

S T R A F F O R D

Arts Events COUNCIL

Town of Strafford Arts & Events Council - A Master Plan Subcommittee

***Mission:** Enrich community connections by expanding local arts and culture through community events, activities, and programs for residents of all ages.*

MEETING: ARTS & EVENTS COUNCIL- A SUBCOMMITTEE of the TOWN OF STRAFFORD PLANNING BOARD

MEETING DATE: October 16, 2025 3:00-4:00pm (SPECIAL MEETING)

MEETING PLACE: Susan Ryans Home

COMMITTEE: *Chair:* Susan Ryan (603-321-0163 = cell phone or text) (SuzRyan1@Gmail.com)

Cindy Lavigne (thevine57@yahoo.com), Kaitlin Whitcher LaBreck (Kaitlin@ProfoundRealEstate.com), Betsy Schaefer (BetsyMac59@gmail.com)

Absent: Daniel Dupee (Bowlakerentals@yahoo.com),

MINUTES

Called Meeting to Order at 3:00 and Approved minutes from 10/2/25 with Cindy moving to accept and Kaitlin seconding. Betsy reported out on the Town Planning Meeting 10/14 where she updated attendees on the Councils activities per the report developed for that meeting. No follow-up needed.

Meeting focused on TO DO list for Olde Home Day (OHD) Planning for August 22, 2026 (Rain date 8/23/26). All Council members actively participated to enhance the following list of TO Do's:

1. Need Fiscal Agent-
 - Susan spoke with Claire Murdough President of the Strafford Recreational Sports and they will entertain being our Fiscal Agent and partnering on activities.
 - Claire will speak to their accountant and Cindy will attend their meeting on 10/22 to provide an update on our Council needs and share information on the Olde Home Day planning.
 - Kaitlin will find out about getting the Council a PO Box for all correspondence and funds submission. Likely a small one that may run about \$7.00 a month.
2. Finalize the site layout (which vendors where, activities where, what is in the barn etc) –
 - Determine which vendors need electricity and/or we will offer it?
 - Focus on finalizing the above items by May 2026.
 - Of note, Doug Patterson no longer has his historical military display items so we will focus on the Historical Society being open to displays.
3. Cindy will talk to Joanne Brown at the historical society about this and report back on the 11/20 meeting.
 - Constant running movie/photos of old town memories- Cindy has the disc?
 - The Strafford history movie can be shown using the Librarys "projector" and they have a large screen that can used as well (used for their outdoor movies). Per Cindy, Everett Langley didn't have one for us to use.

4. Establish event schedule, print schedule and event map board(s)-
 - Focus on finalizing the above items by May 2026.
5. Develop Flyers for invites and reminders, "Application/Contract" for vendors, "Contract" for sponsors – see related items 6,7 and 8 below
6. Obtaining vendors asap-
 - Kaitlin will draft a vendor form to review at 11/20 meeting to hand out, post on FB, submit to Community Calendar as an insert, hand out/email out to all Christmas in Strafford vendors, mail etc.
 - Once form is completed, Susan will contact Eldin at Allegra Marketing (603) 433-4680, to find out how to insert the form in the Community Calendar and Susan will repost the letter enticing people to submit their interest via that same Community Calendar edition. We may need to do this at least two times.
7. Kaitlin will also draft a poster for the 11/20 meeting for multi- purpose use to promote the event.
 - Create Signage for event advertising around town (lawn signs), "slow event ahead" signage too for around event area (use sponsors\$)
8. Obtaining Sponsors asap- need a focused list, Strafford families who own businesses outside of Strafford who could be sponsors-
 - See item 5. We will make it a combined form and use the poster for multiple TO DO items
 - Confirmed contribution levels for sponsors:
SPONSORS:
 - \$250 (Bronze):
Website, FB, at event Lawn sign, *Game sponsor* and volunteer/bring prize (Council coordinator)
 - \$500 (Silver):
Website, FB, at event Lawn sign, on event schedule map board
 - \$1000 (Gold):
Website, FB, at event Lawn sign, town wide event lawn sign, Group Entrance Banner, *Music sponsor* signage
9. Confirmed costs for vendors.
VENDORS:
 - Outdoor booth: \$30 to reserve outside and \$25 early bird discount (by March 1, 2026) for 10x10 outdoor booth rental (they bring their own table tent) (50 sites available). No refunds for vendors
 - Inside booth: \$50 and \$40 early bird discount (by March 1) 8x10 (20 sites available but confirm at on site meeting) No refunds for vendors.
 - How will library work – Susan and Cindy talked with Larisa and she has many ideas, so they are in.
10. Confirmed suggested donations for Guests/attendees- \$5 for adult, children under 12 years free
11. Setting a date for an informational meeting will occur by the end of 2025.
12. Obtaining volunteers
 - Coe Brown students who need to fulfill community service requirement may be a great source per Kaitlins contact with Jen Cox and Samantha Douglas at CBNA. Once we have the poster noted in item #4 & 5, we will post it at CBNA.
 - Strafford Recreational Sports group may help volunteering to manage the sports and games activities at the OHD. Cindy will inquire at their 10/22 meeting and see if they will appoint a liaison to this Council.
 - Susan emailed Phil Lovejoy today to see if Agriculture Committee wants to offer animals for petting and offer a farmers market area. He was unable to make today's meeting but we invited him to the 11/20 meeting.
 - Who else can be tapped to volunteer and how to engage them will be discussed at a future meeting
 - Both Strafford Recreational and Strafford Agricultural were invited to this October meeting
13. Meet with fire and police-
 - Susan will pursue this more formally after the 11/20 meeting but has already talked to Chief Young.
 - Want to invite them to participate in Touch a Truck too.
14. Advertise for antique car show and touch a truck-
 - Cindy talked with Kitz and they will allow it
 - Cindy will follow up on car club that meets at Tough Times and others?

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15. Free Hairstylist for veteran/active military

- Locate inside barn
- Marianne and Dee will each do a half day session for free
- Military presentation space inside barn has been canceled but we can display flag around Hair stylist station.

In addition to the items noted above we must address the following at the 11/20 meeting:

16. Need 50/50 raffle and donations stations

17. Establish a website- Daniel to ask daughter, create FB page (Kaitlin)

18. Review/google more OHD checklist, Pelham OHD website, others

19. Invite musicians – establish Music sponsors- 90 minute shows per group, taped music to fill in (7 hours total, 4 shows)

20. Food vendors- 7Cs, Hotdogs, Lemonade stand with Baked goods (Womens Club has volunteered to do this), Isis Killah treats, Jefferson food, Bluebird baking (Sara 603-923-7269)

21. Organize games and develop schedule-

- Invite Strafford Recreational to volunteer to man the games. Also have sponsors who might they run it and supply prizes?
- Activities includes cornhole, frying pan toss (2 cast iron), tug of war, dunking booth (cost? And dunkees?), blow up obstacle course (\$600+), three legged race, wheelbarrow, sack race, egg on spoon. Need to figure out the prizes.

22. Kids yard sale flea market

23. Line dancing in barn by Wendy- explore it during planning meeting- inside or out with dance floor rental (\$500) 20x30, sponsor

24. Animals – petting and watching- can that happen

25. Plant sales (Garden Club?)

26. Face painting

Next meeting will continue to focus on splitting up the tasks and assigning them to Council members,

Next Meeting is the regularly scheduled 3:00 on Thursday November 20, 2025 at Hill Library