Town of Fairview

FESTIVAL COMMITTEE

Agenda

June 6, 2017 @ 6:30 p.m.

Meeting will be at the Park Picnic Shelter

1. Call to order --- *Chairman Wilfong*
2. Public Comments:
3. Business:
   - Approve Festival Date of 1st Saturday in October
   - Discuss/Approve Name for Festival
   - Appoint Subcommittees for Festival
   - Discuss Activities/Vendors to be included in Festival
   - Review Rules of Procedure for Festival Committee
4. Approval of Previous Minutes:
   a. March 17, 2016 --- Regular meeting
   b. May 25, 2017 --- Regular meeting
5. Adjourn

Town of Fairview - Festival Committee

NAME	STREET	CITY/STATE/ZIP	CELL #	HOME #	EMAIL
Gary Wilfong	1304 Lawyers Road West	Indian Trail, NC 28079	704-589-8412	704-753-4800	gwilfong@fairviewnc.gov
B.B. Haigler	9606 Indian Trail-Fairview Rd.	Indian Trail, NC 28079	704-221-2874	704-753-1834	jbbhaigler@gmail.com
Patti Freeman	8200 Old Ferry Rd.	Monroe, NC 28110	704-607-2496	704-753-4776	plfreeman5@frontier.com
Tilden Belk	209 West Hwy. 218	Monroe, NC 28110	704-219-0546	704-753-1829	johnbelk35@yahoo.com
Arnold Price	1507 East Hwy. 218	Monroe, NC 28110	704-320-8512		aprice40@gmail.com
Virginia Moss	9715 Running Cedar Lane	Indian Trail, NC 28079		704-753-3345	bvmoss2001@gmail.com
Rachel Outen	6013 Concord Hwy.	Monroe, NC 28110		704-315-8601	outenrachel@gmail.com
Teresa Gregorius, Town Clerk	2805 Hwy. 218 East	Monroe, NC 28110	704-564-5650		tgregorius@fairviewnc.gov

FESTIVAL SUBCOMMITTEES

- Children's Entertainment
- Food Vendors
- Custodian
- Craft Vendors
- Parking

Fairview Festival Committee

RULES OF PROCEDURE

TOWN OF FAIRVIEW

ARTICLE I
Festival Committee

1-1 The official name of the Festival Committee shall be the Fairview Festival Committee hereafter referred to as the Festival Committee.

1-2 The Festival Committee shall be considered a "Public Body" and is subject to all rules and regulations for Public Bodies contained in North Carolina's Open Meetings Regulations.

ARTICLE II
Objective and Purpose

2-1 The primary objective of the Festival Committee is to develop and maintain a continuing, Festival program to benefit the people of the Town of Fairview.

2-2 The purposes of the Festival Committee are:

a) To make studies of the Town and its surrounding areas for recreation purposes;

b) To determine objectives to be sought in the development of the programs under study;

c) To recommend to the Town Council plans for achieving these objectives;

d) To develop and recommend policies, rules, administrative procedures, and other means for carrying out plans in a coordinated and efficient manner;

e) To advise the Town Council concerning the use and the means for carrying out plans;

f) Exercise any functions in the administration, and means for carrying out plans that the Town Council may direct;

g) To keep the Town Council and the general public informed and advised as to these matters; and

h) To perform any other related duties concerning Town Festivals or matters that the Town Council may direct.

ARTICLE III
Membership

3-1 Members of the Festival Committee, a total of seven (7), shall be appointed for terms of three years as not to have more than two members leaving in any one year.

3-2 If a vacancy shall occur on the Festival Committee by reason of death, resignation, change of residence, or any other cause, it shall be filled by Town Council appointment for the duration of the unexpired term.

ARTICLE IV
Election of Officers

4-1 A Chairman and Vice-Chairman shall be elected by the Festival Committee members.

4-2 The Chairman shall preside at all meetings and hearings of the Festival Committee, appoint all standing and temporary committees, and have the duties normally conferred on such office. The Chairman shall have the privilege of discussing all matters before the Festival Committee.

4-3 In the event of the absence of both the Chairman and Vice-Chairman from a meeting of the Festival Committee, the members present may elect a temporary Chairman for that meeting and proceed with the order of business.

4-4 The Town Clerk shall keep a record of all business transacted at Festival Committee meetings. The Festival Committee minutes shall be of public record and shall be kept on file at the Town office by the Town Clerk and available for inspection during regular business hours.

ARTICLE V
Meetings

5-1 Regular meetings of the Festival Committee shall be held on the fourth Tuesday of each month at 6:30 P.M. in the Old Fairview School, unless the Chairman deems elsewhere. Each member shall be notified by mail or E-mail of each regular meeting by the Town Clerk.

Whenever there is no business to come before the Festival Committee, or whenever so many members notify the Town Clerk or the Chairman of their inability to attend that a quorum will not be available, the Chairman may dispense with a regular meeting. In such cases, the Chairman, or other person so designated by the Chairman will endeavor to notify Festival Committee members of all meeting cancellations.

5-2 Special meetings may be called only by the Chairman, provided that at least forty-eight (48) hours notice of time of such meeting shall be given to each member by the Town Clerk and all applicable open meeting law notification requirements are met. This notice shall be sufficient

unless a longer time period would be needed due to Festival Committee notification requirements.

5-3 Four (4) members of the Festival committee shall constitute a quorum. A quorum shall be present before any business is transacted.

5-4 All regular and special meetings of the Festival Committee shall be open to the public. Public notice of all regular meetings shall be made by posting notification and date on the Town web site at least three (3) days prior to the meeting. The notice shall remain posted until the meeting has been concluded.

5-5 Any person wishing to address the Committee will be allowed. A time limit of three minutes will be allowed, unless the Committee wishes to presently address the subject.

ARTICLE VI
Attendance

6-1 In order for the Festival Committee to carry out its duties and responsibilities, it is necessary for all members to regularly attend meetings. Any Festival Committee member may be removed by the Town Council for failure to attend meetings.

ARTICLE VII
Order Of Business

7-1 The order of business at regular meetings shall be as follows:

a) Roll Call and Determination of Quorum
b) Approval of Previous Minutes
c) Committee Reports
d) Old Business New Business
e) Adjournment

The Chairman shall have the authority to amend the order of business at any meeting.

7-2 Items of business at the regular meeting shall appear on the agenda. All items on the agenda shall have been presented to the Town Clerk at least ten (10) days prior to the regular meeting. Items not appearing on the agenda or submitted to the Town Clerk within ten (10) days of the regular meeting may only be considered for addition to the agenda by a unanimous vote of the Festival Committee members present.

ARTICLE VIII
Conflict Of Interest

8-1 No member of the Festival Committee shall seek to influence a decision, participate in any action or cast a vote involving any matter that is before the Festival Committee which may result in a private benefit to themselves. Committee members should excuse themselves if the circumstance arises.

8-2 Withdrawal from participation in any matter is necessary only in those specific cases in which a conflict arises. There shall be no attempt to exclude entire categories of considerations because of the business or profession with which a member is associated.

ARTICLE IX
Actions by Committee

9-1 All actions of the Festival Committee shall have been put before the Festival Committee members in the form of a motion, duly seconded, and voted upon by all unexcused members present for a quorum.

9-2 The chairman may take part in all deliberations and vote on all issues. Only non-excused members present at the time a hearing is held and a vote is taken shall be eligible to vote.

9-3 It is the duty of all Festival Committee members present at a meeting to vote on all issues coming before the Festival Committee unless such member has been specifically excused from voting on an issue. Any non-excused member who abstains from voting shall be counted as having cast a "yea" vote.

ARTICLE X
Adoption and Amendment

10-1 These rules of procedure may be adopted by a majority vote of the Festival Committee Membership.

10-2 These Rules of Procedure may, within the limits allowed by law, be amended at any time by an affirmative vote of a majority of the voting members of the Festival Committee, provided that such amendment be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.

_____ _____

Adopted Chairman

_____

Town Clerk

Town of Fairview
Festival Committee Meeting
March 17, 2016

The following Festival Committee members were present: Gary Wilfong, B.B. Haigler, and Patti Freeman

Others present: Teresa Gregorius, Town Clerk

Items of Business

A. Additional Committee Members:

Gary Wilfong reviewed the list of persons that have been contacted and expressed a desire to serve on the Festival Committee as follows: Tilden Belk, Virginia Moss, Kim Shartzer, Paul Scoggins, Arnold Price and Jesse Hargett.

B. Festival Theme:

Gary Wilfong asked committee members to be thinking of a theme for the Festival.

C. Festival Date & Time:

The Committee decided on Saturday, September24th. The time will be 10:00 AM till 4:00 PM unless the Committee decides to have a road race which would be held early in the morning. Committee will need to decide if there will be a rain date or not.

D. Festival Events:

The Committee discussed possible events for the Festival:

- Food vendors
- Car show
- Tractor show
- Children games
- Air/Army National Guard
- Road race
- Helicopter rides

- Corn hole tournaments
- Motorcycle show
- Chili cook-off
- Hot air balloon rides
- Fire department
- Sheriff department

Committee members were assigned the various events to contact vendors for further information regarding availability, cost, etc.

Mr. Wilfong asked Teresa to check to make sure the Town's insurance is adequate and see if additional special event insurance will be needed.

The Committee decided that licensed food vendors will pay a $75.00 entrance fee but all other booths (craft, church etc.) will have no entrance fee for this first Festival.

Respectfully submitted,

_____
Teresa Gregorius
Town Clerk

_____
Gary Wilfong
Chairman

Approved this _____ day of _____, 2017

Town of Fairview
Festival Committee Meeting
May 25, 2017

The following Festival Committee members were present: Gary Wilfong, Tilton Belk, and B.B. Haigler. There was not a quorum.

Others present: Teresa Gregorius, Town Clerk

Public Comments

None

Items of Business

A. Select Festival Date

The Committee discussed the first Saturday in October as the Festival date. For the year 2017 the date would be October 7th. Festival time from 10:00 AM to 5:00 PM.

B. Form Subcommittees for upcoming Festival

The Committee discussed the following subcommittees:

- Children's Entertainment
- Food Vendors
- Custodian
- Craft Vendors
- Parking

C. Activities for Festival

Gary Wilfong stated he had spoken with a representative of the Benton's Crossroads USO Show about possibly performing at the Festival. They will be getting back to him regarding the type of show and their availability.

Mr. Wilfong also mentioned that he had a contact that provides short helicopter rides and if space permits the Committee may want to include this option at the Festival.

Committee members discussed other activities that could be included during the Festival: petting zoo, pony rides, magician, bounce houses, and face painting.

D. Review Rules of Procedure for Festival Committee

The review of the Rules of Procedure was tabled until the next meeting since there was not a quorum present.

E. Minutes

The minutes of the meeting were not approved since there was not a quorum present.

Gary Wilfong adjourned the meeting.

Respectfully submitted,

_____	_____
Teresa Gregorius	Gary Wilfong
Town Clerk	Chairman

Approved this _____ day of _____, 2017