

## Bristol Bicentennial Committee

May 15, 2019

### Meeting Minutes

Present: Al Blakeley, Claire & Doug Moorhead, Janet Cote, Hilda Bruno, Jenne Walker, Chief Jim McIntire, Kerry Mattson, Les Dion

Call to Order: Janet called the meeting to order at 4:06 pm.

Minutes: The minutes of the May 1, 2019 meeting were reviewed. **Jenne Walker moved to accept the minutes. Lucille Keegan second and the motion passed 6-0-0.**

#### OLD BUSINESS

Sponsor/Ad Update: Claire reports that we picked up another \$500 sponsor. We have \$25,725 in sponsors and ads. At this point we have \$67,725 in the budget remaining. We should be able to cover the employee swag. In order for the Celebratory Sponsors to be in the program book they will need to be in by Friday, 5/16. We can take them after that but they won't be listed in the book.

#### NEW BUSINESS

##### 1. Upcoming Events

- a. Dinner: All of the official invites have been sent out. The last round of invites were sent for those that would have to pay for tickets. The employee deadline has passed. Les reported that there was some push back on the Department Heads having to pay for their tickets. She wondered if we could give each Department Head two tickets. We will know how many we have left for general sale after 5/24. If we have enough left we can consider doing this. Claire reports that the parking info and certificates are done. We still need to confirm with First Student about the bussing but they have offered to do it for free. Claire said that we have still not had responses from many of the committee members and she wonders if it is the cost. We may want to consider giving them tickets as well if we have enough. Janet asked the Chief what the Police needs would be for this event. The Chief will come up with a plan and let us know.
- b. Birthday Party: Jen is not here so we will discuss this at the next meeting.
- c. OHD Weekend: Les reports that the Lion's Club is all set for this and for the parade and both fireworks shows. She will follow up on the Grand Marshall and the Fire Department Spray down. The PD is going to try to get the simulator there. Janet checked on the Sparky costume for the FD and it is being held if we have someone to wear it. The State Fire Marshall will be doing a booth. We discussed kids activities and Les said that the TTCC can bring the Gaga pit if we have room. We discussed the crafter/vendor spaces and decided we may have to limit how many. We will get this info on FB and the webpage. The applications have been sent. We need the cost of the extra porta potties and Les will follow up with Christina on that. She will let Claire know. Les reports that Kim is unable to do the scavenger hunt as it will take a group to put it together. It was agreed that we may want to do this later in the year as we have so much going on that day already.
- d. Parade: The Community Events Committee met and they have a good plan for the parade. Christina is going to check with FNOK to see if we can use the back parking lot to stage as it is much bigger. We will also have a registration table where all participants must stop to register.

- e. Brochure: Claire shared the insert for the brochure. It was agreed that we would insert this into the summer brochure. Les will do the first 2000 copies at the Center if the price is right and those will be put out next week. Claire will get the other 3000 copies done at the print shop.
  - f. Pancake Breakfast: This is all set and Claire will put the tickets together.
  - g. Wellington Picnic: Les had the permit for Wellington and gave it to Janet to get the check cut for the deposit. We are hoping to have the pavilion and the permit covers the first 75 people. Ryan at Wellington is willing to keep track of the others and we can pay the difference at the end. Since this will be open to the public we may want to have a 'RSVP Suggested' on it so we can estimate how much food we need. We discussed using the TTCC as a back-up plan. Doug will be bringing in his food wagon and doing the cooking.
2. Review Budget
- a. Commemorative Items: We have the items here and will stuff the sponsor bags on Friday at 2 pm at the Town Office. We will then need volunteers to deliver them. Bags will be ready at the town office on Monday for pick-up to deliver.
  - b. Additional Swag: We would like to offer items for sale to the general public as well as getting the employees shirts or items. Les said that she could ask Piche's to do an on-line ordering process so people could do it directly and then we could submit the employee order and any additional items we want to sell. We discussed going with a cranberry shirt with white logo for employees. We will price it with a crew neck and v neck. We would also use these for volunteers. Les will ask Piche's to put together a price list for these, hats, vests, sweatshirts and polos. We may want to consider sports bottles and koozies. We also discussed kid items for handing out to the kids at Old Home Day. Les will bring a Fun Express catalog to the next meeting.
3. Space in Town Square: Claire and Janet have checked out the space. It has great visibility but is pretty small. It would need tables, chairs, table covers, decorations, tripods, etc. to get it up and running. There is not much space to hang items. We discussed whether we try to staff this or just use it as a space to display in the windows and store our swag. It might be a problem to have to deal with cash there as we would have different volunteers and also how to get the key to people. We also discussed that if we just use it as window display we could have the sale items at the Historical Society and TTCC for sale. Janet will touch base with Ed Mendelbaum about how he sees this being used and if he is OK with us just using the windows for display.

Next Meeting: May 29<sup>th</sup> at 4 pm.

***Al Blakeley moved to adjourn at 5:50 pm. Lucille Keegan second and the motion passed.***