

City of Sweet Home

Capitol Christmas Tree Committee July 17, 2018 Meeting Notes

ONE TREE, ONE TOWN, ONE SWEET YEAR!

Those in attendance: Susan Coleman, Greg Mahler, Dian Gerson, Jennifer Sorensen from the Forest Service, Lynn Netherton, Jennifer Anderson

Parade: The Application deadline for parade entries was discussed noting that most applications for the Sportsman's Holiday Parade came in at the last minute. It was noted that the length of the recent parade was 1 hour, 10 minutes with 36 entries. A plan to eliminate floats slowing to pass out flyers and candy could help keep the parade moving. Also, the possibility of groups passing out candy and handing out flyers among the spectators during the parade might help as well.

Flyer: Susan passed around proposed flyer to give to businesses and asked for questions and comments. It was suggested to lighten or brighten up the flyer's background.

Celebration Event: Discussed that vendor applications need to be completed soon. We have quotes on lights and heaters.

Treasurer: Susan handed out treasurer's report in Patty Houk's absence. Balance: \$261.45

Invitations: Diane will send invitations out no later than October but would like to mail them by end of September.

Community Décor: Meeting with Dominic Wednesday to look at condition of wreaths to make a list of items needed to refurbish wreaths. Rotary Club volunteered to refurbish wreaths as well as the PEO.

Marketing/Press Release: Sent New Era a release to be reviewed for compliance to regulations from the Forest Service.

Clover Park Planner: Contacting Connie to see if her committee wishes to coordinate our tree lighting with our state capitol tree lighting.

Forest Service Update: Still waiting to hear from the truck driver. Public Works needs to know route to set up 'no parking' zones. City manager has requested all details of event and parade be decided by September 30th. The Forest Service is compiling a list of dignitaries to be invited. Travel Oregon was given "marching orders" to send good will back to the small communities in Oregon. See webpage to view their "Undiscovered Gems" throughout the state and their special itineraries for the public to visit. They are putting together a "sizzle reel" to be shown on the jumbotron at ? to highlight Sweet Home.

Action Items: 1. Hawthorne Bleachers: Dominic is contacting Hawthorne. 2. Create Plan for Placing Christmas Cards: "Less is more"; possibility of not placing cards before Nov 9.

Other: Thank you to Lynn Netherton for volunteering to write thank you notes to sponsors.

