**Present:** Pres Ryan Berry (Berry Digital Solutions), VP Chris Anders (Berry Digital Solutions), Secy Katie Neer (Solomon’s Garage), Members: Mitch Lingrell (LT’s), Tami Wenger (Project Teddy Bear), Michelle Neer (MCC Thrift), Nancy Spragen (library), Roberta Yoder (YCC & Bobbi’s Bungalow), Alicia (Sertell), Kristie (Dorcey’s & WL General Store), Tami Cox (Country Friends), Lindsey McGlone (Elle A Design), Chelsea Bray (Elle A Design), Ronda (Holdrens), Cindee Boyd (Village of WL), Sharon Lyons (The Old Rusty Rooster)

**Christmas in the Village:**

1. Flyer – Katie shared written markups/ feedback from officers on the Christmas in the Village flyer to Elle A Design. Please add that the Ham & Beans will be done by West Liberty First Church of God and Quest Community Church will hand out hot chocolate, the Luminary is the 20th not 19th, Maries will not be having their Holiday Open House. Also consider adding Small Business Saturday to the flyer. These will be distributed in kids’ backpacks on last day of school but larger ones should also be printed to display in store windows by end of this week. Lindsey will coordinate with Kristie and Ryan on this.
2. Luminaries – Roberta and Dustin will set out luminaries prior to the parade along E Baird and Detroit St
3. Food – in addition to our local favorites such as the Ham & Bean Soup dinner at the Firehouse, LGP, Sweetie Pie’s, Michaels, Tiger Hut, we will reach out and see if we can get a food truck downtown during parade or small business Saturday. Mitchell Lingrell will arrange for Vick’s Country Kitchen from DeGraff or Flying Pepper or Rudy’s to be here, possibly at C&R parking lot. Having many dining options will help keep shoppers in town longer following the parade.
4. Santa/ Photography – Nancy Smith is coordinating with Jim Hoffman regarding the Santa experience. Beighle Kolb from Beighliebird Photography in downtown WL would like to set up a photo opportunity for parents to get a photo of children with Santa. Katie put Nancy and Beighlie in touch with each other.
5. Parade –
	1. Cindee Boyd will fill out the parade permit form and coordinate with the police regarding route
	2. Andy Detwiler will be the Grand Marshall, this has been confirmed. Mitch needs to arrange who will drive the Grand Marshall.
	3. John Pond will be the announcer. Katie has confirmed. Mitch will be a backup announcer should John not arrive from Michigan in time.
	4. We need to confirm the sound system will be in place. Ryan will confirm with Bob Rabenstein/MCC.
	5. Mitch & Dustin are collecting applications via mywestliberty.com ahead of time and will arrange the Line Up. All businesses, families, churches, organizations are highly encouraged to participate AND REGISTER ONLINE AHEAD OF TIME.
	6. We need at least 3 judges for the parade. Ryan will set this up. Possible ideas include Wilcoxon family, Rocky Grimes, Andy Smith, Rick Z or Malia H.
6. Small Business Saturday – Kristie Herlong from Dorcey’s is heading up this initiative. There will be 50 swag bags handed out to the first 50 shoppers by Dani Wenger at Liberty Gathering Place on Small Buesinss sat, Nov 24. Any businesses wishing to put something in the bag should drop off ASAP at Dorcey’s. Kristie will need help putting these together. In addition, any shoppers can get a shopping passport at LGP on Small Business Saturday and after filling in each business listed on passport with a sticker, will be entered in a drawing for Liberty Bucks to be used at local stores.
7. Hillside Greenhouse will be updating the downtown planters for the season.
8. Chris will make sure all Facebook posts are going out for the events.

**Updated Brochures:** The most up to date brochures are available at the library. The Old Rusty Rooster needs to be added to the brochures for next printing and Country Friends suggested adding phoner numbers.

**Library Window:** The WLBA will be in charge of decorating the library window next Nov 2019.

**Sub-Committees:** Ryan announced the association will be forming some subcommittees in 2019 to help carry the load of our responsibilities and get people working in their strengths. Potentially we will have an Event, a Tourism, a Marketing, and a Retail/Downtown committee. All officers – President, VP, Secy/Treas are up for replacement in April.

**Flags:** Anyone who needs a WLS flag should contact Reva Blaker to have one made. Nancy Spragen will swap flags out for American flags for Veterans Day.