

LCAC Meeting Minutes - Wednesday May 13, 2026 at 5:30pm

Attendees: Jason Torrs, Lori Silva, Elvis Lawton, Taylor VanDyke, Jess Bahrakis

- [Minutes from April meeting](#) were approved
- Commissioners recruitment update
 - Kathleen Searles is an alternate commissioner for another year
 - Jason Torrs was approved for another term. It is his intention to roll off next year (April timeline) and become a consultant to the commission. He would still help with booking, stage management, etc.
 - It was suggested that Haliee at Hurry Slow could be our Main Street liaison. She was interested in joining the commission but was traveling when the application was due.
- Commissioner roles and responsibilities - Commission to revisit this in October when summer FF season is wrapped
- Bylaws - Commission to revisit this in October when summer FF season is wrapped
 - Discussion ensued about revisiting the drafted bylaws documents to help give LCAC structure on how the commission will operate as members come and go.
- Review FF2026 Plans
 - Posters starting to be put up
 - Jason focused in Bethlehem, Sugar Hill, Littleton, Lisbon and a few in Plymouth
 - Jess to cover in St. Johnsbury and Lincoln
 - Lori to cover Whitefield and Lancaster and Dalton
 - Jason to make smaller posters like last year (half page with QR code)
 - Group discussed [daily schedule](#) document
 - June band contracts have been sent; need to do July and August
 - We have W9s for both June bands
 - Stage plots and inputs received
 - We should have budget to just pay them right out
 - Discussion ensued on how much LCAC pays bands. Group made the goal that we will be able to pay bands for next year.
 - *This needs to be shared with Rilee as we look at budgeting for next year
 - Thunder plan
 - Opera House.

- We could host all the vendors signed up for June in there, but not the non-profits
- Budget/Sponsorships
 - [2026 sponsorship letter](#) is finalized!!!!
 - Devise plan to solicit sponsors:
 - Divide and conquer on Main Street, handing them a poster, handing them a sponsorship letter (will likely be lots of lower tier sponsorships), tease September/October to get feedback, gauge their interest in participating
 - Could also reach out via email - do it through LCAC email, sign it as yourself
 - [Sponsor list](#)
 - Updated list from Jess and Taylor
 - \$1,000 from Chang Thai
 - Littleton Chevy reached out to Jason about sponsoring
- September and October on Main Street
 - Announce in marketing leadup to July, include in “welcome speech” from the Main Stage
 - FF Fall Edition
 - New poster/branding
 - Only 8.5 x 11 size
 - Change colors
- Banners
 - Railing sponsor banners
 - Storage: Could store at Loading Dock in between FF dates
 - Jason to create
 - Streetlight banners - still working on this
 - We could still get a quote for what this might cost
- Vendors/Main Street Businesses
 - Table for ‘FF Headquarters’ shared space with Loading Dock and NoCo Mural Project
 - Jess would like to restart the survey:
 - QR code on website, on table
 - Could also print survey
 - Discussion ensued on how to figure out how many people attend FF?
 - Last year, we used how many times the QR code was scanned/website was visited during the event time to get a loose estimate on attendance

- Jason to reach out to Angel to see what she has, what suggestion she has, etc.
 - Ask Luke from Hurry Slow about drone for photo to help with attendance
- Non-profits asking if they have to pay the \$25 - answer: YES
- Google Form filled out, agreement sent to participants from Lori. Agreement forms and payments being sent to Rilee and Lori.
- Jason to go through vendor form the week before and update the website.
- Marketing
 - Social media
 - Promotion started - Taylor to use Jason's marketing plan draft/checklist as basic outline for promotion this summer
- Internships
 - Elvis Lawton will be doing an internship with The Loading Dock this summer with a focus on event management, will be involved and helping out with FF this year as a primary focus.
- Volunteers
 - Use social media as outreach for vendors to help people get involved
 - Lori would like 2-4 for vendor load in
 - Volunteer hours that are needed at the high school (lori to find out)

Next meeting: Tuesday 6/16 at 5:30pm (Zoom)