**Candor Chamber of Commerce**

**Special Meeting Minutes**

**Daffodil Festival**

**4/05/2021**

**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

AGENDA: Check-in & Updates on Daffodil Fest details

Add new items/discussion

RITA: Did you all see the Daffodil Fest flyer I sent?

* Added raffles back in – could be done as safely as the lottery tickets are done. If people don’t respond when number posted online, then move to the next person.

GROUP: No definitive response to raffles.

DAVE: Insurance quote: approximately $400 per event, do we want insurance for all year or pay more per event?

GROUP: Not sure

DAVE: I will get quote for general liability insurance for the Chamber, which would cover all year. So we as individuals and businesses are not liable.

**Dave will get different quotes per Cheryl & Maria’s suggestion.**

* I will line up bands, DJ can fill in between bands.
* Kevin Luddy will volunteer for electrical support for bands and manage performers.

MARIA: Health Department says excellent setup! As long as entrance and exit is marked very clearly.

* Maximum 200 participants at any one time – not including staff/vendors/volunteers
* Vendors can have quick snack or drink, as long as mask goes up in between sips/bites.
* We don’t need someone to clean bathrooms, as long as sanitizer stations available.
* We will have sanitizer stations and there will be sanitizer at each vendor table.

SUZANNE: I will coordinate getting volunteers, I will email Tammy about Misfits

JESSICA: I will email you a list of past volunteers to contact

ADVERTISING/MARKETING:

MARIA: Has been posting vendor ads

Ads have been submitted to:

* Ithaca Times
* Gay Huddle of Ithaca Journal
* Bill M. of WEBO station
* Anne Stout
* Facebook
* Flyers

DICK: A group wanted to co-host event, should we allow?

RITA: No co-hosting, should not have ability to change event in any way.

DICK & MARIA made co-hosts of event on Facebook.

DAVE: I have signs that need updating

RITA: Last meeting, people are responsible for their own signs up and down.

DRIVEWAY, FENCE, CONES & STRAW

Do we need?

DICK: Vendor entrance open until 9:30am then closed.

1 entrance open for customers/bands

RITA: I haven’t found any free straw bales yet.

MARIA: Will check to see how many I can get at Iron Kettle to borrow.

General discussion:

3 tables for Chamber tent – 1 tent 10 x 10

1 table will be for daffodils

DAVE: I have a 10 x 20 tent that can be next to the Chamber tent for daffodils and donations.

RITA: Bottle and can collection site?

I’d like to do this to raise money.

We can build a 4x4 bin with pallets

Have a wrap around sign on it that says “proceeds support the Candor Historical Society”

MARIA: Mask & T-shirt printing work party 4/18 at 2pm at the pavilion!

DICK: Candor business location map will go in totes.

DAVE: I will make the copies of map.

* I have yellow plastic to cover up to 6 tables in eating area – duct tape on.
* Small signs at each table about safe distancing.

RITA: What should we put the daffodils in?

Terri: Sap buckets? I will look for these.

Dick: Found yellow buckets

RITA: Mason jars?

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.

UPCOMING MEETINGS:

4/12/2021 @ 7pm Chamber Monthly Meeting