

Hightstown Hometown Harvest Fair Meeting
Meeting Date: April 16, 2019
Meeting Time: 7:00pm
Meeting Location: OGP Architects, 101 N. Main St., Hightstown, NJ 08520

1. Call to order 7:04pm.
2. Round table introductions.
Members present: Gary Stevens, Mark Macedonia, Kenny Lewis, Jamie Micallef, Peggy Riggio, Barbara Jones, Joseph Cicalese, Sheila Hittesdorf, Ryanne Seldon
3. Explanation of jobs for members that were not present at the meeting.
4. Updates - Vendor registration launched on Feb 1st.
We are currently at 60 vendors.
Vendor registration is up from last year.
Gold sponsorship from Applegarth Dental.
Sponsorship levels are adjusted (Bronze \$100, Silver \$500 w/ name on tote bag, Gold \$1,000 w/ name on tote bag with prime vendor location, Platinum \$1,500- everything plus newspaper announcement and banners, name and logo on volunteer t-shirts).
5. Swag tote bags will be coming back due to success last year. EC might be able to stuff bags with eco friendly literature.
6. Gary S will take inventory of shirts so we know what we will be ordering.
7. Joe C will be taking over as Treasurer handling the 1st Constitution Bank Account.
8. Payroll has a balance of \$408.12. The Harvest Fair Account has \$13,112.52.
9. Fair came in under budget of \$18,000.
10. Peggy R. explained her role of working with securing licenses, insurances, and paper work for vendors and borough. She will be sharing the information between the council and the Harvest Fair Committee though she does not get a vote on Council. We would, however, like an official liaison to gain more council support. Peggy will report back to Council addressing our need to have a specific liaison/advocate.
11. Horizon Entertainment will be the main vendor for the Children's Area. The company is professional and easy to work with. A lot of the profits for the fair are weather dependent.
12. Children's area will continue to partner with daycare centers that provide live entertainment.
13. Children's ticket sales will be handled by HF member Chuck W.
14. IRS report was submitted last December.
15. Joe and Sheila will be presenting the budget for this year's fair at next month's meeting.
16. Advertising Update: Plug on Facebook posted in March. Facebook rescinded their 3rd party website links for initial posts. Everything on Facebook stays on Facebook. Direct

advertising is being done as well by Ryanne trying to secure possible vendors. Windsor Hights Herald can be a good source for advertising.

17. Go Green - Updates from Barbara. Having organic waste trash cans. Most green booth another incentive. Recycling demo site. Possibly have this fair be exclusively GREEN. Bamboo forks, banned straws, reduction of trash to show how important sustainability is to our town. The challenge will be getting the Green message to the vendors. We might have to provide the biodegradable utensils to get the ball rolling. Green elements and components will need to be added in waves due to budget and overall change of product. Balloons should be banned because they are bad for the environment. Strictly info booth vendors are not allowed at the fair. Possible reduced entry fee for vendors or groups that comply with the Green requirements. The EC can possibly set up a condiments booth to help raise support and awareness.

18. First Aid squad reporting at 6am. They will want a booth for recruitment and face painting.

19. No big stage being ordered. Funk Point 5 confirmed they are coming back.

20. Meeting adjourned 8:24pm.