

City of Red Bank

FESTIVAL CITIZENS' ADVISORY BOARD MEETING

Minutes

August 19, 2026

5:30 PM

3653 Tom Weathers Dr.

I. Call to Order

The meeting was called to order at 5:30 PM.

II. Roll Call

- ☒ Bryanna Burns, Chair
- ☐ Sandra Feagans, Secretary
- ☐ Natalie Davis
- ☒ Sonja Millard
- ☒ Peggy Roe
- ☒ Penny King
- ☐ Sarah Farnsley
- ☒ Katy Blackwell
- ☒ Barbara Autry
- ☒ James Smith
- ☒ Tegan Barber, Program Coordinator
- ☐ Jeffrey Grabe, Parks Manager

III. Consideration of Minutes

Motion to approve the previous meeting minutes was made by James Smith and seconded by Peggy Roe. Motion carried.

IV. New Business

A. Meeting Schedule

The board established meeting dates through December:

- September 7
- October 7 and 21
- November 4 and 18
- December 2 and 9

B. Review of Prior Year Feedback and Festival Site Updates

Most feedback from the previous year was related to event location. Tegan Barber reported that the City will most likely move the festival to the former Red Bank Middle School property. A site walk-through with city officials is being planned, and committee members will be invited to attend. Location logistics will be discussed at a future meeting following the site visit.

Parade Candy Distribution: Floats will be encouraged to bring designated candy walkers. Throwing candy from floats will not be permitted. The committee emphasized the need to recruit volunteers for candy distribution and crowd control. Volunteers must be at least 16 years old, with one to two volunteers assigned per float and dressed in festive attire. Sonja Millard and Bryanna Burns will explore opportunities for Red Bank High School seniors to earn volunteer service hours by assisting during the parade.

C. Sponsorship Packet

Tegan Barber distributed updated sponsorship booklets and encouraged board members to actively seek sponsors. All sponsorship payments must be submitted directly to a City of Red Bank employee. Self-addressed, stamped envelopes will be provided to prospective sponsors who prefer to mail contributions. The committee was informed that \$10,000 remains budgeted for Christmas Fest and Jubilee; however, the city would like to increase sponsorship support. Sponsorship commitments for this year's Christmas Fest are requested prior to Thanksgiving.

D. City-Paid Event Amenities and Services

Face Painting: Quote received for two face painters from 3:00 PM to 6:00 PM at \$335. The committee recommended limiting designs to simple options to reduce waiting times. Bryanna Burns will obtain pricing for two additional painters.

DJ Services: DJ secured for 2026 at a cost of \$1,000.

Portable Restrooms: Quote received for four standard units (95each), one ADA – accessible unit (150), and one handwashing station (\$120). Because permanent restroom facilities are unavailable at the proposed site, the committee recommended adding one ADA-accessible unit, two standard units, and an additional handwashing station. Tegan Barber will provide an updated quote.

Tent Rental: Tegan Barber will obtain a quote.

Tables and Chairs: Quote received for 10 eight-foot tables, 100 chairs, 10 high-top tables, setup, and teardown for \$937.70.

Photography: Photographer quote received \$800.

Photo Booth Services: Chattaboath quotes received for a 360 Photo Booth (625), Traditional Booth (625), Social Booth (475), and Glam Booth (735). Options remain under review. Bryanna Burns suggested purchasing reusable Christmas-themed backdrops to create selfie stations throughout the festival and will obtain pricing information.

Letters to Santa: Printing Expressions will host this activity. Craft station concepts will be discussed at the next meeting. Sonja Millard and Bryanna Burns will investigate volunteer opportunities for Red Bank High School seniors to assist with craft stations.

E. Holiday Character and Entertainment Updates

Santa Claus: The Santa who participated during the previous two years has declined to return. Tegan Barber is obtaining a quote from a new candidate, and Bryanna Burns will secure contact information for additional Santa performers. The committee agreed that candidate interviews will be conducted prior to selection.

The Grinch: Availability is confirmed at \$300 for two hours. The board approved booking The

Grinch and requested an additional 30 minutes, if available.

Elf: Availability confirmed for 2.5 hours at \$500. The board approved booking Buddy the Elf.

F. Additional Board Comments

The committee discussed creating a QR code for post-event feedback and surveys. Additional ideas included a float competition and a marching band competition with participation from area schools. QR codes could be used for public voting, and awards may include ribbons or trophies sourced from Mr. Trophy, a local business.

V. Adjournment

There being no further business, the meeting was adjourned.