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 **Mayor Town Administrator**

**TOWN OF WARRENTON**

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**Revitalization Committee Minutes**

**Tuesday, March 15, 2016**

A meeting of the Warrenton Revitalization Committee was held at the Warrenton Rural Fire Station on March 15, 2016 at 6:00pm. Members in attendance were Tim Williams, Cheryl Bell, Craig Hahn, Meredith Hunter, Michael Coffman, Crystal Smith, Pat Draffin, Bob Shingler and Rose Derring, as was Commissioner Frank Holt. A quorum was present.

Regarding the vacant seat on the committee, the nominating committee spoke. It was determined that Woody King be nominated as a committee member. This was voted on by attending members and approved; Bob Shingler voted against the nomination.

Regarding the vice chair and secretary position, the nominating committee spoke. It was determined the Cheryl Bell be nominated as the vice chair and Meredith Hunter be nominated as secretary. This was voted on by attending members and approved unanimously.

The structure of the Town Café meeting set for March 22, 2016 was finalized. Town Cafe will begin with an opening from Robert Davie, followed by an explanation of the “4 Point Approach” by Michael Coffman. Attendees will then breakout into committees of interest to brainstorm and develop ideas and solutions for their targeted interest. A menu and assignment of duty was finalized.

Regarding Spring Festival 2016, Michael Coffman announced that all sponsors have set. A check has been received for $500 from Duke Energy; Maria Parham pledged $1000; United Healthcare pledged $500. Michael Coffman addressed expenses relative to music. Music expenses are as follows, $500 for the Transition Band and $500 for Butch Meek to provide sound. Pat Draffin motioned to provide a $250 donation to Backyard Bluegrass and a $100 donation to Warren County Band. This was seconded by Meredith Hunter and approved by attending members. Cheryl Bell motioned to provide a $50 donation to Chris Hunter for singing the national anthem. This was seconded by Craig Hahn and approved by the attending members.

Craig Hahn agreed to organize donated water for the day of the event.

Meredith Hunter presented a suggested timeline outlining deadlines for securing sponsorships, vendors and details related to both SpringFest and Harvest Market. She will present this timeline at the next meeting.

Volunteers for the Kiosk were reviewed and confirmed as follows: 8-10 AM: Ernie Fleming and Cheryl Bell; 10-12PM: Meredith Hunter and Kimberly Harding; 12-2PM: Craig Hahn and Lou Mayo; 2-4PM: Frank Holt and Tim Williams.

Michael Coffman discussed potential future sponsors for festivals. Lou Mayo, a Verizon Wireless employee, informed Michael that Verizon Wireless will donate an annual amount of $750 if she volunteers within that organization for a minimum of 50 hours.

Michael Coffman addressed the Bouncy House scheduled to set up at the Spring Fest. T. Davis needs to present a certificate of insurance prior to the event.

Regarding advertising for the Spring Festival, Michael Coffman presented the available options and the cost for each option. They are as follows: The Daily Herald is $61.50 per advertisement, the Daily Dispatch is 6 ads for $213.50, the Warren Record is $95 per advertisement, and the Gaston Gazette is $97 per week. Craig Hahn agreed to speak with Jennifer regarding the cost of the Warren Record advertisement. Radio Station, WRAL, advertising was also addressed. Cheryl Bell motioned that advertising dollars be spent as follows: 6 ads in the Daily Dispatch, 1 ad in the Warren Record, 1 ad in the Gaston Gazette, and the balance applied to radio ads at WRAL. Frank Holt seconded the motion and the motion was approved by attending members with one nay vote by Craig Hahn.

Tim Williams informed the committee that Working Landscapes has completed an application to provide beer at the Spring Festival. Michael Coffman will be verifying legal requirements of the beer tent.

Michael Coffman suggested that our committee host a “Movie Night” in downtown Warrenton, possibly the Courthouse Square. He received quotes for rights to show movies, they are as follows: $275 for less popular films and $325 for popular films. The cost of a projector ranges from $200 - $1,000. A screen would cost $100. In order to make this financially feasible, Craig Hahn agreed to seek a grant through the Chamber of Commerce. A subcommittee was formed to research further. Members of this subcommittee include: Crystal Smith, Pat Draffin, Craig Hahn, and Tim Williams.

Michael Coffman was able to secure money from the town board for a membership on the NC Festival website. This will allow us to advertise for future festivals.

The subcommittee in charge of researching a 5k race for Harvest Market will meet prior to the April meeting to discuss planning this event.

New Business included building a social network subcommittee. Members of this newly formed subcommittee include: Craig Hahn, Tim Williams, Crystal Smith and Michael Coffman. The 2016-2017 budget was presented. This included $10,500 to execute a Beer and Music Festival. Bob Shingler motioned to remove the $10,500 from the revitalization committee, asking the town board to create an independent committee to put together this event. Craig Hahn seconded the motion and it was approved by attending members.

With no further business, the meeting was adjourned.