

# Minutes for MVAF Organizational Meeting

## MEETING DETAILS

Location: **Madison Valley Public Library Meeting Room**  
**210 Main Street**  
**Ennis, MT 59729**

Date/Time: **April 21, 2026, 10:00 AM**

## ATTENDEES:

Louise Stevens, EAA President  
Linda Maydak, EAA Vice President  
Barbara Chalupa, EAA Treasurer  
Lori Fink, EAA Secretary  
Margie Reck  
Barbara Gillispie  
Valerie Klaber  
Chelsee Mahsman

## CALL TO ORDER

This meeting was called to order at 10:10 AM by Louise Stevens.

## PREVIOUS MEETINGS MINUTES

N/A – This is the first meeting for 2025

## HANDOUTS

One document was distributed to attendees:

- **Madison Valley Arts Festival – Volunteer List (Blank)**

## OLD BUSINESS

None

## NEW BUSINESS

**Item #1:** MVAF Worksheet and Volunteer List for Festival July 25, 2026

We will use this time to go through the Worksheet (see supplement attached to these minutes) and fill in as many blanks as we can.

## **A. EVENT DATE**

July 25, 2026, 10:00 AM to 5:00 PM

## **B. MVAF MEETING COORDINATORS**

1. Louise S. will schedule and conduct meetings.
2. Louise S. will also maintain the volunteer list.

## **C. SECRETARY**

Lori Fink

## **D. RAFFLE**

1. Barbara Gillispie is the Chairman.
2. Barbara G. will get the donors of the items and will accept delivery of same by June 1<sup>st</sup>.
3. Chelsee M. will print the tickets.
4. Ticket stubs and money will be mailed to our PO Box – Barbara Chalupa will retrieve and deposit funds from the PO Box as well as from the raffle item display venues and from ticket selling volunteers. Ticket sale funds from individual members (who are each asked to sell at least two sheets) can be given to Barbara C. at any time, including at the festival on the day of.
5. Raffle ticket sales are the only income item that is unlimited, so we want to encourage all members to participate in sales as much as possible.
6. Tickets are for sale at the library and also at the Info Booth on the day of the festival
7. Louise will submit an article and picture to the Madisonian and also thank you notes to the raffle donors.
8. Louise will send an email with the raffle tickets and poster to the membership as soon as we have all five items confirmed – possibly in the first week of June.
9. Ticket prices will remain the same this year - \$2 each and \$10 for a sheet of six.
10. Barbara G. has three raffle items in hand:
  - a. 16"x24" Metal Hollyhock print by Lori Fink, won by Marie Currier in 2024 and donated back this year.
  - b. Pottery Bowl by Carol Clarkson
  - c. Quilt (Windows of the Madison) by Sue Sherard and ? Yankovich (quilter from West Yellowstone)
  - d. Piece of jewelry by Linda Rutenkroger (verbal commitment)
  - e. Last item TBD
11. In the past we have displayed the items for one week each at the two banks and the library. We get no sales at the bank, so we decided to ask the library to display the items for the whole three weeks.

## **E. JURY COMMITTEE**

1. Kent Porterfield and Sue Kinn-Brown were the chairpersons.
2. They met earlier this month along with three jurors for final selection of festival entries.
3. Louise will get the number of artists accepted to Chelsea to include on the MVAF poster.
4. We need to get a list of artists and the booths they are in to be able to make a map for use at the Information Booth at the festival.
5. We will try to develop a procedure for the jurying process going forward to try to eliminate confusion and hard feelings. This would be a good agenda item for our “debrief” meeting after the festival.

#### **F. SIGNS & POSTERS**

1. Chelsea usually designs posters and arranges for printing. The posters will be ready as soon as Chelsea is provided the number of participants.
2. We could have a “save the date” type poster (including both the MVAF and Blooms and Brushes) for distribution prior to July 4<sup>th</sup>, and a poster containing more information (bands, food vendors, etc.) for distribution after July 4<sup>th</sup>.
3. Signs West has our street signs (7) and we just have to ask for them to be put up.
4. Barbara C. and Val K. will handle putting up the three large banners.

#### **G. INFORMATION BOOTH**

1. Barbara G. said she would handle getting volunteers for the booth time slots and reminding them of their slots prior to the festival. Carol Clarkson has already volunteered to work the 10am to noon shift.
2. Louise and Barbara C. will oversee the setting up the booth, including bringing the raffle items and start-up money for change.
3. Barbara G. will oversee the raffle drawing and announce the winners at approximately 4:45pm.

#### **H. MEDIA PUBLICITY**

1. Margie has listed us in the Lively Times, Visitmt.com and Bozeman Magazine calendars.
2. It was also noted that we are now listed in the Ennis Chamber of Commerce calendar of events. Kudos to Louise.
3. Louise will get the info to the Montana Arts Council by the end of this month as well as to online and printed magazine and newspaper calendars as per deadlines.
4. Margie will submit an MVAF article and photo to newspapers.
5. Display ad for Madisonian to run the two weeks prior to the festival – Chelsea M. will design and submit.

#### **I. FOOD BOOTHS**

1. Barbara G. is the Chairman.

2. We have a contract with Fully Loaded Tacos
3. There is not likely room for another food truck as the FLT truck is 25' long.
4. We may ask the Presbyterian/Episcopal ladies booth to perhaps have pie by the slice and ice cream.
5. We will make sure to have coffee this year.

**J. FAMILY ACTIVITY BOOTH (renamed from Face Painting)**

1. Chelsee M. will Chair and get volunteers.
2. Chelsee would like to extend the face painting, and also use another tent to have a different project every hour for kids. Kids would be able to take the art they create (and their supplies) home.
3. The face painting will either be one person for a longer period of time or two people for a shorter time. Chelsee is awaiting a contract.
4. Louise wants us to consider adding a public art type activity for kids at this booth. Ideas include large paper mural painting, using tiles similar to what we did for the manor "barn quilt." The idea is to tie this to the public art murals we hope to do in town.

**K. SET UP DAY BEFORE FESTIVAL**

1. Louise and Barbara G. will be in charge of hauling canopies and other festival items from the storage unit. We could ask the Lion's Club for help with this.
2. Louise will contact Kent and Sue to see if they are willing to do the booth layout.

**L. MORNING OF EVENT**

1. Barbara C, Barbara G. and Louise & John will handle the information booth.
2. Barbara G. will be the clipboard lady again to assist artists in locating booths.
3. Margie will be a floater. We need another volunteer.

**M. PORTA-POTTIES**

1. Margie R. is the Chairman.
2. The estimate is the same as last year for three porta-potties (one ADA) and a hand washing station.

**N. WATER**

1. Barbara G. get from Costco – 4 cases.

**O. DOG WATER BOWLS AND DOG WASTE STATION**

1. Margie R. will take care of this.

**P. TRASH & RECYCLING CANS**

1. Barbara G. hauls the trash to the dump.
2. Jack Finley has always been willing to help in the past.
3. The High School kids that have a booth are asked to help with trash.
4. Floaters and info booth volunteers could help keep an eye on cans so they don't overflow.

#### **Q. CLEAN UP**

1. Many people usually help with this at the end of the day.
2. We would like the Mormons and the High School kids to help with this.
3. Margie, Barbara G., Louise & John will help.
4. Barbara G. will ask Jack Finley to be the Chairman.

#### **R. MUSICAL ENTERTAINMENT**

1. Two bands have confirmed:
  - a. Fan Mountain Frog Dogs from 10am-2pm, \$350 cash.
  - b. Chris Caser from 2pm-5pm, \$350 cash
2. We need to clarify the second artist amount for three hours. Louise will check.
3. Electrical hookup has been arranged with Mr. Oliver at the bank. He will help on Friday.

#### **S. SURVEYS**

1. We plan to do both the attendees and artists/vendors survey online using QR codes.
2. Louise will compile the results.

#### **T. RUNNERS**

1. The Mormons – maybe in the afternoon.
2. Perhaps a third person per shift at the information booth?

Next meeting will be Tuesday, May 19<sup>th</sup>, 10:00 AM at the library.

#### **ADJOURNMENT**

Meeting adjourned at ~12:52 AM.

Respectfully submitted,

Lori Fink, Secretary