

Date: February 21, 2024

Time: 5:30 PM

Location: 35 Town Farm Rd, Hollis, Maine

I. Call to Order

- Roll Call of Members

II. Approval of Previous Meeting Minutes

- Review and Approval of Meeting Minutes from January 9, 2024

III. Treasurer's Report

- Financial Updates & Review from last meeting
- Findings from Mary on account standings
- Budget Review and Adjustments, if Necessary

IV. Sponsorship Updates

- Progress Report on Sponsorship Efforts
- Discussion on Outstanding Sponsorship Opportunities
- New sponsorship letters and sponsorship tiers defined.

V. Social Media and Communication

- Review of Social Media Engagement
- Updates on Community Outreach and Communication Strategy

VI. Entertainment Finalization

- Status Update on Entertainment Booking
- Final Approval of Entertainment Acts
- Adjustments, if needed

VII. Food and Vendor Coordination

- Discussion on Food Vendor Selection and Contracts
- Coordination of Vendor Spaces and Logistics
- Recapping of forms and where to get forms.

VIII. Volunteer Coordination

- Recruitment and Confirmation of Volunteers
- ***Recapping of Assignment of Roles and Responsibilities***

IX. Advertising and Promotion

- Review of Advertising Strategy
- Distribution of Flyers and Promotion Materials
- Deadline April 1st

X. Any Other Business

- Open Floor for Additional Topics or Concerns

XI. Next Meeting Details:

- Set Date, Time, and Location for the Subsequent Meeting

XII. Adjournment

- Motion to Adjourn the Meeting