

Project Success Planning Meeting

Saturday May 14th, 2011

Grounds for Coffee

3:00 pm

In Attendance:

Betty Sawyer

Hanen Abraham

Godfrey Bey

Delores Bay

Absent

Annette Foster

Asia Jones

Ed Landers

Lecretia Hayes

Agenda item	Discussion	Action	Pending
Funding Update	Betty informed committee about the “Info-mortality” mini grant. We will allocate \$ 500 out of the grant to be used for the Juneteenth Festival (hand-out materials, fill-out surveys, give-aways)	Betty finalized and turned in the mini-grant. Received acknowledgement letter, no more information needed at this point.	Receiving check
W/M Tobacco Mini-grant	Hanen gave quick update about the mini-grant. End of mini-grant period end of June, 2011.	Hanen, Donna	Wrap up activities for this grant period. Compile all surveys, filled out at different events and turn them in to Anna by end of June.
Juneteenth Festival			
PEPSI Trailer	Betty asked Godfrey if he’d approach PEPSI Co. and ask them to co-sponsor Jth. by donating PEPSI	Godfrey	Will contact PEPSI Co. this week

	products and prizes for the festival		
Diamond Rental	Hanen contacted Diamond Rental for renting a 20x20 canopy for the health fair and a bounce house for the kids' zone	Hanen	Will finalize the equipment rental through the Ogden office.
Kids Zone	We are hoping to bring in Ronald McDonald, Ogden, Nature Center, OWCAP, Tree House Museum to come out to the festival. Dee Dee said she got lots of crafts, balloons and some games ideas.	Dee Dee	Will make some phone calls this week to see who we can bring out to the Festival.
Licenses/permits/amphitheater rental/festival insurance	Park rental, license to operate Juneteenth	Hanen & Betty Paid \$ 500 to John Nicholas (Amphitheater Manager and \$ 300 for Downtown Ogden Inc. for Dan Musgrave) \$ 83 for Ogden City license. Turned in Special event application.	Temp. Food Establishment Permit (WMHD")
Dumpster rental for Juneteenth	We will approach Ogden City to help us provide an extra dumpster at the park during the festival	Hanen & Betty	Will meet with Carolyn Breirely sometime next week to go over our Special Event Application.
Volunteer Coordination	Betty suggested that we approach Job Corps (Thomas White) to provide some students to help with the set-up and take-down of canopies	Hanen	Will call and send out a letter in the mail requesting students to volunteer at Juneteenth.

<p>Admission, crowd control, wrist bands for performers and vendors</p>	<p>Talked about having different color wrist bands for performers and booth vendors.</p> <p>Those wrist bands will be given in advance to performers and booth vendors and that way we would avoid admitting so many people using the performers or vendors names.</p>	<p>Annette will coordinate the performers. Hanen will purchase different color wrist bands and print out separate color wrist bands for performers and booth vendors.</p>	
<p>Next Meeting Date Saturday May 21st 3:00 p.m @ Grounds For Coffee</p>			