

# *DRAFT*

## *Waterbury Winterfest*

### *Event Planning Committee*

#### Minutes of the Meeting

June 25, 2014

**Present:** Chad Ummel, Cheryl Ummel, Sharon Sisler, Eric Weeber, Brenda Caforia-Weeber, Gordon Miller, Natalie Howell Sherman, Bill Minter, Roger Clapp. **Special Guest:** Bill Shepaluk

The meeting was called to order by Waterbury Recreation Director Chad Ummel at 6:40 pm under the new pavilion erected at Anderson Field by the Town of Waterbury Hiway Dept. on top of a concrete slab financed with funds from Waterbury Winterfest.

Chad distributed the results of a survey developed to determine preferences for event duration and dates for 2015. While the number of respondents was low, a preference was identified for a 9 to 10 day, two weekend event as in 2014. A plurality of respondents also indicated that February would be better than January. During the ensuing discussion, the committee arrived at consensus on a number of points including:

- The Day of Service with the Americorps Volunteers posted in VT should be maintained on MLK Day.
- A Winterfest Dance Party should be organized, ideally as a culminating event on Valentine's Day, Saturday, February 14<sup>th</sup>.
- Cross country ski events should be worked into the schedule to the degree possible.
- Sharon needs to organize events at the Ice Center on Saturday nights in January in conjunction with Harwood Hockey.

**Special Guest:** Around 7:30 Town Manager Bill Shepaluk joined the meeting to advise the committee on the Open Meeting Rules that go into effect on July 1 for all Vermont Municipal organizations which includes the Waterbury Winterfest Planning Committee, a sub-committee of the Waterbury Recreation Committee. These rules require that:

- The time and location of the meeting and a meeting agenda must be posted at least 48 hours before the meeting on the Town website and prominent public places such as the Town Office and/or Libraries.
- Special meetings can be called with the agenda posted 24 hours before the meeting.
- Each meeting must start with the adoption of the agenda with any new business items added at that time.

- Minutes of the meeting, even in draft form, must be made available and posted on the Town website and other prominent places within 5 days after the meeting.

The committee moved and passed a resolution to adhere to the rules of the Open Meeting Law and post the meeting agendas and minutes on the Town website via Town Clerk Carla Lawrence and at the Town Office, Village Library and Center Library.

**Use of funds:** Members of the committee questioned Town Manager Shepaluk on the use of the funds raised through Winterfest sponsorship, promotion and participation. He explained that as Winterfest is a Town activity directed by the Recreation Committee and Recreation Director, all funds are directed to the Recreation Capital Improvement Program, and disbursed as directed by the Select Board. If the Winterfest Planning Committee would like to make a recommendation, the members can pass that recommendation through the Recreation Committee to the Select Board.

Town Manager Shepaluk also explained an alternative model used by Waterbury Arts Fest. They align with Revitalizing Waterbury, an independent, non-profit 501©3 organization, and apply for use of Town facilities which requires a Certificate of Liability Insurance of at least \$1 million to be purchased by Waterbury Arts Fest. Proceeds are reported through Revitalizing Waterbury and the disposition of any remaining funds decided according to their by-laws.

The committee decided to continue operating as a sub-committee of the Recreation Committee at present and no action was taken.

**Plans for 2015:** The committee concluded the meeting by arriving at the following decision:

Waterbury Winterfest 2015 will be announced and promoted as a series of events culminating in a final week of activity and celebration from Friday, February 6 through Saturday, February 14<sup>th</sup>. Intended preliminary activities will include, but are not limited to:

- A Kick-off Silent Auction on December 11
- Ice Center Activities on Saturday nights on Jan. 10, 17, 24, 31
- MLK Day of Service on Jan. 19
- Broomball competitions leading up to a tournament Feb. 6-14.
- Cross-country, back country, snow-shoe and other snow sports activities as proposed and directed by designated activity directors weather and schedule permitting

**Meeting schedule:** The Waterbury Winterfest Planning Committee also decided to meet on the 3<sup>rd</sup> Wednesday of the month at 7 pm at the Anderson Field Recreation office starting in September with a Special Meeting to be called in August. The meeting was adjourned at 8:45.

Respectfully submitted,

Roger Clapp, member