

Shapleigh Community Day Committee  
Shapleigh Library  
October 18, 2023

MINUTES

**Those present:** Sue Gagnon, Linda Haley, Nancy Hodgdon, Monica Lemaire, and Penny Mills

**Meeting was called to order at 18:30.**

**Review of 2023 Event:**

**Volunteers:** The biggest obstacles encountered were the lack of volunteers and running out of food at the concession stand. Parking control in the morning was a constant issue that interrupted team members from assigned duties. It was agreed that traffic control and designated parking area be arranged in the morning before the parade starts. At least three volunteers are needed for the silent auction. Requesting donations will be done by all members, but having at least one volunteer manning the table and one keeping track of the paperwork would be helpful. We plan to create and post a volunteer sign up sheet for next year. We will highlight specific areas where help is needed. We hope this will clarify the volunteer needs and possibly encourage more people to volunteer.

**Kid's Area:** The kid's area was a big success thanks to the wonderful volunteers and the Boys Scouts. Many families didn't know that the liability sheet needs to be filled out prior to allowing kids to jump in the bouncy house. The Boys Scouts were vigilant and made sure all kids who entered had a stamp which was given after the form was complete. We discussed the need for a clear entrance to the children's area where the liability forms can be signed prior to entrance. We will work on creating a kid's area archway for next year.

Another issue for the kid's area is the photo op cut-out of the tractor. We need to find a way to secure it to the ground so it doesn't tip over and hurt someone.

Dana Perkins, the puppeteer, will not attend next summer's event as he plans to retire. We discussed moving the animal encounters, but decided to leave it on the hill in the shade.

Nancy wants a megaphone to make announcements. We decided to create a schedule of events that we will post on sandwich boards throughout the Commons.

**Concessions:** Running out of food was a big issue, because it happened so early in the day. It was decided that we will purchase backup food and store it in the Town Hall

fridge if possible. The food menu will include some new options next year. Monica suggested a chicken burrito, walking tacos and corndogs were also suggested. Nancy suggested we offer more sweets. It was decided that we will bring back the pie contest for next year.

**Friday night:** Even with rain, the Friday night concert brought a reasonable crowd to the Commons. The Howling Hunger food truck and Kona Ice enhanced the event. The food truck's generator was quite loud. We will encourage them to park in the Town Hall lot next summer to prevent the generator noise from drowning out the band.

**Budget request:** Cost of food and entertainment has increased. We do not bring in any income to cover the cost of the Friday night concert. We need to think of a way to generate revenue, but without volunteers to help with providing our own concessions, we decided to request more money from the Town to cover some of these and other entertainment costs. Penny submitted the warrant article requesting 2000.00, an increase of 500.00 from the previous year, to help cover the cost of Community Day 2024.

**Dates:**

Community Day will be held July 26- 27, 2024.

Next meeting will be held at 6:00pm in the Shapleigh Memorial Library on Wednesday, January 10, 2024.

The meeting adjourned at 20:00.

Respectfully submitted,  
Penny Mills