

TOWN OF MILLBURY MINUTES

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Bicentennial Committee – Executive Committee

Date: Wednesday, September 28, 2011

Time: 6:15 p.m.

Location: Asa Water Mansion, 123 Elm Street, Millbury

Attendees

Executive Committee Members Present

Carole Chiras

Ronald Marlborough

Paul Raffa

Roger Desrosiers

Robert Morton

Chris Sinacola, clerk

William Kane, Sr.

Executive Committee Members Absent

Joyce Ostrowski

Minutes

Meeting called to order at 6:17 p.m.

Approval of minutes:

- Motion by Ron Marlborough, second by Carole Chiras to accept Aug. 17 minutes. Unanimously approved.

Updates:

- Bill Kane entertained motion by Ron Marlborough to reorganize, seconded by Rob Morton, unanimously approved. Members recorded their information on the register.
- Discussion of events cancellation policy rider with town insurance. Bill said MBC will pay the insurance riders. As each event's budget is finalized, insurance paperwork for the riders will be done. It is not possible to do a single, umbrella insurance rider filing.

Treasurer's Report

- Formal report passed over, as Joyce Ostrowski is not present.

Finance and Fundraising Committee report

- Various vouchers/invoices were signed. Rob Morton noted that the MBC has just six silver coins remaining in stock. A reorder would have a minimum of 50 coins, at approximately \$2,200. Rob feels they should sell well over the next several months, and does not want the committee to run out during the holiday season. Rob moved to increase the order of coins from 30 to 50, seconded by Ron Marlborough, unanimously approved.
- Rob noted balances and sales on the Vaillancourt Folk Art Santa collectible, with \$3,675 balance owed to VFA; commemorative coins sales, with a net income to date of \$3,127.94, and anticipated future profit of \$5,057.94.
- Rob also presented overall MBC funding spreadsheet. Realistic expense and revenue figures should be presented for each event. A firm estimate on ticket prices for the bicentennial ball is needed. Bill said that figure will be available soon, likely about \$75.

- Rob wants to have a banner that reflects capital campaign donors. Roger asked whether that banner can be in place for the Chain of Lights event in December; Rob said yes.
- Short discussion of MBC banners for poles in the downtown area.

Media Committee report

Paul Raffa reported Media Committee met Sept. 26, Brian Ashmankas and Chris Sinacola present, discussing e-newsletter, which is ready to go except for confirmation of site of the Revolutionary War re-enactment event; website development and update. Roger asked whether Joyce can do data input for website; Paul said yes, but he does not have time to train her.

Roger noted difficulty finding information about the Block Party and other events on website. Paul noted that there is a certain amount of time and set of skills necessary to maintain website, and it has proved very difficult to find anyone with both willing to volunteer.

A discussion of marketing ensued. Rob noted that there's a lot to get done. Paul noted that there is very little of substance to do until and unless he hears from committees or event organizers as to specific needs. Bill noted that there are amounts for marketing, advertising and so forth associated with the various events' budgets, but acknowledged the need to determine who is going to do the work of making up programs, etc., and how to connect the needs of each event committee to the Media Committee and any volunteers that come forward.

Bill plans to announce at the regular committee meeting that each committee must forward its information to Paul so that the website can be updated in a timely fashion. Bill will continue to try to have each committee designate a person to work with the Media Committee, and will continue to scout for volunteers willing to share time and expertise.

Next Media Committee meeting, 6:30 p.m. Oct. 24, at Barnes & Noble at Millbury mall.

Events Committee report

Full presentation will be made at the full regular committee meeting to follow.

History Committee report

Carole Chiras noted that the History Committee is trying to put together a tour map for historical sites in Millbury. The committee wants to know whether folks taking the historical Millbury tour should make a nominal donation at the time of taking the tour, noting that experience suggests such a donation increased interest and focus among participants. Bill Kane said that he sees no problem with this, and suggests emphasizing pre-registration so that the committee knows how many people are planning to attend the tour..

Carole also asked about whether the \$5,000 budgeted for a possible event at the Millbury Public Library – that event now unlikely – could be used for transportation needs if they arise.

Bill asked for a motion, made by Paul, seconded by Ron Marlborough, suspending the balance of the executive committee agenda. Approved unanimously.

Meeting ended at 7:02 p.m.

Submitted by
Chris Sinacola
October 6, 2011