



CHRISTMAS VILLAGE ADVISORY COMMITTEE MEETING

Minutes of the regular meeting of the Christmas Village Advisory Committee held Thursday, August 7, 2025, at 4:00 p.m. at the Community Service Building, 1875 Monroe Blvd. Ogden.

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| Members Present: | Nikki Lovell Robin Parent Nick Morris Jacob Chadwick | Craig Bielik Richard Armstrong Sandra Tuck |
| Members Absent: | Keri Ritz Michelle Miller Judi Culley | Amber Robson LeeAnn Christensen Bonnie Baird |
| Ex-Officio: | Stacey Olsen, Volunteer Coordinator | |

CALL TO ORDER

Chair Bielik called the meeting to order, greeted everyone, and performed a roll call.

APPROVAL OF MINUTES

Motion to approve June 12, 2025, meeting minutes by Member Armstrong. Seconded by Vice Chair Parent. Approved unanimously.

SWEATSHIRT AND ORNAMENT DESIGNS

Sweatshirts and Ornaments are on order.

MOVIE NIGHT

Chair Bielik stated that the quote for the Muppet Treasure Island is September 13. Tickets are \$8.00 each. He asked that everyone please share this event and help get the word out. Chair Bielik will get the contracts over to Staff Olsen for approval and routing.

NEW DISPLAY

Chair Bielik reached out to the McKenzie Exhibit to get a new display. Staff Olsen stated that depending on the cost, we will need to do a Sole Source before we commit to the purchase.

BREAKFAST WITH SANTA

Member Lovell stated that she would like to step down and from a voting member and be more of a support person for the committee. Staff Olsen sent out an application for Sarah Harold. **Member Lovell motioned to request the appointment of Sarah Harold to the Committee. Seconded by Member Armstrong.** Approved Unanimously.

Caterer – Member Lovell will ask Member Miller if she gets bids for the breakfast. The committee all felt last year's breakfast was the best we have had.

Magicians – Chair Bielik will arrange

Balloons – We will ask Member Culley to reach out to them.

Mascots – Member Armstrong will arrange.

Elves – Member Morris will reach out to find some elves.

Donation Letter – Member Lovell will prepare the donation letter for Young Auto.

Hot Chocolate – Member Lovell will reach out to Daily Rise.

Bears and Drinks – Chair Bielik will reach out to Coke and ask for the Bear donations (2 Large – and 200 small). He will also see if they will donate water and soda for the event.

Books – Staff Olsen will order books.

PowerPoint – Member Armstrong will make the presentation.

Place Mats- Staff Olsen will ask the marketing team to design.

Face Painters – Vice Chair Parent will organize the face painters

Donuts – Vice Chair Parent will seek donations for donuts.

Staff Olsen stated that she believes Member Baird has spoken with Macy's and will get treats for the Elves.

STORE MERCHANDISE

Staff Olsen asked everyone to send over their ideas for items to stock in the store. Member Morris will set up a program to track the inventory of our items.

WAREHOUSE DAYS

The committee discussed days to invite the sponsors to come out and work on their cottages. Staff Olsen will prepare lists of cottages for everyone to call. The list will have details about this years event and each member will get confirmation that they intend to decorate their cottage this year.

October 9, 2pm to 4pm

October 23, 2pm to 4pm

AVAILABLE COTTAGE

Staff Olsen emailed all the potential sponsors and asked them to submit a proposal of how they would like to decorate a cottage. She received 4 back.

Member Lovell motioned to ask the Sugar Person to decorate the cottage once her proposal has been reviewed. Seconded by Member Morris. Approved Unanimously.

ROUND TABLE

- Chair Bielik and Jo Packham was invited to discuss the history of Christmas Village to the Rotary Club.

NEXT MEETING

Date: Thursday, September 11, 2025

Time: 5:00 p.m.

Location: Ogden Community Service Building, 1875 Monroe Blvd. Ogden UT

ADJOURNMENT

Motion to adjourn by Member Morris. Seconded by Vice Chair Parent. Meeting adjourned at 5:00 p.m.



Stacey Olsen, Volunteer Coordinator

Date Approved: 9/11/25