

**EDGMONT TOWNSHIP COMMUNITY DAY COMMITTEE**  
**JANUARY MEETING MINUTES**  
**January 9, 2025**

---

**\*This meeting of the Edgmont Township Community Day Committee was held at the Township Office Building with the option to participate remotely via Zoom Webinar.**

1. **Open Meeting:** A. Rapposelli opened the meeting at 10:03 a.m. In attendance were Annie Thorne, Board of Supervisor Member; Christian Freyli, Community Member; Coleen Fickes, Community Member; Paula Jackson, Community Member & Commercial Property Owner; Brittany Fix-Labrensz, Community Member; Susan Abtouche, White Horse Village and Anne Rapposelli, Administrative Assistant.
2. **Public Comment:** There was no public comment.
3. **Meeting Minutes:**
  - a. A. Thorne made a motion to approve the October 10, 2024 Community Day Committee meeting minutes as presented & C. Freyli seconded the motion. P. Jackson asked if we had a head count of attendees at last years event. A. Rapposelli thought it was about 2,000 attendees. A. Thorne mentioned that R. Bates has a counter that we could use. Discussion that it wouldn't be accurate as people go to their car and come back in, but it would give us a ballpark figure. There was no further discussion, and the motion passed unanimously.
4. **Budget:**
  - a. Discussed the 2024 budget with members, as the budget for 2025 has been raised from 11,100.00 to \$14,100.00.
5. **Sub-Committees:**
  - a. The following sub-committees were discussed:
    - Site Facilities – Nicole Bates and Anne Rapposelli
    - Vendors – Nicole Bates & Anne Rapposelli
    - Marketing & Sponsorships – Annie Thorne, Paula Jackson & Susan Abtouche
    - Activities & Performers – Brittany Fix-Labrensz
    - Volunteers – Coleen Fickes
    - Field Games – Brittany Fix-Labrensz
    - Day of Event (helping vendors & last minute set up all around)– Christian Freyli
  - b. Vendor Sub-Committee: Discussion on updating the following vendor forms:
    - A. Rapposelli separated out the vendor form from one form to three separate forms. They are now as follows: Food Truck/Food Vendor; Activity & Performances; and Craft Vendors.
    - Food trucks/Food Vendor Form – the committee decided to charge the food trucks 100.00 this year.
    - Activity & performances – B. Fix-Labrensz suggested to add a line item to include information or highlights for each group (for announcements).
    - Craft vendors – A. Thorne suggested to change in all the forms - Due by: August 22, 2025 to read – Due by: August 22, 2025 (or when spaces sell out). There was a suggestion to change the craft vendor application to Craft/General Vendor Application. P. Jackson suggested to add the word “walkway” under the diagram of the vendor spot sizes. There was discussion on charging a lower rate for the non-profits next year. A. Rapposelli mentioned that there was not a need for that since the non-profits provided a service/activity, therefore were not charged a fee at all.
    - P. Jackson suggested changing the note on all the forms to read that all vendors must be set-up by 9:45 (instead of 9:30) since we are giving them to 9:30 to arrive. She also mentioned to have check boxes for the line items needed for each application.
    - A. Rapposelli will make all the changes as suggested above to all the vendor forms.

- C. Freyli suggested that we put a QR code on the form and have the form auto-populate into a google drive for ease of filling out and submitting to the township. He will work on the form with A. Rapposelli and B. Fix-Labrensz suggested trying it out for the Activities & Performers since there is a minimal number of applications.

**c. Marketing & Supporters Sub-Committee:**

- This will now be named Marketing & Sponsorships Sub-Committee.
- The committee reviewed both forms (Sponsorship Form & In-Kind Donation Form) that A. Thorne presented last October for review.
- Some of the changes that will be made to the Sponsorship Form are:
  - Listing a deadline of July 31<sup>st</sup> (so we have enough time to make the sponsorship banner).
  - Under Platinum sponsor, changing the wording of “front of the event” to read a table in a featured position.
  - S. Abtouche suggested the amounts listed were not high enough. There was discussion and the committee will change the amounts from 1,200.00, \$600.00, \$300.00 to now be \$3,000.00, \$1,500.00 and \$750.
  - Adding another line item of Other Amount \$\_\_\_\_\_ on both forms (in case someone would like to submit an amount under \$150.00 or any other amount in between 20.00 & 3,000.00).
  - Adding a space on the lower half of the form with a check box if the person wanted to remain anonymous and not be recognized for their donation.
  - A. Rapposelli mentioned the fact that we are having 120 vendors like last year and if we are promising tables for the Platinum and Gold sponsors, we might run out of room. There was a discussion that they could be placed along the fence where the food trucks were located last year. A. Rapposelli mentioned that we can discuss this at the next meeting when we review the site map.
- Some of the changes that will be made to the In-Kind donation form are:
  - Listing a deadline of July 31<sup>st</sup> (so we have enough time to make the sponsorship banner).
  - Adding the words Valued At, in front of each amount
  - Adding another line item of Other Amount \$\_\_\_\_\_ on both forms (in case their in-kind amount is not the same as listed on the form).
  - Adding a space on the lower half of the form with a check box if the person wanted to remain anonymous and not be recognized for their donation.
  - The sponsorship policy that was written by K. Kynett is approved by the committee and will be in-house and not published for the public. It will be a reference guide for the committee for the sponsorships.
  - B. Fix-Labrensz stated that we should have a sign listing the sponsors of our event at the welcome table. A. Rapposelli stated that she can make a sign up on poster board listing the sponsors and the in-kind sponsors.

**6. Additional Business/Discussions:**

7. **Next Meeting:** The next Community Day Committee meeting will be held on February 6, 2025, at 10:00 a.m.
8. **Adjournment:** At 11:05 A. Thorne made a motion to adjourn the meeting. P. Jackson seconded the motion. There was no further discussion and the motion passed unanimously.

Respectfully Submitted,

Anne Rapposelli  
Administrative Assistant