**HerbFest Organizing Committee Record of Discussion**

**Wednesday, May 10, 2023**

**10:00 am**

**Location: Zoom**

**Present:**

* Kathy MacKenzie
* Jim Austin-Waba Cottage Museum Curator, M/B Township
* Andrea Lamontagne- Recreation Director, M/B Township
* Taylor Holmes-Recreation Assistant, M/B Township
* Warren Hik

**Call to order/Welcome/Attendees**

* Our meeting was called to order at 10:10am

**Adoption of previous Herbfest Committee Meeting minutes**

* The minutes of the Herbfest Committee Meeting dated April 11, 2023 be adopted as submitted and circulated.

*Moved by Kathy, seconded by Warren.*

**Website/Social Media**

* Janyne has saved all images from Facebook page onto F Drive. Taylor will deactivate Facebook page, and we will use the Facebook event page moving forward.
* Warren noted that a link for Black Candle Co is not functioning on the Vendors section of the website. Taylor will fix this coding issue.

**Vendors:**

* We have 29 vendors confirmed and fully paid.
* Mallard’s Milk Bar cannot commit as they are opening up a store front this Summer. Kathy will send the contact information for the lemonade stand/ice cream vendor to Taylor to reach out to.
* Note to current and future vendors that quiet generators are allowed.
* Kathy noted that RCVTAC paramedics are still slated to come. She will check with them to see if they can double as an actual paramedic service for the duration.
* Two food vendors are confirmed: Mackie’s Golden Meals and Rump Roasters. Taylor will follow up with two food vendors from last year to see if they are interested.
* Taylor will send a list of confirmed vendors to Kathy.

**Entertainment/Programs**

* Main Music Stage is fully booked:
	+ Laurie Telgan is booked from 10-11 am.
	+ Emily Hass is booked from 11 am-12 pm (we can adjust to end at 11:45 am if pipe band performing)
	+ Lana Chenier is booked from 12-1 pm
	+ Spencer Scharf is booked from 1-2 pm.
	+ Kyle Felhaver Band booked to end the event from 2-4 pm. Should draw crowd as they are a popular, local band.
* School House confirmed:
	+ Marlene Schaley doing water colour paintings in the School House from 9 am-12 pm.
	+ Bob Hinchley-Weaving in the School House from 1-4 pm.
	+ Laurie Telgan-hand sewing in the School House from 1-4 pm
* Jim noted that the pipe band cannot confirm how many members can come, but that one piper can start the day at 9:30 am. Jim will confirm with them if they are willing/able to do a set from 11:45am – 12.
* Kathy as not heard back from the auxiliary police directly. She noted that there is a new facility in Renfrew called ‘Connection Centre’ through the police, which relates to mental health. If they would like to set up a table, that would be an appropriate trade for services to having the auxillary police presence. Kathy will touch base with them by the end of the week.
	+ Kathy spoke to Scouting, he will get back to her because it is close to Jamboree; has not heard back from Girl Guides. Kathy will follow up.
* Jim has not heard from RCMP Ottawa.
* BIAK is coming from 10-11 am. It is decided we will put them in the Gazebo.
* The Henna Lady is a paid vendor and requested same location as last year between museum and parking lot. However, we can’t guarantee a space
* French Catholic School board are paid vendors and will set up in Children’s area with programming.
* Taylor is in discussion with the founder of Dome Retreat in Braeside to offer a sound healing workshop.

**Other News**

* Jim brought a USB stick to Janyne. Janyne put on F drive. Info regarding outreach contacts to put information in. Online calendars, TV’s, radio. Janyne asked if anyone else wanted to help with contacting all the places to advertise as it is a big job. No one volunteered.
	+ Jim can be up for helping with that; will need press copy, pictures, write up .

**Next meeting/Adjournment**

* The next meeting is May 31st at 10:00am.
* The meeting adjourned at 10:36am!