

Town of Lebanon, Connecticut
Economic Development Commission
Tag Sale Sub-Committee
6:00 pm May 19, 2010 Special Meeting Minutes
Lebanon Town Hall

- 1.0 The meeting was called to order by Chris Warner, Chairperson
Present were Chris Warner, Kirsten Westbrook, and John Kolar
- 2.0 Set Target Date for Tag Sale
Proposed dates were discussed. Motion to set target date for October 2, 2010 and rain date for October 9, 2010 was made by Kirsten Westbrook, seconded by John Kolar. The motion passed unanimously.
- 3.0 Reviewed Documents from Colchester Business Association
Chris provided copies of documents provided by the Colchester Business Association that are instrumental in organizing the tag sale such as vendor applications, space agreements, etc. Changes were made to customize them for Lebanon EDC use. Also discussed were time frames to expect applications from vendors, advertising possibilities such as the Lebanon Quarterly, the Chronicle, Lebanon Life, as well as mass mailings.
- 4.0 Review Tag Sale Responsibilities
Reviewed a list of responsibilities for members, most immediate responsibilities assigned as follows:
 - Finalizing tag sale documents-Chris
 - Collecting advertising information-Kirsten
 - Finalizing port a potty rental information- Chris
 - Checking on van rentals and parking availability-Kirsten
 - Mailing lists-Kirsten
 - Setting up direct phone number for vendor inquiries-Kirsten
 - Handling e-mail inquiries-ChrisAdditional responsibilities will be assigned as we get closer to the tag sale. We wil contact various volunteer organizations and the scouts for support.
- 5.0 Other/Misc.
John contributed information regarding how a few other towns have organized community tag sales with maps of neighborhood contributors who may not set up booths at the main tag sale but would be added to a town map provided at the main tag sale so patrons can visit them.
- 6.0 Adjourn
John motioned to adjourn at 7:15pm, seconded by Kirsten, passed unanimously.

Respectfully submitted by:
Kirsten Westbrook
Secretary