

**Bristol Community Events Committee**

**November 13, 2019**

**DRAFT Meeting Minutes**

Present: Committee Members

**Secretary's Report:** The Minutes of 10/9/19 were reviewed. *Hilda Bruno moved to accept the minutes as written, Kim Smith second, Christina Goodwin abstained and the motion passed.*

1. Halloween Evaluation:

- a. General - The Tapply-Thompson Community Center (TTCC) gave out 650 treat bags. The Library ran out of treat bags around 6:15 and gave out 600 bags. It was reported that the Town of Plymouth had a low turnout, but Bristol's was well attended.
- b. Jurassic Quest Event - Jurassic Quest cards were not given not in advance, it was recommended that we give out cards earlier, through the schools or other locations, to consider set locations for the dinosaurs and to give them cards to hand out. Should consider adult prizes and children's prizes to increase participation
- c. Parade - Still need to work on stopping the trick or treating during the parade
- d. Truck or Treating - Need to pre-register the trunk or treating participants so we know how many will be there. If a good crowd, can turn on the building lights and promote.
- e. Advertising - Need to get the poster out earlier including the schools

2. Tree Lighting

- a. Announcer – Al Blakeley with the microphone
- b. Food – Lion's Club will have hot dogs, cocoa, hot cider
- c. Tree – Tree is all set and will be picked up and delivered
- d. Other food – popcorn and chestnuts
- e. Fire Pit – Christina will apply for the license
- f. Banner – Would like to order one that says "Christmas Tree Lighting 5-6:30"
- g. Caroling – 5-6pm with Libby leading. Would like to advertise people interested in showcasing their talent should come out and sing
- h. Lighting – Christina will ask the Fire Department if they will help with the lighting on the tree
- i. Sleigh – The Committee discussed polaroid cameras for people to get pictures

3. Decorating Contest: Christina is working on the contests. It was felt that we should continue as we purchased the trophy for businesses.

4. Brochures – Les Dion checked in if anyone else needed brochures to give out and if the Committee could check their locations.

5. Budget – The Committee reviewed the budget and the proposal to add a Special Events Coordinator to help out with events and advertising. Christina Goodwin motioned to approve the budget submission, Kim Smith 2<sup>nd</sup>, the motion carried. It was approved to put funds toward a new cotton candy machine, look into a Grinch costume and look into additional signs.

Meetings:

**Regular Committee meetings are normally held the 2<sup>nd</sup> Wednesday of every month at 9:30am at the Town Offices and additional meetings are scheduled as needed.**

**The next meeting is scheduled for December.**

Having no other business to conduct the Community Events Committee was adjourned at 11:30 am.

Respectfully Submitted,  
Christina Goodwin

Respectfully Submitted, Les Dion