



**Arvada Festivals Commission Minutes September 20th, 2023 6:30 - 7:30
Hybrid Meeting**

Zoom/Google Link here: AFC Monthly Board Meeting <https://meet.google.com/qyi-bqku-svd>

Assigned Recorder/Minutes Taker: Kathryn Holabird

City Staff Attendance: Adelle Burton

Arvada Festivals Attendance (Place "X" in the box if present):

Stefanie Bednar - term expires April 2026		Larkin Rau - term expires April 2026	
Michael Bozeman - term expires April 2024		Rebecka Lovisone - term expires April 2026	
Alison Butler - term expires April 2026		Ethan Lutz - term expires April 2024	
Heather Carlson - term expires April 2025		Kim Major - term expires April 2026	
Tracey Dailey - term expires April 2024		Jenine McQuaid - term expires April 2026	
Joe Damgaard - term expires April 2024		Cassandra Sells - term expires April 2025	
Kim Golden - term expires April 2025		Rachel Ulrich - term expires April 2026	
Adrienne Gomez - term expires April 2026		Lisa Garza - term expires April 2024	
Katy Holabird - term expires April 2025		Barret Wolf - term expires April 2024	
Jennifer Kemps - term expires April 2025			

1. Call to Order
 - a. Time:
2. Old Business
 - a. Last month's minutes
 - i. Motion -

- ii. Second -
 - iii. All in favor -
- b. Holiday Party
 - i. Planners Confirmed
 - 1. Rachel
 - 2. Cassondra
 - 3. Katy
 - ii. Updates
 - 1. Location
 - 2. Guest List (+1)
 - 3. Date
 - 4. Food & Beverage
 - 5. Gift Swap or other activities?
- c. The Retreat
 - i. Executive Roles and Responsibilities
 - a. Chair
 - i. Manage the slideshow and agenda
 - ii. Lead monthly meetings
 - iii. Support other leadership roles and check in on priority tasks
 - b. Co-Chair
 - i. Manage snacks
 - ii. Assist in updating slideshow before monthly meetings
 - iii. Support other leadership roles and check in on priority tasks
 - c. Volunteer Coordinator
 - i. Create volunteer sign up link for each event through signup genius
 - ii. Reach out to local groups and create volunteer partnerships
 - iii. Manage the volunteer tent at each festival
 - d. Secretary
 - i. Take down the minutes at our monthly meeting
 - ii. Manage the timesheet
 - 2. Executive Positions
 - a. Chair -
 - b. Co-Chair -
 - c. Volunteer Coordinator -
 - d. Secretary -
 - ii. Roles & Responsibilities
 - 1. Festival Chairs
 - a. Log hours for meetings and planning
 - b. Lead monthly festival meetings
 - i. Create and manage agenda, action plan and/or checklists for the event
 - ii. At least one meeting on site at the park
 - 2. Logistics

- a. Assist in creating a documented pilot plan for each '24 festival to be used following years
 - i. Confirm safety, accessibility, and sustainability for each event is included.
 - ii. How can we be more inclusive...
 - 3. AV
 - a. Manage the AV trailer along with sound and stage at events
- iii. Festival & Subcommittee Chairs & Committees
 - 1. Winterfest – **Feb 24th**
 - a. Chair
 - i. Previously Ethan & Cassondra
 - b. Committee
 - i. Jenine
 - ii. Barret
 - iii. Kim
 - iv. Alison
 - c. Next Meeting is...
 - 2. KiteFest – **April 14th**
 - a. Chair
 - i. Previously -
 - b. Committee
 - i. Jenine
 - c. Next Meeting is...
 - 3. High Tea – **May 4th**
 - a. Chair
 - i. Previously - Jenn
 - b. Committee
 - i. Lisa
 - c. Next Meeting is...
 - 4. Arvada On Tap – **June 15th**
 - a. Chair
 - i. Previously - Getchen
 - b. Committee
 - i. Adrienne
 - ii. Ethan
 - c. Next Meeting is...
 - 5. Arvada Days – **Aug 24th**
 - a. Chair
 - i. Previously - Jenn
 - b. Committee
 - i. Jenine
 - ii. Barret
 - iii. Larkin
 - iv. Ethan
 - v. Lisa
 - c. Next Meeting is...
 - 6. Movies Around Town – **June 7th - July 12th - Aug 9th - Sep 6th**
 - a. Chair

- i. Previously - Tracey
 - b. Committee
 - i. Kim
 - ii. Michael
 - iii. Stefanie
 - iv. Larkin
 - v. Alison
 - c. Next Meeting is...
 - iv. Subcommittee Chairs
 - 1. Logistics
 - a. Chair
 - i. Previously - Rebecka & Stephanie Wells (Expired Term)
 - b. Committee
 - i. Rebecka
 - ii. Kathryn
 - iii. Adrienne
 - c. Next Meeting is...
 - 2. Volunteer
 - 3. AV
 - 4. Fall Fest - TBD January
3. New Business
 - a. Next Steps for Chairs
 - i. Exchange of the Chairs Meeting
 - 1. Connect with the committee member who previously held the position for an in person or virtual hand off before the November meeting.
 - b. Off Season Task List
 - i. Trailer organization
 - 1. Date:
 - 2. Who is Volunteering:
 - ii. Simplify events by creating run of show and/or festival checklists.
4. Upcoming Meetings
 - a. Holiday Party Planning
 - b. Meeting of the Chairs
 - c. Winterfest Kick Off Meeting
5. Questions
6. Public Comment
7. Good of the Order (anything that was not on the agenda)
8. Adjournment Time: