



Special Event Advisory Committee Meeting Agenda

Date: Tuesday, April 12, 2016

Place: Park City Library – Meeting Room 201, Second Floor

Time: 12:00 p.m. to 2:00 p.m.

In attendance:

Absent: Cheryl Fox

Electronic Participation: Maria McNulty

Meeting Facilitator: Jason Glidden

Meeting Minutes: Tommy Youngblood

Next Meeting: Tuesday, July 12th

Meeting Called To Order (estimated time – 12:00 p.m.)

Approval of Minutes from February 9th Meeting

Public Comment: (Any items not included on agenda).

Topic #1: Legal Training (12:05 p.m.)

Purpose: Legal Department to provide meeting guidelines for the Open Public Meetings Act.

Person: Jenny Diersen & Polly Samuels McLean

Allocated Time: 20 Minutes

Other Information:

Notes:

Topic #2: Board Business (12:25 p.m.)

Purpose:

- Joint Council Meeting Thursday, July 21.
- Provide an overview of the upcoming events during the 2016 spring/summer season.
- Review past events including Spring Gruv and Thin Air Innovation Fest.
- Update on code changes.
- SEAC Policy Follow Up
 - Disclosures during voting process
 - Requirement of # voting members
- Debriefing process for events through summer.

Product: Educate and get feedback of committee of the changes and activities that have been going on over the past 2 months in the Special Events Department.

Person: Jenny Diersen

Allocated Time: 30 Minutes

Other Information: Review Calendar, Policies as included in Committee Packet.

Notes:

Topic #3: Event Fee Reduction (12:55 p.m.)

Purpose: Evaluate Fee Reduction Requests for Events July 1 through December 31.

Product: Recommendation by Board for fee reduction.

Person: Jenny Diersen/Jason Glidden

Allocated Time: 25 minutes

Other Information: Fee Reduction Policy Attached.

Notes:

Topic #4: Event Changes/Updates (1:20 p.m.)

Purpose: Discuss event debrief for events with possible changes for the 2016 year.

Product: Committee discussion and feedback

4a: 4th of July

Person: Tommy Youngblood & Jason Glidden

Allocated Time: 20 minutes

Questions for Committee:

What do you think is working /What do you like and why?

What do you think isn't working/ where and how can the event improve/ What don't you like and why?

What feedback have you heard either from community members or from organizations? How many people are giving you this feedback and how are the comments coming to you or being solicited?

Notes:

4b: Park Silly Market (1:40 p.m.)

Person: Jason Glidden & Jenny Diersen

Allocated Time: 20 minutes

Questions for Committee:

What do you think is working /What do you like and why?

What isn't working, where and how can the event improve, What don't you like and why?

What feedback have you heard either from community members or from organizations? How many people are giving you this feedback and how are the comments coming to you or being solicited?

Notes:

Topic #5: Recap Meeting & Preview July Meeting (2:00 p.m.)

Purpose: Establish attendance, timeline and agenda items for the July 12th meeting.

Product:

Person: Jason Glidden & Jenny Diersen

Allocated Time: 10 minutes

Other Information:

Notes:

Meeting Adjourned (estimated time 2:10 p.m.)

Attachments included with this Agenda:

DRAFT February SEAC Minutes

Summer Preview 2016 Event Calendar List

Fee Reduction Policy

DRAFT SEAC Polices