

Minutes for MVAF Organizational Meeting

MEETING DETAILS

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

Date/Time: **June 16, 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
Patsy Eckert
Jack Finley

CALL TO ORDER

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

HANDOUTS

- Ennis Arts Association Visitor Survey from 2025

PREVIOUS MEETINGS MINUTES

Minutes from the May 19, 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. Barbara Gillispie will need funds for change for pre-festival ticket sales. She is also going to start lining up volunteers to sell. Barbara C. brought the cash for Barbara G.!
2. Both Madison Valley Bank and First Interstate Bank will display the raffle items and also sell tickets. The library will also.
3. Make sure to tell people that we will ship to the winners.

4. We strongly suggest that pre-sales be cash or check only. Our Square card swiper won't work with i-technology; the android app has a toggle switch that allows the card swiper to be used.
5. Barbara G. will call Barbara C. to collect the ticket sale money from the banks when the raffle display is moved.
6. Our raffle ticket sale goal is \$1,600
7. Revisiting from April: Contact info and ways to thank raffle donors. Louise will get donor addresses and send thank you notes and inquire if they would like a tax letter for the IRS.

B. SIGNS & POSTERS

1. Louise will be in charge of Bozeman poster distribution.
2. The poster display venue list and posters are here at the library. We need more posters for both prior to the 4th and after the 4th.
3. Barbara Chalupa has ordered No Parking signs. She will bring them Friday morning before the festival.
4. Mariah at Signs West has the banners. The street banners will go up as soon as possible after the 4th.
5. If we secure another sponsor for public art, we may want to get thank you signs for display in the children's area as we are tying in tile painting projects with the public art murals. This is important as we cannot put any sponsor names on the murals themselves.

C. INFORMATION BOOTH

1. Barbara has 3 or 4 people on every shift at the information booth (see Worksheet).
2. Four people from 10 am – 12 pm: Carol Clarkson, Cindy Owings, Linda Maydak and Liz Applegate
3. Three people from 12 pm – 3 pm: Liz McCambridge, Els Mann and John Nelson.
4. Three people from 3 pm – 5:30 pm: Toni Scully, Susan Dorst and John Nelson.
5. One additional person from 4 pm – 5:30 pm: Shirley Love
6. Barbara G. will send a reminder email approximately a week prior to the festival.
7. Other volunteers:
 - a. Floaters will be Margie and Louise
 - b. Saturday Set Up (Starting at 7:30am): Jack Finley and 3-4 helpers (Barbara and Joe C., Louise and John S., and Barbara G. Barbara G. is also waiting to hear from the Mormons, and she may have a house guest that she will put to work.
 - c. Friday Set Up (meet at 9 am at the storage unit): Louise, Barbara G., Barbara C. and Margie?. Kent and Sue will do the layout early on Friday morning.

D. FOOD BOOTHS

1. Presbyterian women are on board. They don't want to sell pie by the slice, but they agreed to package the baked goods in small packets of "Sweets to Eat." We will ask the Episcopal Church to do the same.
2. They remain confused about where to plug in coffee pots. We will show them the location behind the ATM.

3. Louise will get the Episcopal Ladies to bring their two large coffee pots.
4. There is an orange stake in the Insurance building driveway. The food truck cannot go beyond that.

E. FAMILY ACTIVITY BOOTH (renamed from Face Painting)

1. We may need to make new signs reflecting that this is now a Family Activity Booth.
2. Barbara G. has two women's club volunteers to help with the non-face painting activities and plans to get two more.
3. We may want to spend more time with the tile painting activity so that kids could each keep a tile while we keep one for the donors. Louise will discuss this with Chelsea.

F. SET UP DAY BEFORE FESTIVAL

See above under information booth.

G. MORNING OF EVENT

See above under information booth.

H. SURVEY

1. Vendors - Online? Paper? Both? Maybe print the QR code on the paper survey so they have a choice.
2. Visitors – probably online only. Vendors could display the QR code at their booths in addition to the Information Booth.
3. Are there any changes or additions to the visitor survey? Something about the Family Activities Booth? Is there enough seating? Specifics about the music?

I. RUNNERS

This position is being taken over by some of the volunteers at the info booth.

Item #2: Other

A. FESTIVAL ADVERTISING IN BOZEMAN

1. Louise will check the print and online Bozeman papers for rates and report back at the next meeting.
2. She will also investigate any Bozeman Facebook groups in which to post like the ones we already utilize in Ennis, VC and Madison County.

B. MORE FOOD VENDOR DISCUSSION

It was determined that it would be very difficult to incorporate another food vendor unless we magically get more room at the park, move to a different location or encourage people to leave the park and risk them not returning.

C. GARDEN TOUR TICKETS FOR SALE AT FESTIVAL

Last year we had quilters sell the tickets. Are we going to sell this year? Barbara G. will check with the Garden Tour committee.

Next meeting will be Tuesday, July 14th, 10:00 AM at the library.

ADJOURNMENT

Meeting adjourned at ~11:35 PM.

Respectfully submitted,

Lori Fink, Secretary