

Minutes for MVAF Organizational Meeting

MEETING DETAILS

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

Date/Time: **May 19, 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
BJ Radell
Chelsee Mahsman
Jack Finley

CALL TO ORDER

This meeting was called to order at approximately 10:00 AM by Louise Stevens.

PREVIOUS MEETINGS MINUTES

Minutes from the April 21, 2026, MVAF Organizational Meeting were posted on the EAA Website along with the MVAF Volunteer List/Worksheet

OLD BUSINESS

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

We will use this time to continue filling in the MVAF Worksheet (see supplement attached to these minutes) with emphasis on non-completed items and tasks.

A. RAFFLE

1. In addition to the three items already secured, we received two additional donations.
 - a.) Watercolor Painting "Cameron Schoolhouse" by Paul Tunkis
 - b.) Necklace by Linda Rutenkroger
2. All five raffle items are now secured so we can proceed with ticket printing and production of the raffle poster.
3. Barbara has not heard back from the library regarding displaying the items for three weeks. She suggests we may want to display them at Madison Valley Bank (even though they don't sell tickets for us) to keep them included in the process.

4. Barbara will proceed with getting volunteers to sell raffle tickets starting early in June. 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.
5. Louise has looked into the suggestion of getting bags to give to people spending \$20 or more on raffle tickets. We think that a bag giveaway would be appropriate for both presales and day of festival sales. We can get 100 paper bags with the full festival logo for \$260. It might be better to get reusable canvas bags with one color logo. Louise will do more research.
6. We need to have an early clear version of the logo for printing. Several people will look for one.

B. SIGNS & POSTERS

1. Barbara Chalupa emailed Mariah at Signs West to request the street banners and large banners be ready by July 8 or sooner and has not heard back. We should get them up as soon as we can after July 4. We want to make sure we get them up before the home tour tries to put up banners.
2. Barbara and Val will hang the banners. Louise volunteered to help too.
3. We can do more of a "save the date" poster for prior to the 4th, with a more detailed poster for after the 4th. The dual event posters can go up anytime. Posters will be ready for distribution in early June.
4. We need to find the venue list for posters that is normally kept at the library.

C. INFORMATION BOOTH

1. Barbara has secured Carol Clarkson and Cindy Owings for the 10 am – 12 pm slot and Liz McCambridge for the 12 pm – 3 pm slot so far.
2. She would like 3 people in the above-mentioned time slots.
3. Linda Maydak volunteered to be the third person for the 10 am – 12 pm slot.
4. Barbara G. has also emailed Barbara Swan Roger to see if she would be willing to help in the afternoon, particularly with the raffle drawing.

D. MEDIA PUBLICITY

1. Louise has submitted publicity material to the magazines that need it early and will keep an eye on other magazine deadlines.
2. Margie will submit the information to approximately 20 newspapers.
3. In addition to the Madisonian ad, we will consider running an ad in the Bozeman Chronicle. Louise will research prices and deadlines for ads in the Bozeman area print media.

E. FOOD BOOTHS

1. Louise will confirm with the Presbyterian/Episcopal ladies.
2. Several ideas came up regarding pie by the slice, pies a la mode, chocolate ice cream soda. Ice cream may not be the best for the middle of summer heat.
Secretary's note: We should probably leave what to have available up to the booth owners.

F. FAMILY ACTIVITY BOOTH (renamed from Face Painting)

1. Chelsee M. got the booking contract from the face painter. Price is \$115/hour – 4 hours would be \$460.
2. The plan is to have face painting in one canopy and other activities in a second canopy.
3. Chelsee would like to have activities (watercolor, origami, acrylic on flower ornaments, Japanese kawaii drawing, air dry clay, tile painting) change every hour or so. This would be more structured than in the past.
4. We gave out sketchbooks and colored pencils or crayons last year and could do this again. Or we could have a “store” where kids could use tokens they earn by doing art projects. This could also be combined with a scavenger hunt.
5. Volunteers needed would be one person per hour with the face painter and two per hour with the kids’ activities, one of whom will be Chelsee.
6. Activities booth and face painter would both start at 10:00 with face painter booked until 2:00.

G. SET UP DAY BEFORE FESTIVAL

1. Kent and Sue will do the booth layout on Friday morning.
2. Louise, Barbara C., Barbara G. and Margie (and maybe some husbands) will meet at 9:00 Friday at the storage unit and bring the set-up items (canopies, trash cans, tables, chairs, etc.). They will also try to assist artists arriving on Friday in finding their booth spaces.
3. We will need at least one map with booths and artists by Friday.

H. MORNING OF EVENT

1. Jack Finley and two or three helpers will assist with setting up info booth canopies and artists who need aid.
2. We still need an additional floater.

I. PORTA-POTTIES

1. Should be unlocked both Friday and Saturday and locked overnight.

J. WATER

1. Joe Chalupa will get from Costco – 4 cases.
2. We will get ice locally – Barbara G. will pick up/provide.
3. Make sure to bring the coolers from the storage unit.

K. DOG WATER BOWLS AND DOG WASTE STATION

1. Make sure to bring the water bowls and waste station from the storage unit.

L. TRASH & RECYCLING CANS

1. Trash can liners and recycling can liners are two different sizes. Check in storage to see if we have enough of both.
2. Can we try to have separate receptacles for bottles and cans? These need to be separated at the dump.

M. CLEAN UP

1. In addition to the members who have already volunteered to help, Barbara G. will ask the information booth volunteers to stay until 5:30 pm to help.
2. She will also try to get the Mormons to come help, ideally at about 4:45 pm if possible.

N. RUNNERS

1. Margie will bring her wagon and haul water to the artists.
2. Probably can eliminate the runner position if we add a third person per shift at the info booth.

Item #2 MVAF Budget

A. Advertising	\$ 400.00
B. Signs	200.00
C. Printing	100.00
D. Septic	400.00
E. Music	700.00
F. Supplies	50.00
G. Totes	0.00
H. Ice & Water	50.00
I. Family Booth	1000.00
J. Insurance	200.00
K. Misc. Gifts	100.00
L. Square Fee	???
M. Unallocated	<u>1300.00</u>
	\$4500.00

Next two meetings will be Tuesday, June 16th, 10:00 AM and Tuesday, July 14th, 10:00 AM at the library.

ADJOURNMENT

Meeting adjourned at ~12:50 PM.

Respectfully submitted,

Lori Fink, Secretary