

# Meeting Agenda/Summary Template

## Cayce Event Planning Committee

<b>Subject</b>	Event Planning Committee	<b>Date/Time</b>	July 16, 2015 at 5:30 PM		
<b>Location</b>	Cayce City Hall – Council Chambers				
<b>Attendees</b>					
<b>Event committee</b>	<b>Y/N</b>	<b>GUEST SPEAKERS</b>	<b>Y/N</b>	<b>City Staff</b>	<b>Y/N</b>
Mr. Danny Creamer	N	Mr. John Banks, Event Coordinator	Y	Ms. Kara Carmine	Y
Ms. Rachel Scurry	Y	Ms. Sheila Starkey, Social Media Consultant	Y	Ms. Mendy Corder	N
Ms. Cindy Pedersen	N			Mr. James Denny	N
Mr. Dave Capps	Y				
Ms. Kimberly Christ	Y				
Ms. Brenda Cole	Y				
Ms. Ellen Mancke	Y				
Dr. Jason Munsell	Y				
Ms. Frankie Newman	Y				

No	Motion	First/Second	References/handouts/notes
1.	Call to Order	Ms. Rachel Scurry, Vice-Chair	
2.	Approval of minutes of June 2015 meeting	Ms. Brenda Cole - Motion <hr/> Ms. Rachel Scurry second	June minutes approval tabled until next meeting to allow for corrections.

## Meeting Agenda/Summary Template

### Cayce Event Planning Committee

3.	<p>Congaree Bluegrass Festival Update Mr. Banks/Ms. Carmine</p>		<ul style="list-style-type: none"> <li>• John Banks informed Committee of the CBF presentation made to council by Ms. Carmine. Councilman Tim James was concerned by the admission price being charge. Mr. Banks emailed Mayor and Council to explain the reasoning and Mayor Partin suggested Cayce residents be admitted for a reduced price or free. City Staff, Ms. Carmine and Ms. Corder, decided to go forward with free admittance for Cayce Residents.</li> <li>• Mr. Banks and Ms. Carmine provided an update on food vendors. So far we have Daily's Dogs confirmed, are waiting on confirmation from Pawley's Front Porch, Mr. Banks is going to contact Labrasca's pizza. We still need fair food, ice cream or Italian ice. Other vendors have been contacted but not all responses have been confirmed.</li> <li>• Arts/Crafts vendors are needed. Looking for glass blower or potter. Ms. Cole mentioned the couple on Frink Street that makes pottery. Ellen mentioned the tatting guild. Vendors who exhibit will not be charged a vendor fee. Also looking for other marketing vendors to fill in space, for instance, local banks.</li> <li>• Bill's Pickin' Parlor will be sponsoring the Jam tent, providing banjo and mandolin exhibits, also providing two teachers to teach how to play.</li> <li>• Capital City Cloggers will be joining again this year in a Dance tent. Still looking for a group of square dancers. Groups will need to perform for 30-45 minute intervals 3-4 times throughout the day.</li> <li>• PaperPro is designing the poster, should have a proof by Monday, 7/20/15. Committee will have final approval of poster artwork.</li> <li>• Mr. Banks presented sponsorship material to Committee. Love Mitsubishi has committed to \$1000. We are still looking for other sponsors. Uncertain if SCANA is sponsoring this year, Ms. Carmine is checking.</li> <li>• VIP Tent is a benefit of sponsorship. The VIP Tent will have food and beverages all day. Mr. Banks is looking for an in-kind sponsor to provide food.</li> <li>• PaperPro will be providing all ad specialty items for the event. The Events Committee will not be responsible for these sales.</li> <li>• Ms. Carmine asked the Committee if they want to provide free hand fans again this year. The Committee agreed it was a good idea and suggested holding some over for the Sunday event.</li> <li>• Kara provided update on the steps staff is taking to reserve the stage, port-o-johns, bounce houses, etc.</li> <li>• Discussed need for volunteers at the event. Need approximately two groups of 10 people each to cover ticket sales, ticket takers, zip code collections, etc. John recommended checking with community groups such as the JC's or church groups that might be interested in volunteering.</li> </ul>
----	---	--	---

## Meeting Agenda/Summary Template Cayce Event Planning Committee

4.	Carols along the Riverwalk and Christmas in Cayce H-Tax Funds		Ms. Carmine explained that the H-Tax fund request made to Council was approved for \$3000 for Carols along the Riverwalk Council also approved H-Tax funds of \$10,000 to begin transitioning to new led lighting for CIC.
5.	Adjournment	Kim Crist- Motion Rachel Scurry – 2nd	Meeting adjourned. Several members accompanied Mr. Banks to see the Columbia Speedway venue.

### Action Items

No.	Action Item	Owner/Target Completion Date
1.	Contact Free Times to determine cost of magnets for advertising	Mr. Banks
2	Revise minutes from June meeting and email to committee for approval	Ms. Carmine
3	Seek Sponsors for CBF 2015	All
4	Verify SCANA sponsorship of CBF 2015	Ms. Carmine
5	Contact potter on Frink re: becoming a vendor/exhibitor at CBF 2015	Ms. Cole
6	Contact tatting guild re: becoming a vendor/exhibitor at CBF 2015	Ms. Mancke
7	Contact Capt. Telegram re: in-kind sponsorship with hot air balloon at CBF 2015	Mr. Capps
8	Send last year's Carols letters Ms. Scurry before next meeting	Ms. Carmine
9	Find list of last year's volunteers	Ms. Carmine
10	Email list of bands to Committee	Ms. Carmine

**Next Meeting: Thursday, August 13, 2015 at 5:30pm**