

## Groveland Day Committee Minutes

**Meeting Date:** Monday March 13, 2023 7PM

**Call to Order:** The Groveland Day Committee meeting was held Tea Garden Restaurant. The meeting started at 7:04pm on a motion made by Lisa Chandler. The motion was unanimous.

**Board Members In Attendance:**

Leah Bates  
Lisa Chandler  
Liz Zimmerman  
Nicole Sargent

Lisa Chandler reported that there is a balance of \$4922.97 in the account currently. Last year's event was a total expense of approx. \$15,000.

Looking at the calendar, an event date of September 8<sup>th</sup> (Road Race) and September 9<sup>th</sup> (Groveland Day) was proposed by Leah Bates. Motion was unanimously approved. Lisa will confirm date with Rebecca O. and see if a formal meeting with the Selectmen is required.

Leah is taking on the action item of reaching out to previous sponsors. Lisa will update the sponsorship letter with the new date for distribution. Nicole will make a new graphic flyer and brainstorm additional sponsor ideas.

Lisa mentioned some feedback on last year's event. Event was well received. Some requests for more adult activities was brought up. Team will brainstorm additional opportunities and discuss at next meeting.

Vendors for entertainment were difficult to work with. Will continue to look into alternative vendors to use.

Lisa made motion to increase vendor fees to \$35 for craft/Farmer's Market and \$75 for food vendors. Motion passed unanimously.

Fundraisers were discussed. Flamingo fundraiser will be back. Some flamingoes were damaged or stolen so some minor repairs are needed. Aiming for target of mid May for initial deployment. Other options for fundraisers include music bingo, bar crawl, flatbread company. Nicole to do some research and report back.

Looking at the previous year's costs, Lisa made a motion for the following expenses

- Entertainment costs including inflatables and rides not to exceed \$8,000
- Prizes and supplies not to exceed \$1300
- Marketing materials not to exceed \$1000

Motion unanimously approved.

Road race was least attended of all years. Motion to move date back to Friday from logistical and attendance perspectives made by Liz. Motion unanimously approved. Food truck is extra expense not needed to be included. Add Kid's fun run as an additional subevent. Lisa to confirm date with Racewire contact for event timing. Liz to coordinate with Norwood Insurance about details.

New raffle items explored. Possibility of Bradford swim club, sports team fall clean up, additional baskets. Liz and Nicole to brainstorm and reach out to local businesses for donations

**Action Items:**

- Lisa to confirm proposed dates with Rebecca and update marketing materials, sponsor and vendor forms and FB page
- Leah to connect with previous sponsors and entertainment vendors
- Lisa to connect with previous vendor fair participants
- Liz to run point on road race and raffle items
- Nicole to run point on fundraisers and graphics

**Meeting was adjourned at:** 8:45 pm on a motion made by Lisa Chandler and the motion was unanimous.

Next Groveland Day meeting is planned for mid April, date TBD

Submitted:  
Secretary,  
Leah Bates

OWN OF GROVELAND  
2023 AUG - 3 AM 9:08  
TOWN CLERK  
RECEIVED/POSTED