Conway Festival of the Hills Committee Minutes

When: September 15, 2026, 6:00 PM

Where: Conway Town Office

Attendees:

Sue MacDonald (recorder)
Hazel Goleman
Janet McLaurin
Alexis Arcaro
Heather Lantz
Jack Harrison
Jim Recore

The meeting started at 6:02 PM.

Prior minutes approval
A motion was made by Sue to approve the prior minutes for the September 1st and 7th meetings. Hazel seconded. Minutes were approved unanimously.

Board Check In
Nothing to report.

Activity coordinator check-in
Jim confirmed that the kids' skillet toss is set for Saturday and there should not be any issue with the road closure for the car show.

Jack went over a list of questions about the program details regarding the list of events. The program will be ready to go to print by the end of the week.

Alexis has reached out to Frontier Regional and they have offered to provide the festival details in their Parents Square media. This will include requests for volunteers. A radio spot is scheduled for September 18th with Hazel and Erika Goleman. Advertising is also happening in the West County Shopper and interviews are arranged with the Gazette/Recorder. A motion was made by Sue and seconded by Hazel to pay $375 (from the non-profit) for advertising with the Hilltown Families newsletter for 2 full weeks. The motion was put to a vote and carried unanimously. Alexis will also provide a list of local social media groups where the festival can be promoted.

Sue and Hazel will create a list of how many table and canopy tents are needed for festival booths and exhibitors. Exhibitors are asked to provide their own if possible.

Hazel will look into ordering a banner for the info booth that says “Volunteer HQ” so that volunteers have a place to check in.

Hazel reported that the one food vendor that would be a duplicate is not available for the Saturday Car Show so will not be participating.

Janet reported that the church cannot offer temporary storage this year after the Sunday take down. Hazel will check to see if the town will allow storage overnight at the town hall. Sue will ask the bank if a manager could possibly open the bank on Sunday night.

Hazel requested that there be a team huddle on Saturday for set up and again on Sunday before the festival begins. This is to make sure that there is clear communication on what is needed for the day.

Dissolution of non-profit and transfer of funds to town.
Sue reported that she has met with the pro-bono lawyers and work will begin on legally dissolving the non-profit so that money can be transferred to the town festival accounts. The lawyers do not see any legal issues with the non-profit continuing to pay the expenses.

Unanticipated items of concern that arise after posting
None

Public comments
None

Upcoming meetings for Festival Coordinators:
Wed, September 23, 2026 at 6:00 PM – Town Hall
Tue, September 29, 2026 at 6:00 PM – Town Hall
Wrap up meeting:
Wed, October 14, 2026 at 6:00 PM – location TBD

Motion made to adjourn by Jim, seconded by Jack and carried by unanimous vote.

Meeting adjourned at 6:47 PM