

Taste of the Valley HerbFest Committee Meeting Agenda
6pm Monday July 9th, 2018 at Waba Cottage Museum & Gardens

1. Welcome/Attendance/Call to Order
2. Adoption of agenda
3. Delegation of pecuniary interest or general nature thereof
4. Review of itinerary/logistics
5. Proposed changes to event
6. Roles of committee members
7. Action plan
8. New business
9. Next meeting(s)/adjournment

Herbfest Organizing Committee Record of Discussion
Monday June 18th, 2018
Location: Waba Cottage Museum & Gardens

Present:

Scott Conroy – Recreation Programmer, M/B Township
Jim Austin – Waba Cottage Museum Curator, M/B Township
Teresa Bahm - McNab/Braeside Rec Committee member
Monique Keenleyside – member at large

Regrets:

Warren Hic
Geoff Patterson – Parks and Rec Director, M/B Township

1. Call to order/Welcome/Attendees

Our meeting was called to order at 6:10 pm and roll call taken

2. Declaration of Pecuniary Interest

None

3. Review of Event

Monique had main tent speakers listed for Scott.
Jim is agreeing to “Museum Chats” every hour beginning at 10am.
List of volunteers sent to Scott. Still looking for pontoon boat driver.

4. Proposed Changes to Event/ Itinerary

Not allowing parking in the vendor area.

4.1 Layout Update

Scott is going to look into getting layout designed by early next week.

5. Roles of Committee Members

Monique will be looking for more vendors as she has been doing all along.
Jim/Warren looking after media/publicity coverage for the event, posters, sending out information to the newspapers, and online social media websites.
Teresa – Looking after Vendors day of the event.
Geoff and Scott working alongside of the Taste of the Valley, getting all day of essentials ready for the day of the event.

5.1 Exhibitors

As of today we are sitting at 42 confirmed Vendors. There are more that are still working on getting registration in.

Schedule of the Demo's for the day has been made and will be sent out to committee members next week once it is solidified. .

5.2 Media/Publicity –Jim/Warren

Reviewed some ads in papers. Discussed bag signage and alternatives. Everyone took handbill posters to distribute in various locations.

6. New Business

CTV morning live will be broadcasting on July 27th (Friday before the event). Scott will take care of making vendors aware next week.

7. Adjournment

Meeting adjourned at 8:10PM. Next meeting scheduled for July 23rd at 6pm at the Museum.