

Event Committee Meeting Minutes
May 22, 2023

Events Committee Notes:

Gala Debrief:

- need to work together with the City for more wide-spread advertising
- start advertising much sooner, possibly 3 months out with access to ticket link available as well
- May was hard as many preservation groups were celebrating in the same way or having awards events, also hard because we were still too close to graduations and end-of-school-year/end-of-season things
- for 2024 try to have the Gala at the end of April to kick off Historic Preservation Month
- if this still seems to be too much for the spring, move the 2025 Gala to later in the year with brick awards in April/May instead
- Did Toni have access to extend the Eventbrite? If not, can she be given that access to extend for credit card donations?
- We need to revisit the no credit card usage --> Who do we talk to about getting this kind of access? There were many frustrations from guests over this issue. Do we need to go directly to City Council to ask for a conversation to be started? Toni is willing to volunteer for this.
- If BHPC pays for its own Square account, could we link it to BHPC's donation account since it is separate from the City?
- P&G was a mess. Does the City have a backup plan when P&G fails to respond, runs late, or forgets to bring important items?
- We all need to triple-check the invite to avoid a repeat of the timing issues!
- We would like to bring a theme and a date to the Commission during the June meeting so that we can plan ahead to meet the needs of what we have debriefed together.
- The events committee would like to create an email list of past sponsors, donors, attendees, commissioners past and present, as well as council members past and present that we can notify first as we start advertising for the next Gala
- Can we reorganize the BHPC Google Folder? If not, Toni will make a BHPC folder that can house the documents that we need to be able to edit or adapt to fit the needs of future events.

Rock-A-Billy 50's Day and Car Show:

- Voted to participate in the event
- Commissioners will take shifts to share the responsibility of the 10:00 am to 4:00 pm time frame
- Have vintage candy available to hand out at the booth
- Need to complete a request for Brighton books to sell at the booth during the event