

Hyde Park Community Circle Meeting September 25, 2017

Participants: Deb Henderson, Everett Dickinson, Sue Moore, Judy Clark, John Clark, Susan Hayes, Teresa Farquharson

1. Select Scribe (Susan) & Time Keeper (Deb)
2. Any changes or additions to agenda? (Addition of financial report)
3. Financial Report
 - Current balance: \$6377.38
 - Home Day income: \$329 raffle earnings; \$590 for sponsorships. (Down a bit from last year's sponsorships of \$770 and raffles \$417)
 - Home Day expenses: \$825 (will increase with additional reimbursements paid out)
4. Hyde Park Home Day Evaluation
 - Feedback on organization of planning tasks – What worked well? What didn't? Were timelines reasonable?
 - Deb appreciated support from Everett & Gail with getting copies of materials for the vendors' packets. Worried a bit about timing of getting map finalized and copied. Hard to avoid finalizing the map last minute because some details aren't hammered out until the final hour! Everett made 60 copies of each; maybe we don't need as many next year? Goal was to ensure every Participant and HPCC member had a packet on-hand; not totally sure that happened. Gail stuffed the packets, and she & Deb disseminated them at the beginning of Home Day, retrieving them at the end.
 - Raffle table was challenging because some items did not come in until the day before. It takes a lot of time to cross-reference list of raffle items with what is actually donated. Suggestion to provide a deadline for raffle submissions next year to try and prompt earlier submissions. Suggested that Teresa find a couple of people to help her.
 - Need more man/woman power to support the planning for Home Day next year! Perhaps establish task forces for the various aspects of Home Day (e.g., parade, raffle, children's activities, vendors, etc.) with leads (who can meet regularly to coordinate all of the work). Would be good also to identify additional volunteers to help make calls next year.
 - Want to ensure next year that people to contact are only on one list (want to avoid duplicates). Next year, will divvy up the database so that people only appear on one list. Would be preferable to get more email addresses for contacts, as well, in addition to phone numbers. Deb & Judy will work on this ahead of time.
 - Guest book: Did not really work this year.
 - Tea tent:
 - Went well, Sue and Marilyn feel like they have it down to a science!
 - Placement was pretty good until the food truck parked in front of the tea tent.
 - Electricity was underpowered. Could only run one tea kettle at a time. Made it work! Could possibly use a Coleman stove to boil water? Nepali food truck has not needed electricity in the past but needed it this year. Was a drain on the power.
 - Challenge with location of tea tent relative to food trucks. Confusion over whether people were welcome to sit under the tea tent if they were not drinking tea.

Suggestion to either add signs at the tea tent about not sitting if you are not partaking in the tea...or find new location for the tea tent that is separate from the food trucks to help delineate the seating areas. Could also circle off the tea tent with ropes to encourage folks not to move chairs.

- Suggestion to add more signs at the tea tent: Welcome to the tea tent! (And explain that there is no charge). Perhaps purchase reusable banners/signs for the tea tent and the raffle table?
 - Marketing:
 - Judy tried to divide up the marketing tasks this year. Dan covered electric notice, posters and signage; Deb & Gail took on social media; several members posted on Front Porch Forum; Marilyn helped with newspaper & radio advertising.
 - Felt like a challenge in that folks in charge of marketing were not able to participate in planning meetings. Being present helps to get the flavor of the event in order to do justice to the marketing.
 - Judy encouraged HPCC members to sign up for other towns' Front Porch Forums so that postings about Home Day can be publicized in other town forums. (For example, she is a member of both Hyde Park and Morrisville's FPFs so can post directly to both.)
 - Raffle:
 - Really need a committee; too much work for one person.
 - Teresa feels she can handle both the raffle table and the "thank you" posters. This year had shifts set up at the thank you table. Ended up with good number of signatures on the posters; about the same as last year.
5. 2018 H P Home Day Music and Marching Band (tabled until Oct. 23rd meeting)
 6. Thank You notes to helpers & who will do them
 - Deb will email thank you's to anyone for whom we have an email address.
 - Suggestion for next year to have pre-written thank you notes for anyone who contributes to the raffle.
 - Everett sent a note already to Union Bank.
 - Susan sent a note to the Lanphears.
 - Roland Lajoie and WLVB need a thank you note.
 7. Soliciting for new, younger people to be on H P Home Day Committee. Each person on the committee is asked to find at least one more person to help. (tabled for future meeting)
 8. News Release covering the event. (tabled for future meeting)
 9. Schedule Next Meeting(s)
 - October 16th – Focus will be on the Holiday Lighting Ceremony
 - October 23rd – Focus will be on finishing the debriefing of Home Day
 - Agenda items for next meeting focused on Hyde Park Home Day:
 - Home Day music and marching band
 - Children's activities
 - Put "call to participate" form online?
 - Review feedback received on Home Day
 - Timeline for 2018 (back it up to start earlier?)
 - Soliciting more help to plan Home Day (including day-of logistics)
 - Discuss criteria to participate in Home Day

Respectfully Submitted: Susan Hayes