

Attendance for subcommittee meeting on 2/20:

Tabitha Merten
Amber Nieves
Lilly Meek
Johanna Peeters

Checklist / Summary of meeting in a chart:

What we would like to have done	When we would like to have it done by
Send letter email to vendors we would want	End of March
Create a Follow up email and a "what to expect" letter if the vendors accept to come	Tabitha- by the end of February
Create an infographic	Lilly- ASAP
Talk to Elizabeth about the dumpster	Amber- before the next meeting. (March 5th)
Talk to Elizabeth about putting it on the calendar	Amber- before next meeting
Paint and decorate the gnome	By the 5th/mid March
Subcommittee Meetings from the subcommittee clean ups → put all of the minutes on one google document that is shared with everyone	Tabitha→ by the next meeting.
Revise the utility insert	Amber→ tonight
Send final utility to Johanna to create a social media graphic with gnome on it	Amber/ Johanna → when the utility insert is approved

QR code map scanner, wants gnome icons for the litter clean up event.

- Make the gnome, before the scavenger hunt we take pictures different corners of town with the gnomes create a PDF of a right spot where the gnome is, go to spot take pictures where gnome was then you win.
- How do we encourage the people involved to pick up litter ?
 - Replace gnome icon with a range instead of a specific location
 - Fan out the gnomes throughout the city evenly.
- Lilly will create an infographic? → ASAP.
- List of people who are vendors who we want
 - We already have a list of what we want. Should we start sending letters out?
 - Probably should do that now to give a two months notice.

- We should have a letter to send out the letters by. And we would like to hear back from them by the end of March.
 - Needs to bring their own popup tent if we have bad weather.
 - Create a second email with event info. → a followup and a “what to expect” by the end of February (Tabitha)
- Do we want to add friends of trees? Probably not because we have a lot of vendors already who do the same thing.
 - Revising the utility informational paper.
 - Should we change the utility paper?
 - Changed the utility paper for revisions.
 - Add a picture of the gnome next to the utility bill when we post it on social media
 - Idea: We should have an easier to fill check mark where everyone goes so we can get an idea of what we could do next year to spread out & hide the gnome.
 - Johnanna will let the high school know about the Earth Day & Litter Clean Up event
 - Do we need to contact the city to get a dumpster? → contact and touch bases with Elizabeth Strover.
 - **Next committee meeting tentative date:**
 - **March 5th, Thursday 5:30-6:30pm @ Telvet**