

## COD Earth Day Planning Meeting Minutes

March 21, 2024

Attendees: Alex Stewart, Laura Quadri, Neil Frawley, Annie Archbold, Gael Doyle, Bibi Pritchard, Allison Ericson, Jane Lomas

Gael and Juno working together on a flyer for Earth Day.

With the Swag options that Juno sent out, the reusable straws won. We need to include those in the Earth Day budget for a vote on Monday. Reusable straws are \$685 for 500. If they don't all get given away they can be used at other events.

Annie recommended we start setting up by 9:30 to get everyone in place in time. There's an opportunity to start as early as 8:30 since Greg plans on dropping off tables by 8. Annie is talking with the Arts Festival people to get a plan on how much to stagger everyone. We discussed making sure that we allow those who may need more time for setup to come earliest. We decided it may be best to group the tables by similar types. I will create groupings in the Google Sheet. I am also creating a map of the tables to coordinate who goes where and how much space everyone needs. We should send this plan out beforehand to confirm everyone has sufficient space and make changes as needed.

There was a question as to whether a tabling attendee could sell plants. Since people sold things last year like popsicles and books, it seems okay, but we should double-check with David Nifong.

Gael recommended we reach out to Volunteer Decatur for volunteers. Could you help with that? Neil mentioned that in major event productions, it's common to distribute a "Production Book" beforehand that has logistics info, the event schedule, etc. I thought this was a good idea for our event.

Annie asked if the police department had been coordinated yet to block off the N. McDonough turnaround for loading & unloading. Not sure who is supposed to be coordinating that?

The Quincy Carter Foundation was a yes. They don't necessarily need to try to force a tie-in to Earth Day. We need to coordinate a space for them to have a table and a tent. I added them to the tabling list.

Alex will send the schedule of events to Decaturish in advance.

Gael mentioned that there is a 2nd grader named DJ K Kat who would be interested in performing. 1PM is about the only spot left. Gael forwarding the info to reach out.

We should connect the performers to the sound guy in advance to discuss any equipment needs or coordination.

Annie looking into if the city has a vendor for tent rental.

Annie coordinating with Shawn and Felix (?) on trash pickup following the event. Allison volunteered to take this off Annie's plate since she works with that department regularly.

The group discussed that it would be best to have water coolers for water bottle fill up (tell participants to bring their own water bottles if possible). We should have paper cups for anyone who doesn't bring a water bottle. Need to see if parks and recs has some we can use.

Posters once finalized are \$1.37 each, estimating printing 100

Annie updated us she found a sounds man previously used by the city, Mark McCaul, has a fee of \$50/hour.

KJL to contact King of Pops to attend

Discussed volunteers and having different shifts.  
Next meeting 04/04/2024