

Summerfest Committee

Sunday, September 10, 2023

3:00 P.M.

4e Winery

Present: Cami Wack, Alisha Ausk, Linda Sell, Cecelia Jorud, Nikki Geist

Establishing Roles, Responsibilities, and Compensation within the Committee

There will be an establishment of committee members as they are present during the meeting.

Geist made a motion, seconded by Ausk, to appoint Cami Wack as the Summerfest President. All voted aye, motion passed. Geist motioned to approve compensation of two thousand dollars for the Summerfest President. Cami Wack would like to table this motion until the next scheduled meeting on November 2nd, 2023. Jorud made a motion, seconded by Ausk, to appoint Nikki Geist as the Summerfest Vice President. All voted aye, motion passed.

Compensation for this role is tabled until the next scheduled meeting on November 2nd, 2023. Geist made a motion, seconded by Jorud, to vote in Alisha Ausk as the Summerfest Parade Coordinator. All voted aye, **motion passed**. Jorud made a motion, seconded by Geist, to approve a five hundred dollar compensation for the Parade Coordinator upon completion of the Parade Coordinator checklist as written amending the parade announcement section to optional. All voted aye, **motion passed**. Geist made a motion, seconded by Wack, to appoint Cecelia Jorud as the Treasurer to the Summerfest Committee. All voted aye, **motion passed**. Geist made a motion, seconded by Jorud, to require every committee member to have a 1099 on file. All voted aye, **motion passed**. Geist made a motion, seconded by Wack, to compensate five hundred dollars per year to the Summerfest Treasurer. All voted aye, **motion passed**. Geist made a motion, seconded by Jorud, to pay the vendor coordinator 100% of the funds collected with yearly committee approval of the vendor fees. All voted aye, **motion passed**.

Parade Coordinator

Alisha will price check the cost difference between ASP vs the City Police to complete the parade security and traffic control. Sheila Christianson is available to help with the parade in 2024. She would like to have all the registration in by Thursday. No longer have numbers given to the floats.

Treasurer

Linda Sell volunteered to be removed from the Treasurer position at this time, she plans to seamlessly transition information to the new treasurer. Geist suggested all invoices be approved and signed by the President prior to payments being made. All members are in agreeance that this will be common practice going forward. Cecelia to meet with Linda Sell and get a general idea for the year's tasks. In 2024 there will be a checklist that is created and built out over the coming months. Linda Sell has used Quickbooks as Treasurer. Quickbooks has an annual cost of approximately \$800 dollars. Cecelia Jorud will transpose the Summerfest bookkeeping to Excel instead of Quickbooks as we do not want to incur that software cost. The President will email all expenses and invoices throughout the year to the Treasurer. President will sign off all invoices before the checks are written. All checks written and matching invoices will be reviewed during the subsequent committee meeting. All Casselton Summerfest account(s) are held at Bremer Bank. Cami Wack, Linda Sell and Cecelia Jorud will work on updating the authorized signers on the accounts. Cecelia to bring W-4s for anyone who will be paid compensation that could exceed \$600. Where to secure and save this sensitive information? Motion to vote Cecelia Jorud be added to the Casselton Summerfest accounts held at Bremer Bank made by Nikki Geist. Second by Cami Weick. All approved, **motion passed**.

Vendor Coordinator

Nikki will create an outlined checklist for the vendor role. Example: Pricing of the vendors. Any changes to the vendor price structure must be approved by a committee vote on a yearly basis. All payments made to Casselton Summerfest. Ideas: Consider moving craft vendors to 6th Ave. Consider moving food vendors towards the bars and sitting/lounging

can be moved to Governors Park. Consider moving the stage to a diagonal on Front Street and 6th Ave. Add to future meetings: Analyze location of events. Check with Brandon Oye at Moore Engineer if they will help us with a donated large laminated map which could be used for many years of planning.

Planning for 2024

Brainstorm Events. Possibly bring back events from previous years, such as the Peddle Tractor Pull – could Titan Machinery provide this? Free Trap & Archery Family Night. 5K - Cecelia to reach out to the Student Council at the school. Medallion Scavenger Hunt - Nikki has the hints and structure . Businesses will be engaged to become sponsors and a hint holder - MUST follow the hints to get to the final clue.

Food Fear Factor. Miss Summerfest : Judges - Mayor, Sheriff, etc. Include various age groups. May need to vote on a Miss Summerfest Coordinator. Pet Parade – suggest Casselton Canines. Kayak Race – suggest Shannon Martell.

New events such as Face painting (get quotes from a few different face painters), Comedian, Magician - Fun Factory Magic Show \$550 , Bubble Bonanza Foam Party 1 hour \$47, Par 4 Mini Golf - 2 hour \$650

Begin searching for live bands (get pricing and listen to different acts) Most bands are asking us to wait for 6 months because they dont know their schedule. Suggested bands are: Drive, Short Notice (\$525 per hour - Acoustic band for a day-time entertainment). Questions to ask: Are there any local talents that would like to perform? Stage type needed? Flatbed? There would need to be at least 2 flatbeds if we forgo the traditional stage. Continue to search for more bands and pricing as a committee.

Night of the Street Dance

Geist makes a motion, seconded by Ausk, to have the Saturday night band to be a cost share between the bars on front street (between Langer and 6th Ave) and Summerfest Committee. Equal shares to qualify their liquor licenses being sold outdoors 8: 00 p.m. Saturday to 1:00 a.m. Sunday. All approved, **motion passed.**

Contact bar owners to attend all future meetings that involve the cost and hiring of the bands. We hope to have a list of bands and costs so it can be an educational discussion. Summerfest covers all advertising, tents and cleanup, etc. Which is not included in the band cost share. Summerfest will continue to host this event as a free event for the community. Consider naming the cost-share bars at the sponsorships. (Z's and Red Baron)

Also note: Stage is being disposed of. The storage unit is being discontinued as soon as possible. The Park Board has posted the stage on Facebook for sale and there may be some confusion of who technically owns the stage and who would receive the sale proceeds.

Next meeting topics should include pricing, event location ideas, and event timeline ideas.

Geist made a motion to adjourn at 4:58pm.

Next regular meeting November 2, 2023 at 5:30pm at Red Baron.

Respectfully Submitted,

Nikki Geist
Vice President