

**Broken Bow Chamber of Commerce  
Events Committee Meeting  
Wednesday March 10<sup>th</sup> 2021**

**Present:** Levi French, Michele Nelson, Gavin Higgins, Carol Ostendorf, Joan Jackson, Stephanie Grafel, by phone: Michaela Bissonette

Called to order by Stephanie Grafel at 12 noon.

1. Ribbon Cutting – Tuesday March 16<sup>th</sup>, 2021
  - a. Stephanie wanted to verify which Board members would be present for Ribbon Cuttings and GROW Awards. Joan J, Levi F, Gavin H, Stephanie G, and Andrew A should be available all day. Carol O will attend the morning ceremonies and Vedah F will be there in the afternoon.
  - b. Levi F has done the Facebook Live feeds and has offered the use of his phone. Joan J has a tripod that she will bring to help in the recording. Levi and Stephanie will trade out recording the ceremonies.
  - c. Plaques and Certificates are completed. Stephanie will prepare a box of all necessities to take to each location, Ribbon, Plaques, Certificates, Window Clings, Scissors, and 2020 Directories.
  - d. The decision to invite Lt. Governor Foley to dinner at the Bonfire Grill on Monday, March 15<sup>th</sup> was agreed on. Stephanie will send an e-mail to all Board members and their +1 asking for RSVP by this Friday afternoon. Stephanie will call Bonfire and reserve the Cigar room for the meal.
2. Banquet
  - a. Invocation – Stephanie is waiting for a call back from Larry Coleman. If he is unavailable she will ask Pastor Matt Fowler to lead us. *Note: Larry was unable Pastor Fowler said yes.*
  - b. Special Message – Stephanie has asked Anna Lindstrom to read her Winning Essay titled “Reaching Your Dreams by Choosing Optimism”. She should respond by the end of the week.
  - c. The Silent Auction Items are in full swing. Stephanie asked to have them all by the week of the 22<sup>nd</sup> so place cards and Bid sheets can be completed. There are 13 items for Silent Auction.
  - d. Live Auction – the Jewelry item is completed and the BBQ item is almost done. Each item is costing around \$115.00. Carol O will be checking with John Smith about auctioneering for us. *Note: Kyle Stringham will be our auctioneer.* Bid takers will be needed in the crowd!!
  - e. Awards, Plaques, & Certificates
    - i. Special Awards are completed
    - ii. Nominee Certificates are completed
    - iii. Anniversary Plaques – at this time there are only 9 Anniversary Businesses coming to the Banquet. All are receiving plaques. The design has been

changed to a glass plaque with a picture of the sunset and hills just outside of Broken Bow. The cost is comparable to the old design of metal (like the GROW Awards)

**iv. Anniversary Certificates have not been completed, but will be done by Awards & More.**

- f. Décor – There are 34 small hurricanes and 12 large hurricanes. Stephanie purchased the crystal scatter, silver squares, and battery votive candles. Michaela has the blue tooling and is still on the search for ribbon. Stephanie will call Deb and find out if she has anymore large hurricanes and Michaela will bring the lanterns that she found.
  - g. Slideshow – Stephanie confessed that this is the one aspect that she is really struggling with. There are 44 Anniversary Businesses and trying to get pictures of them all is too much. Gavin suggested a slideshow focusing on the 75<sup>th</sup> Anniversary of the Chamber, with falling diamonds and Chamber logo and pictures. The committee agreed with this plan.
3. Easter Egg Hunt – Tiffany Glidden from Custer Care is in charge of this event this year. They are calling all the businesses and will be sending the graphics for posters soon. Jeanette also said they would provide us with a Master List of # for the older kids hunt.
  4. “City Wide Garage Sale – June 4<sup>th</sup> & 5<sup>th</sup>. Registration forms have been created and a Facebook post will go out on Friday. Forms will be available at The Chamber office. Still a \$5.00 fee and a pamphlet of addresses will be available for customers on Thurs June 3<sup>rd</sup>.
  5. Market on the Square - May 13<sup>th</sup> through Sept 16<sup>th</sup> 2021
    - a. Registration Forms are done
    - b. Proposal for the City has been started.
  6. Summer Celebrations – Stephanie has not done anything with this yet. Gavin suggested that with all the other celebrations that will be happening throughout the surrounding communities with restrictions being lifted that we may want to hold off on scheduling this. Talk with the Retail/Marketing committee and see if stores want to stay open to make this an event worth having.

Respectfully Submitted: Stephanie Grafel, Administrative Assistant