

## **HIGHTSTOWN HARVEST FAIR**

Minutes from July 13, 2015 Meeting

### **Committee Members Present:**

Trish Egan - Chair  
Gary Stevens – Vendors, Secretary  
Gary Grubb – Venue

### **Committee Members Not Present:**

Lee Brown – Children’s Entertainment  
Amanda Porter - Treasurer  
Melissa Ryan - Entertainment

### **Others Present:**

Dave Babcock – Past Chair  
Jim Coley - Glitterhoops  
Barb Harrington – Cultural Arts Commission  
Ken Lewis – Public Works  
Agnes McLaughlin/Carbone - Glitterhoops  
Peggy Riggio – Hightstown Borough

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### **Call to Order**

Chairperson Egan called the July 13, 2015 meeting to order at 7:00 pm.

### **Approval of June Minutes**

The minutes of the June 8, 2015 meeting were approved.

### **Accounting**

- 1<sup>st</sup> Constitution Bank Balance - not reported
- PayPal Balance - \$708.09

Checks received:

- JT Drive In \$267 – Permit Applications submitted

### **Sponsorship**

- Barb Harrington will solicit Home Depot to fund Cultural Arts Commission activities
- Wells Fargo bank is interested, but needs to wait before submitting
- Gary Grubb will solicit old and new sponsors

### **Children’s Area**

- Kelly Dance School will perform on Stage free of charge for self promotion of new business in Hightstown

## Vendors

- 20 registered to date
- Checks and permit applications are being delivered to Borough

## New Business

- Barb Harrington of the Cultural Arts Commission proposed an impressive expansion of art related activities, something the Fair has been trying to accomplish for the past few years. It will include 6 stations placed throughout the Fair. 1- a mosaic project for patrons to participate in creating. 2- 12 Farms Restaurant gallery. 3- a music stage TBD. 4- Diana Lang's Photo Contest. 5- portrait artist. 6- Art Station sale tables (tentative). There will be a stamp card issued to anyone interested to be stamped at each location, once complete, the cards will go into a raffle to win prizes. Ms. Harrington requested \$500 for supplies; in addition to soliciting Home Depot for supplies and sponsorship. Canopies, specific locations and 12-24 volunteers were also requested. Gary Stevens –Vendors, approved of the locations. Ken Lewis of Public Works stated the volunteer number was unrealistic, thus spawning conversation for the need of a Volunteer chair.
- Agnes McLaughlin/Carbone from Glitterhoops requested her spot be moved permanently to part of the lawn where the Lakeside stage is setup because her activity is a form of entertainment and encourages dancing and movement of patrons watching live music performances on the stage. All present agreed.
- Create an inexpensive; all purpose business card for solicitation of Vendors, Sponsors, Entertainers, Food etc. Gary Stevens is taking on the task and submitting design to Trish Egan for approval, Dave Babcock for printing price and turnaround.
- Look at Borough sign ordinance to see when sponsor signs and banners can be displayed before the event.
- A Volunteers chair is necessary this year to manage the constant need for more of them and for quickly delegating jobs and responsibilities when someone does come forward.
- Stages canopies and signs in public Works container need to be inventoried, and repaired/updated before 8/31
- Former chair Dave Babcock stated Police need to be Fire Police or Sheriff for entry gates, cannot be regular person.
- Barh Harrington suggested an after-party for volunteers after cleanup.
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## Adjournment

Chairperson Egan moved for adjournment. Member Stevens seconded. The motion passed unanimously. The meeting was adjourned at 8:10 pm.

The next meeting will be held on Monday, August 10, 2015.

Respectfully submitted,

Gary Stevens  
HHF Secretary