

MINUTES**1. Call to Order, Roll Call, Welcome**

Chair Molly Signoretty called the meeting to order at 5:30 p.m. She also confirmed that a quorum was present.

Molly Signoretty	P
George Ferris	P
Mike Williams	P
Rebecca Pipkin	P
P=Present A=Absent	

2. Agenda Review

No changes were made to the agenda.

3. Consider Minutes of July 14, 2022

By unanimous consensus the committee voted to approve the July 14, 2022 minutes.

4. New Business**a. Partner Updates****i. Unified Police Department**

1. Unified Command post will be to the west of the stage with Unified Fire Authority. Will increase staffing around 6:00pm and will have 8-10 cadets in the crowd with radio communications. Tonya will be in touch with Chief Thomas on who will be onsite.

ii. Unified Fire Authority

Brad discussed the Incident Action Plan (IAP)

1. Molly will put together a text thread for the event.
2. Tonya and Laura will make sure to bring hand sanitizer for the booths.
3. Volunteer check-in will be at the City booth and employees at the command center.
4. Recommended a debrief the week after the event to review how things went.
5. Laura will add a map of the vendor booths to the IAP the week of the event once everything is finalized.
6. Laura will get exit signs for the event.

- iii. Brad/Laura will check to make sure the radios we currently have work; otherwise will rent for the event.

b. Midvale City Department Updates**i. Administration – Budget Review**

1. Balloon arch for the carnival will be \$2500 and will span across all five booths and include lots of variety in balloon types.
2. Big tent for the stage will be about \$9300.

ii. Communications

1. Carnival – discussed giving out a limited number of tickets and stamping participants hands to be able to meter participation.
2. Reviewed the carnival games and rules.
3. Additional items to get for the carnival games: pitcher of water (for the fish in a cup game), spray paint (for the throwing games to mark the distance for people to stand), table/stool (for kids to reach the duck pool).
4. Public Works employees will need to have overlap until 3:00pm —Laura will email about times to ensure we have coverage during high need times from 1:00pm-3:00pm.
5. Tonya's team will help set up Carnival Row—Laura recommended Tonya bring 5 people for event staff; Laura will ask Public Works about help setting up the carnival tents.

c. Vendors

- i. Updates on Booth Vendors – currently have 66 vendors; reviewed the new applications and approved all except duplicates and those who are selling food from booths.
- ii. Food trucks – J Dawgs is participating and Waffle Love is pending.

d. BINGO Planning

- i. Bought 2 season tickets for Warriors Rugby and they added an additional two tickets and some clothing
- ii. Outline BINGO Calling Timeline

e. Volunteer Needs and Recruitment Updates

- i. Laura updated the volunteer application form, it is now on Engage Midvale.
- ii. Cut off for putting in applications is Aug 3rd so that background checks can be run.
- iii. Molly encouraged everyone to update the volunteer spreadsheet with volunteer information.
- iv. Rebecca will conduct a recorded orientation on evening of Monday, August 1st.

f. Discuss Harvest Days Festival Timeline and Committee Member Responsibilities

- i. Extended parade invite to Unity in the Community.

5. Harvest Days Festival Committee Member Comments

6. Adjournment

By consensus of the Harvest Days Festival Committee, the meeting was adjourned at 7:24pm.