



Arvada Festivals Commission Minutes January 17, 2024 6:30 - 7:30 pm

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

Assigned Recorder/Minutes Taker: Cassandra

City Staff Attendance: Layla Diaz, Derrick Kuhl, and Sean Star

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		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 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. Holiday and New Year's Recap

- i. Allow each member to go around the group and say 1-2 things that they enjoyed over the holidays!

c. Social Calendar

i. Seasonal Socials - After the monthly meeting

1. Spring - **March 20th**

- a. Who will take the lead and volunteer to coordinate?-

2. Summer - **June 19th**

- a. Who will take the lead and volunteer to coordinate?-

3. Fall - **September 18th**

- a. Who will take the lead and volunteer to coordinate?-

4. Winter - **Holiday Party 2024**

- ii. Just pick a place and get a count then make a reservation or snag us a table in person.

d. Volunteer Updates- Jenn and Adrienne

i. Time Tracker Plan

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

- a. Are there any other updates?

2. Volunteering Updates

- a. Let us know if you know anyone who is looking to volunteer at our 2024 events- as of right now, Winterfest and Kite Fest are actively seeking.

- b. Link for Winterfest

<https://www.signupgenius.com/go/20F0445A8A928A0FF2-47129713-winterfest>

3. New Business -

1. Google Drive Uploading

- a. 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.
 - i. Lisa or Rebecka will be present at all meetings following January so make sure to include them both in all your festival planning emails.
- b. Please make sure you have access to the 'AFC 2024' Folder and when uploading documents you are inserting them into the correct folder- Organization is key for easier accessibility

2. Volunteer Coordinators- Jenn and Adrienne
 - a. Snack Sign up
 - i. 2024 Snack Sign-up **can be found** in the 'AFC 2024' folder > in the 'AFC General' folder
 - ii. **OR** simply search in Google Drive > 'Snack Sign Up-2024'
3. Event Season Updates
 - a. Winterfest - Feb 24th
 - i. Updates:
 - ii. Next meeting (week of 1/29)- 15 mins
 - iii. Following meeting date (week of 2/12)- 15 mins
 - b. Kitefest - April 14th
 - i. Updates:
 - c. High Tea - May 14th
 - i. Updates:
 - d. Arvada On Tap - June 15th
 - i. Updates:
 - e. Arvada Days - Aug 24th
 - i. Updates:
 - f. Movies Around Town – **June 7th - July 12th - Aug 9th - Sep 6th**
 - i. Updates: Potential Band for Movies
 1. My name is Chris, and I play in the Denver-based pop-punk Disney cover band, [The Man Cubs](#). Please keep us in mind for the family-friendly events you're planning in 2024 for the city!
 - a. In the past, we've performed at events like the Colorado State Fair, Colorado Rapids C38 tailgate, and Centennial Under the Stars. Here are links to give you a sense of our sound and look.
 - b. [Outdoor festival teaser](#)
 - c. [Indoor venue teaser](#)
 - d. [Studio Medley](#)
 - e. What do we think??
 - g. Subcommittee Chairs
 - i. Logistics - Alison (Chair)
 - ii. Roles and Responsibilities
 1. Log hours for your monthly meetings and any additional time you spend preparing or planning.
 2. Lead monthly meetings

3. Create and manage the agenda and action plan to help us achieve inclusive, safe, accessible, and sustainable events.
 - iii. Kick-Off Meeting is...ideally before Kite Fest because Winterfest has been sorted out in terms of accessibility
 4. AV
 - a. Create a list of things that would need to be either repaired or purchased before we kick off Winterfest/Kite Fest
 5. Fall Fest October 2024 - Details TBD in March
- *Upcoming Meetings*
- ◆ Winterfest Meeting
 - Date
 - Remind Layla to send out an email invite during the meeting to the committee members - make sure everyone can see the invite
- Public Comment
- ◆ Since the board committee applications have closed for the 10 open slots we had 21 applicants! Interviews will start at the end of February
- Good of the Order (anything that was not on the agenda)
- Adjournment Time: