

Minutes for MVAF Organizational Meeting

MEETING DETAILS

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

Date/Time: **July 14, 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
Chelsee Mahsman
Jack Finley
John Nelson

CALL TO ORDER

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

PREVIOUS MEETINGS MINUTES

Minutes from the June 16, 2026, MVAF Organizational Meeting were posted on the EAA Website along with the MVAF Volunteer List/Worksheet

OLD BUSINESS

Item #1: MVAF Planning meeting – tying up loose ends

A. RAFFLE (filling in empty slots to sell tickets)

1. After Wednesday the raffle items will be at the library.
2. Barbara G. does not need to be present for sales – if anyone wants to sell tickets, Barbara will get all the materials to that person.
3. Tomorrow (July 15) Barbara G. and Barbara C. will be selling tickets.
4. July 22nd, Barbara G. and Bonnie Kyles will be selling.
5. July 21st, Barbara G and Louise S. will be selling.
6. Sales are best in front of Yesterday's Café.
7. When selling a whole sheet of tickets, ask the person to completely fill out the first one and then to circle the prize choice on all of them. We will do the rest.
8. We've sold \$590+ so far.
9. We will also sell tickets on Friday the 24th during the festival set up. So far, Barbara, Louise and Margie will plan to be there.

B. MEDIA/PUBLICITY/SIGNS (Rates/approval for ads in Bozeman and Three Forks)

1. A quarter-page ad in the Bozeman Chronicle is \$800 for 2 weeks. Margie reminded us that she will send a press release and picture to the paper and that will be no charge. We will also have a calendar listing.
2. Bozone Online advertising is \$189 per week. This is the most used online calendar in Bozeman. We decided to run this ad.
3. We still have one banner to put up. Chelsee will follow up with the school (for placement on the fence) and also see about an announcement on the electronic sign.
4. Street banners should go up this week.
5. Right now we have no social media presence, including having an event set up. We need to get Jen Corp to post festival information. Louise will call her today.
6. Raffle press with photo should go out soon. Louise will take care of this.
7. Margie will be sending festival press releases today or tomorrow.
8. We need more posters – Chelsee will get more printed.

C. PAYMENTS (Musicians, Face Painter payment/Food Vendor collecting fee)

1. Musicians: Fan Mountain Frog Dogs (morning) \$350 cash; Jim Averitt (afternoon) \$400 cash.
2. Face painter is \$460 and will take a check the day of the festival.
3. Fully Loaded Tacos will pay us \$150 on the day of the festival. They want to leave at 4:30 for a scheduled wedding in Alder.
4. Louise is buying the coffee for the Presbyterian/Episcopal baked good booth. Barbara G. will pick up some coffee cups at Costco (cardboard, not foam).
5. Louise S. told a cotton candy vendor (two high school girls) that they could set up in the kids' area.
 - a. We may not have room in the kids' area.
 - b. It was brought up that other people are being charged for space if they are selling.
 - c. They do have insurance.
 - d. Kids touch things. Artists may not want sticky fingers around their art.
 - e. Nutritional value is nil. Many parents are trying to get away from this type of food.

MOTION: Barbara G. moved that we do not have the cotton candy vendor at this year's festival with the assurance that we will consider this vendor for next year's festival. Barbara C. seconded.
Motion passed unanimously.

D. SURVEYS (QR Codes and distribution)

1. Visitor surveys and vendor surveys will be both online and paper.
2. We will reuse the visitor surveys from last year.
3. Hard copy of vendor survey will have a QR code on it so each vendor can decide how to participate.

E. VOLUNTEER (Confirmation)

1. Set up Friday morning
 - a. Meet at storage (Barbara G., Louise S. and John, Barbara C. and Joe) unit at 9:00am for loading and transporting to park.
 - b. Place canopies, tables and chairs. Information booth canopies will be fully up to serve incoming artists.
 - c. Kent and Sue will do the booth layout early Friday morning.
 - d. A list of vendor names and booth numbers will be provided to the Information booth by noon.
2. Day of festival
 - a. The Mormons will help Jack in the morning (7:30am)
 - b. Barbara G.s nephew and wife will also be there.
 - c. Maybe buy the Mormons breakfast – if they will accept.
 - d. Barbara G. will send email reminders to the Information Booth volunteer and to the Family Activity Booth volunteers prior to Saturday.
 - e. Chelsee will be in charge of locking and unlocking the portable toilets.

F. CLEAN UP

We are covered.

G. OTHER FESTIVAL BUSINESS

1. It is the 30th Annual Festival. Do we want to do anything to commemorate? Balloons at each entrance? Chelsee will order some balloons from Amazon.
2. Are we selling Blooms and Brushes tickets at the Information Booth? Yes.
3. We have black tablecloths in the storage unit that we should use for a uniform look.
4. Family Activities Booth Cost Breakdown: Face Painter \$460 for four hours; Activity Supplies \$150; Store Items \$250. Total is about \$900. Chelsee would like some water for the booth.
5. We can ask the Cotton Candy Vendor girls if they would like to volunteer at the Family Activities Booth. This could count towards their volunteer hours for school.
6. Coffee will be ready at 8:00am.

H. SCHEDULE POST-FESTIVAL MEETING

Next meeting will be Wednesday, August 12th, 10:00 AM at the library.

ADJOURNMENT

Meeting adjourned at ~11:52 PM.

Respectfully submitted,

Lori Fink, Secretary