

ASHBURNHAM 250 COMMITTEE

Thursday, August, 18

6:30 p.m.

Stevens Library

Call to Order 6:32 pm meeting called to order.

- I. Roll Call
  - a. Rachel Fowler, Sue Brennan, Pat Frederick, Donna Boucher, George Cornwall, Patty Johnson, and Steve Coswell
- II. Approval of Last Meeting's Minutes
  - a. Patty made motion to accept meeting minutes as posted. Steve second the motion
  - b. Accepted as posted
- III. Chairperson's Report
  - a. 2' x 5' banner with Town seal and Ashburnham 250th celebration and follow us on facebook. \$69.99 with 3 colors. Will bring to September meeting.
- IV. Monthly status. Visit to Selectmen's meeting.
  - a. Went to Selectman's meeting. Barbara spoke about the Blueberry Breakfast.
  - b. Discussion on being able to have tickets at town hall to sell. PENDING
- V. Question to group. Any volunteers for open co-chair position.
  - a. Looking for a co-chair
- VI. Old Business.
  - a. Update committee as to the flow of information; Town of Ashburnham website, Ashburnham Web page, Facebook and e-mail.
    - i. Within one week the minutes will be distributed
    - ii. An agenda will be distributed within two weeks
    - iii. Minutes will be posted on the town webpage
    - iv. Monday prior to meeting send a reminder ~ reattach agenda and minutes
  - b. Location may need to be changed back to the town hall. After the library trustees meeting. Steve will follow up with Cheryl to confirm location of our meetings.
  - c. Blueberry breakfast.
    - i. 200 – 250 breakfasts sold
    - ii. Cushing worked out great ~ \$1.75/breakfast including waitstaff
    - iii. Made 12 blueberry pies, all sold
    - iv. Raffles \$112, \$120 pies, \$1517 ticket sale
    - v. Expenses – basket supplies \$22 and ingredients for pies \$52
    - vi. Pending expense – Cushing
    - vii. Profit \$1500
    - viii. Will become a yearly event and may become a festival, will always be August
- VII. New Business
  - a. Treasurer's Report, there are two accounts. One is donations received and the other is the funds appropriated to the committee during the Annual Town Meeting.
    - i. Donation account \$2,000
    - ii. Appropriated \$4,280
  - b. Discuss and vote on 250 Anniversary events for 2015
    - i. Need to discuss and make definitive decisions of what the events are. This will allow sub committee chairs to bring information back to the main group for discussion.
    - ii. Steve would like to do 6 events, every other month. Kick off with a tea with the elders in town and video to get some background. Constitutional Officers of the state of MA invited. Memorial Day festivities (Family Fun Day) and the time capsules / fireworks.

Letter to Cushing to be read at commencement. July 4<sup>th</sup> softball / badminton events and bbqs. September – parade. Fall – Harvest / Barn dance. Gala Event – at Fairbanks Hall to end the events. February 2016 thank yous

- iii. September committee will vote on events
- iv. October set budgets
- c. Upcoming events. Spaghetti Dinner, planning & volunteers.
  - i. October 13 (Thursday)
  - ii. Lots of volunteers for the day of, but need 3 people to organize
  - iii. This is currently on hold and removed from the Light bill flyer
- d. Stationary & Letterhead.
  - i. Would like to send a circle of giving letter to local business / people to ask for a donation
  - ii. Samples circulated cost to print .25 - .75
  - iii. Parchment paper will be used, includes envelopes
  - iv. Would be used for invitations, letters, thank you, etc
- e. Finding a person to manage media / promotions.
  - i. Need to get things in the Community Journal (Tuesday deadline)
  - ii. Needs to be someone who handle social media, advertising, reaching in public
  - iii. Reach out to the Mount and Fitchburg State to look for an intern
  - iv. Steve to contact
- f. Fuel Raffle Update
  - i. There are a lot of fuel raffles currently going on and the winner would need to be within the delivery area of the fuel company
  - ii. This is on hold ~ to be removed from flyer

VIII. Outreach to original group of meeting attendees

- a. A letter will be mailed to all the attendees of the first meeting

IX. Other new business

- a. All town committees need to sign a sexual harassment form, distributed and signed by those that are present and will be mailed to those not in attendance
- b. If you are going to resign from the committee you will need to submit a written letter to the Town Hall
- c. In order for us to have the invoices paid, it will need to be signed off by two members of the committee. Patty would be one person. Steve made a motion is made to have Linda be the 2<sup>nd</sup> signor on the invoices. Rachel second. Steve will be sent an email to approve the invoice. Motion passed.
- d. Steve made a motion to get a post office box. Patty second. All in favor.

X. Action Items

- a. Need to get letter written for Circle of Giving (Steve)
- b. Need a letter to the civil and social organizations (Steve)
- c. Need to develop an item for the welcome bag
- d. Develop a logo ~ will wait to see banner
- e. Patty will be getting a post office box (small)

XI. Next meeting is September 15