

## **HIGHTSTOWN HARVEST FAIR**

Minutes from June 8, 2015 Meeting

### **Committee Members Present:**

Trish Egan - Chair  
Gary Stevens – Vendors, Secretary  
Lee Brown – Children’s Entertainment  
Gary Grubb – Venue

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

Amanda Porter - Treasurer  
Melissa Ryan - Entertainment

### **Others Present:**

Barb Harrington – Cultural Arts Commission  
George Keith - Resident  
Ann Marie Miller – Cultural Arts Commission  
Peggy Riggio – Hightstown Borough

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### **Call to Order**

Chairperson Egan called the June 6, 2015 meeting to order at 7:00 pm.

### **Approval of April Minutes**

The minutes of the April 21, 2015 meeting were approved.  
There were no minutes taken for the May 11, 2015 – No Quorum.

### **Accounting**

- 1<sup>st</sup> Constitution Bank Balance - not reported
- PayPal Balance - \$96.85

Checks received:

- Decadent Delights \$257 – Permit Applications submitted
- David Lerner \$65
- A+A Dips \$80

Bills received:

- John Holm \$1100 – Porta-Potties- Unpaid from Fair 2014

### **Sponsorship**

- Last years list will be reviewed
- Trish Egan and Councilmember Connor Monferat will solicit old and new sponsors

### **Children's Area**

- Children's Pavilion, Pony Rides, Petting Zoo and related vendors are moving back to the Baptist Church back lawn, all agreed that it is better in this larger area much safer there, former site (1<sup>st</sup> Constitution bank parking lot) will probably go back to vendor parking
- Last years budget - \$4385, all bills were paid in full.
- May not have Fun Bus this year, paid \$700 for full day 10am-4pm, they only opened for 3 hrs.
- No to stilt man this year \$250
- Bounce House – cant use if it rains, down payment will carry over to next year. 4hrs \$550, bigger ones \$1000+ will see what budget allows
- Bull ride is being booked \$899, sponsors usually cover the cost
- Mad Science will return, price increased, possibly only 1 show
- Bubble Guy will return adding his magic show for \$150
- Ponies and petting zoo \$1450 looking for last years price, no balloons of any kind near animals
- Fire Safety trailer should be returning this year

### **New Business**

- Use of PayPal for vendor payments was being rejected by Hightstown Borough and Hightstown Fire Official. There were issues last year with the permits not being paid for. Borough representative Peggy Riggio was assured this would not be a problem this year. Permit Applications paid via PayPal would be paid to the Borough by check from our bank account. Applications and checks will be delivered to the Borough on a weekly basis. Total fees owed from last year are being looked into.
- Any vendors who are giving away samples of food that they are selling packaged are required to apply for a temporary food permit.
- Cultural Arts Commission would like to do a large-scale interactive project to draw people in, possibly painting or mosaic, suggested to expand Artist Alley with this. Recommend to feature this in a prominent spot on Main Street rather than merchandise/service vendors.
- Fire department should be participating this year
- Need to schedule/execute stage painting/repairs
- Need to schedule/order sign updates
- Add FAQ's to websites

### **Adjournment**

Chairperson Egan moved for adjournment. Member Brown seconded. The motion passed unanimously. The meeting was adjourned at 8:00 pm.

The next meeting will be held on Monday, July 13, 2015.

Respectfully submitted,

Gary Stevens  
HHF Secretary