



**Arvada Festivals Commission Minutes November 15th, 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: Cassondra

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 2027		Rebecka Lovisone - term expires April 2026	
Alison Butler - term expires April 2026		Ethan Lutz - term expires April 2027	
Heather Carlson - term expires April 2024		Kim Major - term expires April 2026	
Tracey Dailey - term expires April 2027		Jenine McQuaid - term expires April 2026	
Joe Damgaard - term expires April 2024		Cassondra 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 2027	
Katy Holabird - term expires April 2025		Barret Wolf - term expires April 2027	
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. Last Month's Minutes
- c. Holiday Party
 - i. **Location:** Westwoods Golf Club in Arvada, 6655 Quaker St. Arvada CO 8007
 - ii. **Cost:** Special for Parks dept: \$30/person, estimating 40 people, \$2100
 - iii. **Alcohol:** Cash Bar only
 - iv. **Menu Options:** (we need to pick one)
 - v. Italian Buffet - Salad, Chicken Parmesan, Linguine, Vegetables, Garlic Bread, Dessert
 - vi. Southwest Buffet - Corn Salad, Fajitas, Cheese Enchiladas, Rice, Beans, Sopapillas
 - vii. American Buffet - Salad, Chicken Piccata, Sliced Beef with Peppercorn Sauce, Garlic Mashed Potatoes, Vegetables, Rolls & Butter, Dessert Coffee and Iced Tea
 - viii. *Questions for the commission:*
 - ix. *Children invited? Others (last year Lauren Simpson came, now the new mayor!)?*
 - x. *Budget for decorations/games? Light booth?*
 - xi. *White elephant gift exchange, what dollar limit?*
- d. Off Season Task List
 - i. **Completed**
 - 1. Trailer organization - Sunday November 5th
 - a. The trailer is festival ready!
 - b. Storage updates - tents and other bulky items in storage unit
 - ii. **To Do**
 - 1. Simplify events and by creating run of show and/or festival checklists.
 - 2. Order new bags for blue tents?
- e. *New Business -*
 - 1. Social Calendar
 - a. Seasonal Socials - After the monthly meeting
 - i. Spring - **March 20th**
 - ii. Summer - **June 19th**
 - iii. Fall - **September 18th**
 - iv. Winter - Holiday Party 2024
 - b. We need someone to plan each one. Who's interested? Basically just pick a place and get a count then make a reservation or snag us a table in person.
 - 2. Chair and Co-chair
 - a. Lisa or Rebecka will be present at all meeting possible so make sure to include us both on all your festival planning emails.
 - b. Lisa has a new email as well so use this one please
lisa.utz.garza@gmail.com
 - c. A warm welcome to Derek and thanks for joining us tonight!
 - d. The Retreat Wrap Up
 - i. **Agendas/Minutes Folder** Moving forward if you are in an executive position or chair of a festival or subcommittee please make sure to update your slides before the monthly meeting.
 - 3. Volunteer
 - a. New responsibility of hours management
 - b. Jenn will be reaching out in regards to gathering your 2023 hours

c. 2024 Time Tracker Plan

- i. Monthly Google Poll - Fill out the monthly poll sent via email and info will be added to a spreadsheet.

d. 2024 AFC Festivals

- i. Please make sure you have signed up for at least two 2024 festivals.
- ii. Those with upcoming expired terms only one 2024 festival needed.
- iii. Kitefest and Winterfest need more volunteers!

iv. These folks need +1 festival

- 1. Katy
- 2. Alison (logistics isn't considered a festival so one more:)

v.

4. Secretary

- a. Who can build a spreadsheet for us?

5. 2024 Season Updates

a. Winterfest - Feb 24

- i. Chairs - Barret and Ethan
- ii. Committee
- iii. Updates
- iv. Next meeting

b. Kitefest - April 14th

- i. Chair - Jenine and Cassondra
- ii. Committee
- iii. Kick off meeting

c. High Tea - May 14th

- i. Chair - Jenn
- ii. Committee
- iii. Kick -Off Meeting updates

d. Arvada On Tap - June 15th

- i. Chair - Barret
- ii. Committee
- iii. Kick off meeting updates

e. Arvada Days - Aug 24th

- i. Chair - Ethan
- ii. Committee
- iii. Kick - Off Meeting Updates

f. Movies Around Town – June 7th - July 12th - Aug 9th - Sep 6th

- i. Chair - Cassondra
- ii. Committee
- iii. Kick Off Meeting
- iv. Committee
 - 1. Kim
 - 2. Michael
 - 3. Larkin
 - 4. Alison
- v. Next Meeting is...

ii. Subcommittee Chairs

1. Logistics -

a. Roles and Responsibilities

- i. Log hours for your monthly meetings and any additional time you spend preparing or planning.
- ii. Lead monthly meetings
- iii. Create and manage the agenda and action plan to help us achieve inclusive, safe, accessible, and sustainable events.

b. Chair - Alison

- i. Previously "Sustainability" Rebecka & Stephanie Wells

c. Committee

- i. Rebecka
- ii. Kathryn
- iii. Adrienne

d. Kick Off Meeting is...

2. AV

a. Chair - Mike

b. Committee

- i. Stefanie
- ii. Barret

3. Fall Fest October 2024 - Details TBD in January 2024

3. *Upcoming Meetings*

- a. Holiday Party Planning
- b. Winterfest Meeting

4. Snacks for 2024

5. *Question from last month...*

6. *Public Comment*

7. Good of the Order (anything that was not on the agenda) -

8. Adjournment Time: