



**YOUTH ADVISORY COMMISSION
REGULAR MEETING
February 16th, 2022
RECREATION CENTER CONFERENCE ROOM
8:00 AM**

1. Call to Order/Roll Call

- a. Grazia
- b. Kenyan
- c. Daniel
- d. Scarlett -excused
- e. Maureen
- f. Angie -excused

The meeting of the Berthoud Youth Advisory Commission was called to order on Wednesday, February 16th, 2022 at 8:00 a.m. by the Chair, Grazia Novak. Members Grazia Novak, Daniel Hatton, Kenyan Clarckson and liaison Maureen Dower were in attendance. This was a meeting between the BYAC and members from the recreation department.

2. Review previous meetings minutes, vote to confirm

The meeting minutes were read for the meeting of February 3rd, 2022. With all in favor the minutes were approved.

3. Public Input

There was no public input.

4. Event Plans

a. Target audience

It was confirmed that our target audience for the festival will be teens.

b. Updates from vendor

The vendor provided information regarding the event. The carnival swing, which the commission originally planned to have, is not available on July 29th. This leaves room for another ride, such as the pedal cars with a race track, which would likely be less expensive than the carnival swing. The vendor confirmed that the cost of power was already accounted for in the quote. It was decided that security was likely to not be an issue, and that the vendor will take down the rides overnight. The vendor requires a 50% deposit within two weeks of signing the contract. This deposit is able to transfer for up to six months. It was decided that the BYAC will contact the vendor again once the rec center staff have decided on more questions to ask concerning the rides and the field.

c. Budget

i. Review

The BYAC went over the planned budget put together at the last meeting with the rec center staff. It was decided that some additions should be made to the budget, such as money to rent a large tent to provide shade, free water for all participants, cups for water, a dj to play music, and tables and other tents. It was discussed that tables and tents for volunteers could be donated. Otherwise, it was estimated that they may take up to \$1500. The dj was estimated to cost between \$1500 and \$2000. The potential need for a first aid station was brought up. Additionally, it was discussed that outside lawn games would make a good addition to the event.

d. Marketing

It was estimated that twelve to eighteen volunteers would be needed along with the vendor's staff. The more volunteers, the lower the cost of staff. It was suggested that brochures could be made as a means of getting volunteers. It was also planned to contact Christine Torres about high school teams volunteering for this event.

i. Name ideas

A few event name ideas were suggested. The BYAC was encouraged to have their name in the title as a means of advertising. The leading name was the Berthoud Youth Advisory Commission's Summer Scorch Fest.

ii. Marketing ideas



Ideas for marketing included using social media, hanging a banner over main street, posting flyers, yard signs, a booth at high school games, information in the newspaper, and information at the rec center.

e. Dates

The event is planned to take place on July 29th and July 30th.

5. Agenda Planning

It was decided that the next step the BYAC can take is to create a job list for all the jobs that will be needed for the event.

a. Next meeting

The next regular meeting was planned for March 3rd.

6. Adjourn

The meeting was adjourned by Grazia Novak at 8:59 a.m.