**Candor Chamber of Commerce**

**Special Meeting Minutes**

**Daffodil Festival**

**3/22/2021**

**TOPIC: DAFFODIL FESTIVAL PLANNING**

**IN ATTENDANCE VIA ZOOM:**

 Dave Astorina

 Suzanne Johnson

 Rita Kellogg

 Nancy Riggs

 Terri Rennells

 Cheryl Berg

 Dick Zavatto

 Jessica Spaccio

 Maria Cole

Meeting Called to Order by Dick Zavatto: 7:15pm

AGENDA: Review Agenda from 3/8/21 meeting

 Add new items/discussion

DICK: Dave- **insurance quote**? Will do for next meeting

 Rita- find a good **back-up location**? AA Dairies – big field across from NAPA good location.

* Rita: will do the necessary permits
* Got quotes for Porta Johns – best one is Rentals To Go – 6 bathrooms/4 sinks for $750
* All agreed this will be enough – may see if others are available to bring over for free?
* Nancy: Amazing Glass in Owego has Porta Johns at good prices

Maria – what is **VENDOR** application status?

* Updated application with COVID 19 protocols
* They have a week to get the application back to me
* I will type up guidelines in the coming weeks and vendors will have these emailed to them several times so they are well aware by the time of the event.
* General vendor info – we should have some tables for them to take food breaks, separate from public eating area.
* A Chamber member beverage vendor will be charged $60 ($15 off)
* **Vendor Report**: 39 Vendors

 2 Food Trucks

 2 Wineries

 5 Double space vendors so far

* Jessica will check the mail twice a week – Tuesdays and Thursdays to let Maria know of new sign-ups. Maria will keep a folder of paper applications.
* All Vendors will sign a guideline form and health questionnaire before they put anything on the field.
* Free sites will go to Candor organizations such as:
	+ Library
	+ Historical society
	+ Food Pantry
	+ Other Candor Organizations
* Vendors can come as early as 6:30/Sunrise to begin setting up
* DICK & MARIA will get together to map put field once all vendor applications are in.

Rita: Portion of proceeds to go to EMS?

Dick: We can do fundraising and decide after – how much to reimburse Chamber and EMS

**BANDS:** Should we have? Logistics?

* Rita: Purple Lightening Band?
	+ Maria: Parents must be told to wear masks: not good at doing so otherwise
* No Payment to bands – can’t afford
* DJ? Can be expensive?
* Dave: Put bands in the pavilion – those that will play for free. No room for crowd to gather, but creates the good atmosphere we want.
* Bands agreed! Dave will organize by getting them together to schedule playing among themselves.

**SPONSORS**:

 DAVE: Let’s send out letters – modify past letter – to get sponsors.

 Can display their banners if they have one.

 RITA: I have a list of past sponsors from Gloria.

 JESSICA: I have spreadsheet list of past sponsors

 CHERYL, TERRI and RITA will work on mailing out letters to sponsors

**CHAMBER TABLE:**

DICK: 4 nice spots saved by the bandstand for us and other Candor organizations if needed.

 RITA: We Will sell T-Shirts there, have fundraiser box

 JESSICA: WE have a banner for us to put up at table.

DAVE: Zamoiskis have daffodils to display – we have them at the table to offer for donations.

DICK: Let’s display at the pavilion

MARIA: My mom, Linda, would like to pick and display daffodils

 CHERYL: I have tables we can use for us.

**VOLUNTEERS:**

DICK: I will ask Tammy if she will be in charge of Merciful Misfits volunteers.

* Parking
* COVID 19 Protocols being followed
* Vendor Support
* Signage up everywhere

JESSICA: Will send out list of volunteer jobs

SUZANNE: I will be a volunteer coordinator with a group for managing distancing, etc.

MARIA: Will be ‘the heavy’ if needed with challenging participants/vendors

DICK: Will schedule meeting with Tammy about

**FENCING:** Decided none needed

**T-SHIRTS:** RITA: We have past ones to sell and will get more Large and X-Large.

 Cayuga Express$10.50 each – sold for $15.

MARIA: We can get really cheap shirts and masks for $1 and I can put decals on – for STAFF

**WATER & PUMPS:** Decided we don’t need this year.

 DAVE: We can buy bottles to sell @ Chamber booth

RITA: I can get cases at Sam’s Club – we can return unopened ones or sell at yard sale or other events.

**PARKING:**

 DICK: Bob Riggs got permission to use the Legion Field.

RITA: People can park in the Legion field and walk through where the snow mobiles made a path.

DAVE: Yes, no parking on festival field. All can park in Legion field and walk over.

 Vendors can drop stuff off in the morning.

ALL AGREED: No parking for vendors near their tables.

MARIA: Parking for trailers needed – about 5 trailers so far.

DICK: We will make 6 spots for handicapped

 Legion field can hold at least 100 cars

**OTHER PIECES TO REMEMBER:**

TERRI: Will place flags out for Porta Johns ahead of delivery to make sure placed in correct location.

MARIA: Will send out maps to vendors with areas for parking and set-up, etc.

DICK: Will mark Legion field entrance to be used and Daff fest parking areas.

**GARBAGE CANS:**

RITA: Where did cans go that were purchased for 2019?

 DAVE: Stored in kitchen @ pavilion last I knew

 RITA: Gwen Isham(sp) manages that – I will get in touch with her to look in there.

 If they aren’t there – we need to buy new.

**DONATION BOXES:**

DICK: We need a donation box at every vendor table.

MARIA: My mom, Linda, would love to be in charge of that. I have many small boxes that will work perfectly.

**NO RAFFLES THIS YEAR**

**ADVERTISING:**

DAVE: Past advertising was a lot of paid in papers and radio, etc. This year we don’t need as much so not to get too many people.

THIS YEAR: Online

 Ithaca Times

 Ithaca Journal

 Chamber Newsletter

UPCOMING MEETINGS:

4/5/2021 @ 7pm Daffodil/EMS Meeting

4/12/2021 @ 7pm Chamber Monthly Meeting