

MEETING NOTICE: PLEASE POST.

S. P. Coswell 2/17/11.

Ashburnham 250th Anniversary Committee Mtg.

2 / 24 / 1 1Thu. 6:30 p.m. @ Stewart Room, Stevens Library.

- I. Open meeting.
 - A. Pass out sign in sheet. Please review & correct e-mail addresses. 1 minute.
- II. Review old minutes. 5 minutes.
 - A. Motion to accept, move, vote. 1 minute.
- III. New business.
 - A. Organizational review. (To be voted.)
 1. Form executive committee. 1 minute.
 2. Purpose. 15 minutes.
 - A. Fiduciary responsibilities. (Names on accounts, accounting.)
 - B. Liability. (Who is named in potential suit, committee or Town?)
 - C. Conflict resolution. Executive committee to ensure mission success.
 - D. Streamline process. Goal re: day to day decision making. All relevant sub-committees conferred with.
 1. Postings; who is responsible. @ Town Hall, w/ stamp & on website.
 2. Agenda & old minutes @ 250th website for pick up and public review.
 3. Minimum of 48 hr. Public Meeting Notice required.
 - E. Establish committee by-laws. To be drawn up and presented to committee at next meeting for debate, consensus compromise. To be voted.
- IV. Sub – committee reports. 60 minutes.

Describe event vs. fundraiser, budget forecast, and special needs. Other.

 1. Parade. 5 minutes.
 2. Fireworks. 5 minutes.
 3. Bonfire. 5 minutes.
 4. New Years Eve. 5 minutes.
 5. Band Concert. 5 minutes.
 6. Vegas Night. 5 minutes.
 7. Contra Dance. 5 minutes.
 8. Muster. 5 minutes.
 9. Cannon. 5 minutes.
 10. Vendor Market. 5 minutes.
 11. Historical Programs. 5 minutes.
 12. Naukeag Lake Club. 5 minutes.
- V. Vote for inclusion as event or fundraiser. 5 minutes.
- VI. Set date for next meeting. 1 minute.
- VII. Adjourn meeting. 1 minute. Estimated meeting time 89 minutes.