

EARTH DAY FESTIVAL PLANNING COMMITTEE
FEBRUARY 19, 2015, 12:00 – 2:00 P.M.
ACTION ITEMS

PLACE: Executive Conference Room, City Hall

ATTENDEES: Courtney Spriggs, Jack Lindon, Teresa Stickels, Margaret Lamb, Barbara Peck, Francina Lindon & Jason Wright filming part of meeting

Everybody:

- E-mail vendor information to Margaret who will update the Excel spread sheet
- Everybody review volunteer time and task list Barbara prepared for help needs
- Date for walkthrough of Friendship Park for layout needs is Sunday March 1st
- Deadline for Sponsors Logos to appear on 5 large banners going around town is March 18th

Courtney:

- Send a reminder to returning vendors who haven't respond yet.
- Check with City on Information for City Booth – Display of Conservation initiatives, Tree Photo Contest, Bell Memorial Park Master Plan, etc.
- Follow up on request BlueJon porta potties
- Follow up with RGR Golf Carts on availability of Ranger 4-person carts
- JotForms will go out on Monday, February 23rd
- Jack & Courtney to check on Kids Crafts supplies in storage Saturday, Feb. 28th
- Check about paying with credit card as we get closer to event when check may not clear in time
- Find out what Food Trucks need to run on
- Check on availability of tents for rain date
- Are Rock Climbing Wall and Hamster Balls available for April 18th date?

Margaret:

- Up date Excel Vendor spread sheet
- Margaret check on possible vendors Moss Hill Farms and BJ Weeks Works Honey – find out if \$50 will be a problem
- Follow up with Target to see about donation for raffle and/or sponsorship through Preserve Rural Milton 501(c)3

Barbara:

- Check on Verizon Wireless for possible sponsorship
- [This could be for Margaret's too (?)] **1st** Need to contact Milton Garden Club. See if they want to get soil and seedlings from Scottsdale Farm. **2nd** (after and depending on outcome with Garden Club), see if Scottsdale wants to give us plant(s) for raffle, or be an MGG Earth Day Sponsor, lowest is \$250 donation to be considered for recognition as a sponsor. In the past Scottsdale Farm & Garden Center not really a sponsor of Earth Day Festival because donation goes to Milton Garden Club. Give Garden Club 1st chance.

Jack:

- Follow up with possible vendors “Just One Africa” (water purification by commercially available filters) and Walter Dean’s organization (medical supplies). See if they want to sell drinks as fundraiser.
- Look for a Geo-thermal heating and air provider as a possible vendor
- Ask for vote of Preserve Rural Milton to pass on donations to MGG Earth Day Festival. Jack needs to check on Kohl’s (needs 501(c) 3) - signs up 5 volunteers then can make a donation
- Jack to confirm numbers for setup and takedown
- Invite MDAC to Park walk around March 1st, Sunday

Jennifer:

- Contact GA Rhino Shield to see if they want to be a sponsor again
- JotForms will go out on Monday, February 23rd
- Add March 18th deadline to Sponsor Form if Sponsors want their logo included on large publicity banners

Teresa:

- Follow up on request to Childrens’ Healthcare
- Follow up with Chattahoochee Nature Center on whether or not they can come
- Check with Cindy on getting Rope Bridge and how to set it up (how many YMSL will be needed to setup, man and take down?)

Kathy:

- Confirm number of volunteers that will be needed for Kids Crafts Tent

Francia:

- Follow up with Courtney on what City is doing in their Booth so that MGG Booth can pick up what they can’t do or don’t have room for on Conservation initiatives. Two Booths should be a coordinated effort.
- Check on where we’re at with NWF for MGG Booth
- Revise Schedule to include deadline for Sponsors for their logos to appear on 5 large banners
- Banners to go up around town March 23rd

FYI – Spring School Vacation is week of April 6th – 10th

We won’t have access to Friendship Park until after 3:00 pm on weekdays

Meeting Adjourned at 2:00 pm