

# MINUTES

## SH Capitol Christmas Tree Committee

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October 2, 2018 / 10 am

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### In Attendance

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Susan Coleman, MacKenzie Thomas, Jennifer Anderson, Kellie Kem, Ken Collins, Lance Gatchell, Joyce Ohnesorge, Miriam Swanson, Michelle Carter, Patty Holk, Brian Womack, Dominic Valloni, Greg Springman, Kevin Makinson, Scott Gagner, Diane Gerson

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### Approval of Minutes

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### Committee Reports

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- Review of Task list/Time Line  
Items worth noting: Dominic Valloni will head up moving stage from B & G Club to HS Gym , Patty Holk will step in as Merchandise Vendor Organizer, Jennifer Anderson will contact a nursery regarding potted greenery to hide high school garbage dumpster area, Scott Gagner will work with Brittany at Sunshine Industries in regards to event clean-up. RFP will need to be written up for them, which City of Sweet Home will look into. Clean up stage and table return to B & G Club for their fall auction. It was suggested that maybe this happen on Friday night rather than on Saturday morning.
- Finances  
We are in “good standing”. Two outstanding possible donations from Comcast and County Commissioners. Total Income to date \$22, 617.46, Actual Expenditures to date: \$14, 885.38, estimated amount was \$36,430.00
- Street Fair/Celebration Event  
Patty Holk stepped in as Vendor Coordinator. Encourage people to get parade applications submitted, as well as vendor apps. Discussion of lighting placement and avoiding too much noise disturbance for stage area. We are in need of a Logging Exhibition coordinator (someone to direct people for set up etc).
- Community Decorations  
Wreaths: Lights have not yet been delivered to BiMart, but as soon as they are delivered, work will begin with PEO and Rotary club to help with refurbishment and lighting. It was decided that decorations would be lit for the Capitol Christmas Tree Event, but not lit again til December.
- Marketing/Press Release  
Posters were presented – Miriam Swanson will work with individuals on distribution within Linn County. Press Releases & Social Media campaigns are being ramped up for promotion of the event. Miriam will email PDF's & jpg's of poster for additional distribution.

- SH Ranger District

There is one more ornament making event (Harvest Festival). Tree Cutting scheduled for November 2. There will be limited viewing for this, but larger gathering will happen at River Bend County Park on that same day. A media announcement will be made. Ornament search has concluded, winner of the Washington DC trip will be chosen today, and announced on Friday, October 5. Essay Contest for children, one will be chose to help with lighting of tree. The actual date of tree lighting is still to be determined Dec. 4<sup>th</sup>, 5<sup>th</sup> or 6<sup>th</sup> is proposed.

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### Announcements Next Meeting Date

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Next meeting scheduled for October 16 10 am – Chamber of Commerce