

# MINUTES

## SH Capitol Christmas Tree Committee

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October 16, 2018 / 10 am

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### In Attendance

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Susan Coleman, Robert Shamek, Gina Riley, Jennifer Anderson, Kellie Kem, Ken Collins, Nikki Swanson, Lance Gatchell, Joyce Ohnesorge, Miriam Swanson, Patty Holk, Kevin Makinson, Diane Gerson

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### Approval of Minutes

### Committee Reports

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- Review of Special Event Time Line  
Items worth noting: Logging Exhibition needs a director / someone to show them where to set up & park, Vendor set-up volunteer will add this to their responsibilities. The Event Program was reviewed. Discussion regarding dignitary seating. They can park across from the High School, and will meet at the Chamber of Commerce Office, and directed to seating area.
- Finances  
The \$2,000 check from Sweet Home Sanitation arrived on 10/15
- Marketing/Press Release  
Mackenzie is doing a great job with social media. Encouraged to continue to like and share information. Miriam reported that Press Releases are being sent out this week to media sources in Oregon. Committee members were encouraged to help distribute posters in Albany, Lebanon, Brownsville and other cities. Susan mentioned the idea of making large 2 ft. x 6 ft. vinyl banners to hang on stands. Robert Shamek and Miriam Swanson will work together on this. Possible display spots (SH High school, other events?)
- Forest Service Update  
Cutting of Tree will be Nov. 2, limited parking. 50 spots open to general public. Bigger gathering at River Bend County Park following cutting. Winner of the Essay contest has been announced, and there is hope that she may be attending the celebration event. Winner of the Washington DC trip for ornament hunt search will be announced by Thursday, Oct. 18 and The DC tree lighting date will be announced Monday, Oct. 22. Nikki Swanson will be visiting K – 6 grade classrooms on November 8<sup>th</sup> to increase awareness. SH Public Library is coordinating with other libraries along the tree transportation route, sending boxes of apples and books.
- Parade  
Ken Collins said that he has 50 flags available for parade. Needing individuals (students?) to carry flags. It was agreed that Oregon Jamboree Volunteers may be the best fit for this. Robert Shamek will check into volunteers.

- Community Decorations  
An email blast will be sent out to businesses to remind them to decorate their windows. A team of volunteers to help businesses might be needed. Clover Park decorations will need volunteers on November 3. Wreaths: Lights have not yet been delivered to BiMart. If they haven't been delivered by Thursday, the committee may need to purchase lights, as the work on the wreaths needs to be done next week.
- Shuttle Service/Parking  
Signage will be needed for shuttle stops and to show visitors where to park. Robert Shamek said there are Oregon Jamboree signs that say "Shuttle Stop" which could be used. Visitors may be able to park at Thriftway, Bi-Mart, City Hall and/or McCool. These businesses need to be contacted, and signs showing the parking areas need to be made. Susan Coleman said she would look into signage, and contacting (some of?) the businesses.

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### Announcements Next Meeting Date

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Next meeting scheduled for October 30 10 am – Chamber of Commerce