

Meeting Minutes

Subject	Home Show	Date	11/14/2017
Facilitator	Gary Cote	Time	5pm - 6pm
Location	Holiday Inn Enfield	Scribe	Karen Campbell

Attendees	Gary Cote	Bob Saunders	Mike Vezzola
	Karen Campbell	Carl Philbrick	
	Aimee Boettcher	Cindy Narine	

Key Points Discussed

No.	Topic	Highlights
1.	Facility	Gary confirmed with the committee that Sears & Macy's were no longer a location option. The committee will be moving forward securing the Walmart location. Mike has reached out to Phyllis and is awaiting the signed contract and will contact Joe to gain access to the building. Gary will be working on tweaking last year's floor plan and preparing it to go live as soon as possible.
2.	Volunteers	Karen created the volunteer sign up and reviewed the different sign up categories with the committee. The sign up still needs a little fine tuning.
3.	Grand Prizes	The committee reviewed the Grand Prizes. Carl has confirmed his donation of a washer and dryer, Laurie will also be donating her \$500 Budget Blinds gift certificate. The committee is still in search of a third Grand Prize in the range of \$500-\$1000. Some committee suggestions were MGM, Stanton, and Bacher.
5. 5.	Marketing	Mike and Karen will cover press releases for the Home Show. The committee discussed the JI inserts. Last year the cost was \$1700. The committee has decided that the inserts worked and will do them with the JI again this year. The committee also discussed reprinting all signs and reviewed the cost of signs printed last year (\$1100). The only sign that will not be reprinted will be the large Home Show banner.
6.	Unpaid Vendors	The committee discussed going back to Saunders for boats that will fit in to WalMart for display. It was also discussed to reach out to TSI Harley Davidson, Enfield Motorsports, and seek out other campers for display in the show.
7.	Budget	Gary reviewed the budget with the committee. Gary feels that 150 booths is an attainable goal. Last year's pricing was \$350 Members \$425 Non Members, and \$150 Community Booths. The committee discussed offering an "Early Bird" incentive starting at last year's prices

7.	Budget	and increasing by \$50 (Excluding Community booths) after cut off date(TBD). Projected income for this year is \$65k with an estimated \$20k in expenses. The goal will be to net \$50k for the Chamber. The committee will need to discuss seeking sponsors for the show and how to sell booths.
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Action Plan

No.	Action Item(s)	Owner	Target Date
1.	Secure contract with WalMart	Mike	11/29/2017
2.	Make additions and changes to online volunteer sign up	Karen	11/29/2017
3.	Tweak last year's floor plan	Gary	11/29/2017

Next meeting

Date	November 29th, 2017
Topics	Continued Home Show discussion