



11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2941
Fax: 262-242-9655

www.ci.mequon.wi.us

FESTIVALS COMMITTEE
Wednesday, September 6, 2023
6:30 PM
North Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Chair Vanessa Nerbun
Committee Member Deanna Conaty
Committee Member Jenne Hohn
Committee Member Tracy Johnson
Committee Member Lisa Liljegren
Committee Member Moshe Luchins
Committee Member Christine McLean
Vice Chair Miranda White

Also Present: Executive Assistant Enea

2) Approval of Meeting Minutes

a. August Meeting Minutes

RESULT: **Approved by Voice Acclamation [Unanimous]**

MOVED BY: Committee Member White

SECONDED BY: Committee Member Liljegren

AYES: Nerbun, Conaty, Hohn, Johnson, Liljegren, Luchins, McLean, White

3) Final Map & Event Schedule

Executive Assistant Enea provided the Committee with an overview of the festival map. All spaces are in number order with no duplicates for food trucks like last year. Vendor space 41 was added due to a late vendor submission. 2 additional port-a-johns were added this year. All electricity is ready to go, electrical capacity has doubled with the City's new upgrade. Committee Chair Nerbun suggested for everyone to familiarize themselves with the map before Saturday. The only vendors that should enter through the north entrance are the inflatables at 10:00am and the food trucks at 11:15am. The same photographer will be coming between 5-6pm. Sommers was told to bring their cars before 9am if possible. The welcome tent has a

backdrop and a big festival map. Someone from the Committee will buy mums and hay on Friday if we don't hear back from Stein's.

4) Vendor Assignments

Vendor confirmations were emailed last Monday with check-in instructions.

5) Parking Passes

The orange parking passes were mailed to all vendors with their spot number on it, as well as if they are on Cedarburg Road or in the Children's Area.

6) Volunteer Update & Committee Assignments

A welcome letter was emailed to all volunteers to check-in at the welcome booth. Only one space still needed to be filled as of the meeting.

7) Arrive on 9/9 at 7:45am

8) Next Meeting Date and Time

A. October 18 at 6:30pm

9) Adjourn

The meeting adjourned at 6:52 PM.

Respectfully Submitted,

Carrie Enea
Executive Assistant