



The Town of Coopertown
2525 Burgess Gower Road
Springfield, TN 37172
615 382-4470

**COOPERTOWN
COMMUNITY DEVELOPMENT**
April 9, 2013

Meeting Minutes

I. Call to order

The meeting was called to order by Chairman Buck at 6:10 p.m.

II. Roll Call

Attending Members:

Valorie Buck, Chairman
Mayor Childs
Lucas Decker
Betty Winters
Jimi Chappell (came in late)

Also in attendance:

Richard Lee
JoAnn Lee
Peggy Ruth
Kay James
Jewel Simmons
Anna Henley
Linda Coakley

Absent:

Lee Buck
Linda Lee

III. Meeting Minutes for March 12, 2013. Chairman Buck asked for a motion to approve the meeting minutes from March 12, 2013.

Mayor Childs made the motion to approve the March 12, 2013 meeting minutes as presented.

Lucas Decker seconded the motion.

All in favor signified by saying "Aye."

The motion passed unanimously.

IV. Old Business

Chairman, Buck spoke regarding planning and organization for Coopertown Barrel Festival, June 1st.

- A. Planning & Organization for Coopertown Barrel Festival, June 1 still making progress.
1. Marketing/Public Notices in progress - 2nd Press Release sent this week.
 2. Sponsorships: Sponsors on posters, flyers, fans, maps 11x17, print ad, facebook, event submissions.

3. Volunteers (Men's Club mtg., Thurs night April 11, to approve \$250 sponsorship of booth map)
4. Lawn Signs posted & will rotate locations. Directional signage being made by the Bumgardner's. Mrs. Kay James has barn wood for these signs.
5. Commission of Culture, History & Art will host booth alongside Bo Adams, has committed to bringing cooper artifacts. 3 booths i/f/o JoAnn & Richard Lee's house.
6. Still waiting permission for Brown Forman cooperage to be on site

B. Safety

1. PVVFD will have Fire Engine at north end, blocking drive of Coopertown Church of Christ. They will have access to leave the festival via north end of festival in an emergency.
2. Mid TN Primary Care will have booth with on-site nurse as first aid station
3. EMS – will have an air conditioned trailer as a first aid site & bicycle patrol.
4. Chief Sullivan will have police dept. at each entrance and with detours.

V. New Business

A. Update on Vendor/Sponsor Participation for Festival – over 100 vendors to date

1. Vendor Mailing: Vote on Contract/Letter and Booth Area Map. Chairman Buck asked for a motion to accept the contract/letter and booth area map.

Betty Winters made the motion to accept the booth map.
Mayor Childs seconded the motion.

All in favor signified by saying "Aye."
The motion passed unanimously.

2. Mollie B flyers & posters now in house. Distribute to every business possible.

B. Marketing Budget for review

1. Bargain Browser ½ page color ad \$454 1wk – will run 2 wks. Chairman Buck asked for a motion to use the poster as an ad in the Bargain Browser.

Betty Winters made the motion
Mayor Childs seconded the motion.

All in favor signified by saying "Aye."
The motion passed unanimously.

2. Vote on \$100 1/8 color ad in I-24 Exchange or \$220 front page banner at bottom. Chairman Buck asked for a decision to purchase the front page banner ad in I-24 Exchange 1 week prior to the event.

Mayor Childs made the motion to run the ad in I-24 Exchange.
Betty Winters seconded the motion.

All in favor signified by saying "Aye."
The motion passed unanimously.

3. Spot Prints donated Hand Fans – Chairman Buck introduced Anna from Spot prints to speak regarding their plans for the Hand Fans.
4. Vote on On-site 2x3' booth map at entrances, \$48 each. Chairman Buck asked for a motion to purchase booth maps.

Betty Winters made the motion.
Mayor Childs seconded the motion.

All in favor signified by saying "Aye."
The motion passed unanimously.

5. Six Banners: 2 - 4' x 10' at Hwy 49, 2 - 4' x 10' Hwy 431, 2 - 4' x 16' each entrance day of.

C. Parking

1. Vendor parking: Store, Beale drive at White house, Steve Wilson drive, Wilson lot.
2. Parking passes for vendors only.
3. Honeysuckle Hill pumpkin train will transport guests at south end (from PVVFD).
4. Pebble Brook golf carts (2) will transport guests at north end (from school lots).
5. 2 additional golf carts for Mayor and Chairman as needed.

D. Incoming Cash via Tickets

1. Raffle \$5, Corn Hole \$5/team, Checkers \$2, Kids Zone \$5, Water.
2. Silent Auction – 3:45 winners pick up item and pay for at _____

E. Task Delegation – VOLUNTEERS NEEDED

1. "Prep Week"

Volunteers – Clean-up Old Coopertown Rd, Detour Signs, Posters roadside, Entrance Banners, yard signs for games/tournaments, flatbed stage setup, tent setup, load-in tables & chairs (at pink house?), booth markings...pick up of loaned barrels around town.

Chairman Buck asked for a vote to schedule a Volunteer Meeting on Thursday, May 23, 2013 at 6:30 P.M.

Discussion included Sharon will send a letter to volunteers.

All in favor signified by saying "Aye."
The motion passed unanimously.

2. "Festival Day" (Saturday, June 1) VOLUNTEERS NEEDED

- a. 7:00 a.m. Vendor Registration Tables (x 2, at each entrance) tables, chairs, tent, list & walkie-talkies... Booth maps, hand fans, tickets, wristbands for kids zone, Waters for sale here by CDC.
- b. Load-in help (Scout Pack #443) assisting vendors with set-up & questions.
- c. Vendor Parking/Assistance – 24 Church a possibility for vendors.
- d. Raffle Table (& tent, chairs) with small barrel, sign re: prize, pens, bracket clipboards at Corn-hole & Checkers.
- e. Silent Auction Table (& tent, chairs, paper & pens).
- f. 11:00 a.m. - 3:00 p.m. Corn Hole Tournament Table (& tent, chairs) with corn hole boards, bags, money bag, bracket board – (2 sets, Bucks, 1 set Chance, 1 set Forsythe, 1 set Jerri Ann Head).
- g. 11:00 a.m. – 3:00 p.m. Checkers Tournament Tables (& tent, chairs) with 3 barrels & plywood tops (need) for games, bracket clipboards – (2 Kids mats, 1 adult board, need 2 boards).
- h. Music Liaisons – checking in talent, managing schedule, special thanks, water
 - ii. The Main Stage – hosted by The Main Stage, Sound Equipment by Jeff Fawbush
Flatbed: Gordon Rhodes. Electricity from Fawbush house. Green Room tent by Terrace Catering.
 - iii. Springfield Guitar – hosted by Springfield Guitar Stage, Sound Equipment from Honeysuckle Hill & run by Marlin Rood. Flatbed: Mayor Childs. Electricity: CEMC drop. Green Room tent by Whitt’s B-B-Q.
- i. Runners – constant walkers checking on vendors, participants, volunteers.
- j. Photographer of Kids Zone, barrel races, games, vendors, music, history, participants, Sponsor involvement – Damon Michael Photography.
- k. Dunkin Booth nominees: Mayor Childs, Lori Smith, & Lewis Walling.
- l. 3:00 p.m. Barrel Races followed by awards, special thanks, tribute to Founders, presentation to tournament winners – approximately 3:30 p.m.
- m. Clean up on grounds (Scouts), removal of signage, tear down, assistance.

F. Present Needs

1. Parking Attendants
2. Tents, Tables, Chairs
3. Volunteers for Activities (Kids Zone, Tournaments, Barrel Races, Awards)
4. Continued Spread of Info for Vendors – Word of Mouth/Flyers for Attendees – May 1 posters go up everywhere!

VI. Adjournment

Chairman, Valorie Buck asked for a motion to adjourn the meeting.

Mayor Childs made the motion.
Lucas Decker seconded the motion.

All in favor signified by saying "Aye."
The vote passed unanimously.

The meeting adjourned at 7:17 p.m.

Notes generated by Sharon Allen, City Clerk.
These minutes are respectfully submitted by:

Betty C Winters
Secretary

5/14/13
Date

The next meeting will be held May 14, 2013.