the past we have been pouring it down the drains at the main restroom which is probably not the best solution.

Charlene Crozier

Charlene asked Ryan White how long does the Mayor/Council message needs to be. Ryan said very similar to last years. Ryan guesses around 250-300 words. Needs to be emailed to Ryan by May 1st.

Adjournment, 6:15 p.m.