

# MINUTES

## SH Capitol Christmas Tree Committee

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September 18, 2018 / 10 am

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### In Attendance

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Susan Coleman, MacKenzie Thomas, Dave Trask, Jennifer Anderson, Kellie Kem, Ken Collins, Shirley Austin, Lance Gatchell, Scot Joyce Ohnesorge, Miriam Swanson

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### Approval of Minutes

### Committee Reports

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- **Finances**  
Waiting for a replacement check from SH Sanitation. Mackenzie Thomas mentioned that Green Guy will donate \$300 for entertainment. Dave Trask will check with County Commissioners (new letters have been sent to them). Request was made for people to seek out additional donors.
- **Parade**  
Kelli Kem reported that plans are moving along. Staging was discussed. Plan is to keep things moving during the parade. Throwing of candy, and performances on route will not be allowed. Motorcycles will lead off the parade, followed by color guard and fire truck. Participant button and ribbon will be given out: ONE per entry, not one per person.
- **Street Fair/Celebration Event**  
Shirley Austin read a list of food vendors that have agreed to participate. She is reaching out to Job Woosley to fill the 12pm spot that Hannah Wible vacated. R & R will be the final band to perform before the parade, with hopes that it will turn into a street dance.
- **Parking/Shuttle**  
A shuttle supervisor is needed. Ken Collins will research some possibilities (Ham Radio Club?)
- **Invitations Report**  
Diane Gerson reported that invitations were sent out to dignitaries ( Mayors, Council & others throughout 3 counties--Linn, Lane, Marion) A sample invitation was shown. A list will be given to Nikki Swanson so that additional invitations can be sent out. Thank you notes are also being designed, and will be printed. Susan Coleman requested that 15 thank you notes be printed.

Discussion regarding dignitaries at event: Key club will usher, need one adult to assist. Diane Gerson suggested identifying dignitaries with City of Sweet Home Pin in addition to the US Capitol Christmas tree button.

- Community Decorations  
Wreaths: Jennifer Anderson gave an update on the wreath refurbishment. Lights will arrive on Oct. 7<sup>th</sup>. PEO and Rotary club have agreed to help with refurbishment and lighting. Dave Trask offered to supply zip ties. Location of refurbishment work was discussed, perhaps a church gymnasium or Sweet Home High School. City of SH is working on the poles electrical wiring. Dominic Valloni is heading up this effort. Discussion regarding the flower basket removal, and timing of that. It was agreed that would be handled by Dominic Valloni.
- Marketing/Press Release  
Miriam Swanson said information is going out in The New Era this week regarding applications for parade and vendors. Information regarding application availability is also being sent to the Lee newspaper chain (Albany, Lebanon, Philomath & Corvallis) and Brownsville Times. KGAL (and associated stations) has also been given information, and is eager to help us promote events. Choose Outdoors (FB site for US Capitol Christmas Tree) has agreed to help us promote events. Posters, press releases, social media postings are scheduled. Mackenzie Thomas has set up a twitter account (twitter.com/CapitolTree2018) and an Instagram (@Capitoltresweethome). Members are encouraged to like, share, post photos to these accounts, using the hashtag: #OneTreeOneTownOneSweetYear. MacKenzie is looking for someone to livestream the parade. Suggested to contact Robert Shamek.
- SH Ranger District  
The cross country route for the tree is being finalized. There are two more ornament making events. Ornament quantity has been nearly satisfied. Tree Cutting scheduled for November 2. Susan Coleman mentioned that the tree skirts will be on display at Sweet Home High School on Wed. Sept. 24 from beginning at 3:30
- Action Items  
Vendor Coordinator needed: Ken Collins will contact Larry Johnson. Amy Wingo was also suggested. Shirley Austin will contact Wendi Melcher regarding logging exhibition.  
Diane Gerson and Jennifer Anderson will assist with completing task list/time line.  
Vote was taken and approved to add another meeting the 5<sup>th</sup> Tuesday of October (October 30<sup>th</sup>)

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### AnnouncementsNext Meeting

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Only 4 Committee Meetings until the event.

Next meeting scheduled for October 2 10 am – Chamber of Commerce