



## 03.09.2022 Minutes

### 1. Call to Order/Roll Call

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

*The meeting of the Berthoud Youth Advisory Commission was called to order on Wednesday, March 9th, 2022 at 8:00 a.m. by the Chair, Grazia Novak.*

### 2. Review previous meetings minutes, vote to confirm

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

### 3. Public Input - *There was no public input.*

### 4. Event Plans

#### a. Town board presentation

*The town board presentation was discussed. The board was very supportive and the final budget is \$30,000. This is above the budget estimate to provide some contingency.*

#### b. Contract/vendor updates

*Now that the budget for the festival is finalized, the town can move ahead with signing the contract. The vendor's policy is that you can only back out and get all of your money back within two weeks of signing the contract.*

#### c. Updated budget

##### i. Music, volunteer incentives

*The current budget for music is \$1500. It was discussed whether a DJ was necessary, or if the commission could rent big speakers instead. The rec center staff suggested hiring a DJ, since the goal is to attract as many people as possible and create an exciting, fun atmosphere. It was decided that \$1500 is likely adequate to cover the cost of a DJ. The commission went over their plans to provide five dollar vouchers to get food at food trucks for volunteers.*

##### ii. Shade, tables, water jugs

*It was discussed that smaller tents provided by volunteers would be sufficient for shade. The rec staff confirmed that they have a couple tents that can be used for the event. The rec center will also supply water jugs, which will likely be refilled near the pavilion.*

#### d. Volunteer job lists

*The commission went over the list of volunteer jobs so far and the estimated seven volunteers per shift. It was agreed that the more volunteers the better. The rec center staff suggested additional volunteers moving around to answer questions and help out when they can, a volunteer for parking, and a supervisor for each area. It was discussed that two people at the front selling tickets would likely work ok, but three people would definitely be preferable. An additional volunteer would be at each of the rides, the food trucks, and picking up trash. Having one group work all of the first day would likely be the easiest to organize. It was decided that volunteers for the day should meet before the event that day and go over all of their assigned roles. Volunteers who worked the first day who would be willing to go out the second day would help catch new volunteers up to date and answer questions. It was decided that we will charge one dollar per ticket and ask for a minimum payment of ten dollars for ten tickets at the entrance. The commission discussed getting a card scanner of some sort to provide an alternative to paying with cash.*

### 5. Next steps? - *It was decided that it would be best to get moving on everything possible as soon as possible. It*

*was discussed that the commission should target the larger things, such as food trucks and a DJ, and then move on to the smaller things. A spreadsheet with all of the details of the festival plan was suggested to keep the commission organized. It was discussed that volunteers should be wearing matching shirts or something to identify them as volunteers. A further question that should be asked to the vendor is how many people can go through each ride every thirty minutes. For marketing, creating an app and spreading the word about the festival early was suggested. The commission decided that the event would be from four to seven p.m. on Friday and two to seven p.m. on Saturday. It was agreed that the commission should keep their monthly meeting with the rec staff to periodically go over the progress that has been made and what still needs to be done.*



## 6. Agenda Planning

- a. **Next meeting** - *The next BYAC meeting with the rec staff will be on Wednesday, April 6th, at 8:00a.m. at the rec center. The next regular meeting will be April 24th.*

## 7. Adjourn

*-The meeting was adjourned by Grazia Novak at 8:40 a.m.*