

October 9, 2013

Community Swap/Furniture Share Follow-up Meeting – Judi, Claudia, Jane & Sharon

We all agreed that this year's event was a success. We had more drop-offs on Friday this year but it seemed like we did not get as much stuff as last year.

Next year's event has been scheduled for Saturday, September 27, 2014

Sharon to contact Dawn at Community Center to reserve room and Colleen to cancel canteen.

We all agreed to keep the drop-out & swap event times the same. (We do not need as many people there on Friday night though)

* Times

Friday drop-off: 4pm –7pm

Saturday event: 9:00am – 1:00pm

- Drop-off 8:30am - 11:30am

We decided to use only one entrance for the event (the entrance at the far end of gym). The front door/regular entrance will be locked and there will be a sign directing everyone to the other entrance.

We will have a designated drop-off area near the entrance that is L-shaped to prevent residents from going behind table to look through items or 'ambushing' people who are bringing in items. There will be a sign that says DROP-OFF AREA – STAFF ONLY. We will need 2 or 3 large garbage cans behind the tables. A table cloth was suggested to basically 'hide' items we deem to be unsuitable for the swap and to keep the public from looking into bags. We will have signs directing guests to the swap area.

Energize Cortlandt table was manned by Tyler Davis. Interested parties were few but Tyler was able to get some people to sign up. The table will be available to them again next year.

Chris & Josh DiNardo both said they did well at the **Farmer's Market**. It was suggested that we have their table at an angle next year so people can see them better as they walk in and out. Need to make sure they have a tent next year.

Furniture Sharehouse staff mentioned they were a little light on items this year and that it costs \$75 an hour per man to have the truck there all day. They suggested we collect furniture throughout the year and store it in a pod or something similar. Judi to contact Furniture Sharehouse to see about a letter to send out to businesses to seek donations for pod/storage container. Nicole to reach out to businesses to get donations. * don't forget Sharon Irving * Need **Linda's approval to purchase storage container**. Maybe we could find someone who would donate it and then post/display on container 'Sponsored by'.

Claudia spoke with Jeff who was not thrilled about doing a weekly or monthly furniture pickup.

Talked about having residents drop off furniture along with bio-hazards etc at sanitation on Thursday's.

We would need to do a mass postcard mailing to all residents informing them of this new service.

We need Furniture Sharehouse to commit to next year. Judi will give them a call about commitment and mention that they will need to have their own staff at event again. Make sure they have a tent next year.

There were 4 dumpsters on site that was perfect when throwing away unwanted items at the end of the night. The larger container at the far side of the parking lot was to be used by Furniture Sharehouse for unwanted furniture that was brought in.

Advertisement started about 2 weeks prior to the event. We felt this was good enough for some of the venues. We think it should be on craigslist in July and in church/synagogue bulletins in July.

We will be ordering 3 small banners for this event to be placed around town: train station, Route 6 & at the Town of Cortlandt. We are considering having the part that mentions the Furniture Share on a separate, but attachable, piece.

We discussed a 'blast' coming from the school districts but apparently, they won't do that anymore.

Continue to advertise in the Pennysaver, Examiner & Gazette.

We got back approximately 55 of the red & white signs posted around town advertising the event (out of 75). Decided not to order any for next year. We will just change date.

Swap Guidelines Display 2 or 3 signs on poster board that express our message regarding the 'hoarders' that spend all day at the event. Something like: ["While we appreciate your participation, please be gracious and allow others to partake in the quest for new and exciting items. You are welcomed to come back at 12:30 to fill your car and find a home for everything."](#)

We are going to look into what other swaps have as 'rules'.

Jeff has a name at the County who may be able to give us some suggestions. We need to get his/her phone number.

In closing, Claudia is going to ask Linda about volunteers getting comp time as in past few years.