

TOWN OF MILLBURY MINUTES

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Bicentennial Committee – Executive Committee

Date: Wednesday, November 2, 2011

Time: 6:15 p.m.

Location: Asa Water Mansion, 123 Elm Street, Millbury

Attendees

Executive Committee Members Present

Carole Chiras

Roger Desrosiers

Robert Morton

Paul Raffa

Christopher Sinacola

Executive Committee Members Absent

Rebecca Rehm (non-voting)

Minutes

Meeting called to order at 6:15 p.m.

I. Minutes:

Minutes of September 28, 2011 meeting were reviewed, Rob moved, Carole seconded acceptance, unanimously approved, with no changes offered, 4-0.

II. Treasurer's Report

Vouchers of \$86.45 for trophy from Crown Awards, and \$1,536.32 for Bicentennial letter, postage, were reviewed and approved.

Joyce Ostrowski's full treasurer's report will be presented in December. A partial report was submitted by Joyce and presented by Rob. He noted that the MBC is \$10,000 ahead of budget on the overall account balances, and that the appeal to the community through mailing and tax bills is going very well.

III. Committee Reports

Finance/Fundraising

Rob noted that additional information was needed for the semi-formal ball event, whose total expenses are \$66,500 less \$26,250 in ticket sales. More details are being sought on the catering costs, including clarification/confirmation that per-person gratuity is included in

contract costs; and committee is seeking to make a smaller deposit to hold the date for the event, which is April 6, 2013. Rob noted there is no concern about Pepper's quality or reputation, but town is not likely to want to cut large checks for an event so far in advance. Roger suggested that as contracts come about, the Executive Committee have authority to examine and approve them. Paul so moved, Carole seconded, and the vote was unanimous, 4-0.

Carol moved, Paul second, for \$40,250 for the Millbury Bicentennial Semi-formal Ball. Approved 4-0.

Carol moved, Paul seconded, to approve a budget of \$41,279 for the classical concert to be held at Windle Field. Approved 4-0. The committee hopes to recover an additional \$2,000 from parking, public donations and program sales.

Roger publicly acknowledged work Bill Kane did in putting together the budgets for the various events.

Rob noted that the Finance Committee voted that any business participating at the \$2,500 or \$5,000 levels in the fundraising campaign equivalent to a level in the capital campaign that merited a particular level of recognition should and will be recognized in like manner to the recognitions offered during the capital campaign. Paul moved, Carole seconded, approve 4-0.

Media Committee

Paul noted that one volunteer returned to work and is no longer able to help with website work; brief discussion with Rob about design of commemorative plates, one with an MBC logo, another with more specific artwork; Paul asked more generally whether advertising design work for the various events will be coming from the various subcommittees, and encouraged that to happen; the scheduled meeting of Oct. 24 was not held, but additional media committee meetings are slated for November and December; Roger asked about the brochure update, and suggested that as the date of the first event draws closer, the MBC ought to have a more updated brochure, given that we do now have firm dates, photos available, etc. Committee decided to go ahead with an order of 1,000 brochures, to be ready in time for the Chain of Lights event on Sunday, December 4.

History Committee

Carole said her committee will be presenting a brochure design request to the media committee soon. An historical tour of Millbury will be held Saturday November 5, 2011.

IV. Old Business

Roger encouraged committees to continue to maintain updated lists of volunteers.

Paul moved, Carole seconded, motion to adjourn, unanimously approved, 4-0.

Adjourned at 7 p.m. sharp.

Submitted by
Chris Sinicola
November 6, 2011