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MEET BELMONT PLANNING COMMITTEE
MEETING AGENDA
TUESDAY, June 12, 2018
CHENERY MIDDLE SCHOOL COMMUNITY ROOM, 7:00PM
Minutes By: Valerie Krempus, Ashley Lang

ATTENDEES - Natalie Maclean Leino, Ashley Lang, Brian Saper, Lisa Scudder, Valerie Krempus
ABSENT - Emily Ferris

I. CALL TO ORDER

The meeting was called to order at 7:05PM.

II. APPROVAL OF MINUTES

The committee reviewed and discussed minutes from our last meeting in May. A few minor changes were made and the minutes were unanimously approved.

III. CONTINUED DISCUSSION OF COMMUNITY INFORMATION FAIR PLANNING PROCESS

The committee started the meeting by touring the Chenery community room and cafeteria where the Community Information Fair will be held. Members who were involved in previous years events explained the layout of the tables, where exhibitors will be set up, and how the event should flow. The committee also discussed the possibility of involving groups who had historically done performances during the fair and having a more deliberate effort for demonstrations/performances from exhibiting organizations.

After reviewing the space for the event, exhibitor outreach and RSVPs were presented to the group. The exhibitors coordinator will continue to monitor RSVPs and respond to inquiries from exhibitors, and will follow-up with groups who have not replied in June/July.

The committee discussed including yes/no committees for ballot questions at the Community Information Fair. The committee decided to allow such committees to exhibit.

Committee also discussed ways to engage new groups and committees.

The committee discussed marketing for the event, and determined that the marketing efforts will require and retrieve admin access to the Meet Belmont facebook group before the next meeting. The draft MBCIF flyer was presented and discussed, and additional updates will be made prior to the next meeting. The flyer will be advertised, primarily via social media, beginning in July, and will be shared with exhibitors in August.

The committee discussed event sponsorship, and confirmed funding from the Belmont Car Wash again this year. Sponsor agreed to increase funding by 50%, which will enable the committee to

identify creative ways to increase volunteer and guest engagement, including the possibility of a prize raffle associated with Belmont Food Pantry donations.

The committee discussed logistics, and confirmed that sandwich boards had been reserved for event advertising. Before the next meeting the accounting logistics will be set up to ensure funds are disbursed and can be accessed by the committee. Discussed MBCIF presence at the Belmont Farmer's Market and which dates would be most effective for the event to request use of the community information table.

The committee discussed and received updates regarding volunteer efforts, as well as ways in which the volunteers could be better utilized. It was suggested that the committee would like to engage the volunteers in a greater way.

Overall progress and planning of MBCIF was discussed, as well as next steps and the next planned meeting. The next meeting date will be determined by the committee chair in the coming week.

IV. GOALS FOR NEXT MEETING

Everyone will work to accomplish their checklists before next meeting.

V. OTHER BUSINESS

A.) NEXT MEETING: TBD, 7:00PM Location: TBD

VI. ADJOURN

Meeting adjourned 8:55PM

Respectfully submitted,

Ashley Lang

Meet Belmont Committee Member