



250th TOWN ANNIVERSARY COMMITTEE

MEETING MINUTES for Tuesday, May 26, 2015

MEMBERS

PRESENT: Virginia Simms George (Chair), Thomas Lowe (Vice-Chair), David Carlson, Amelia Graham, Lorna Helms, Dale Rains (Treasurer), Cathy McAuliffe

ABSENT: Norm Corbin (Clerk), Robert Marchetta, Bill Pantazis (Selectman) and Dawn Rand (Selectman)

OTHERS: Diane Wackell (Executive Assistant) and Andy Dowd (Town Clerk)

Meeting Called to order: 5:35 pm.

Meeting Minutes: the meeting minutes for 5/12/15 were accepted with a minor correction. Amy indicated that the Friends of the Senior Center is planning to host their own event, possibly a Fashion Show. Diane Wackell will make the correction.

- Vice Chairman:
 - Provided an update on Family Fun Day. See below under Town Planned Events.
 - Requested that Dave, Norm and Bob provide an update at the next meeting on the historical events.
- Chairman:
 - Reviewed with the Committee the events planned to date. The Committee agreed that once the event dates are finalized, community groups will be asked to inform the Committee of their planned events, at which time an all-inclusive calendar can be created and posted on the website. She asked Tom Lowe to speak with the Chair of the Community Affairs Committee to discuss partnering an event with one of their summer concerts. Some questions include: should the event include a BBQ, what kind of band, how can it be tied into a 250th celebration?
 - Noted that Bill, Tom and herself will meet with Applefest Chair Michelle Gillespie on June 10th.
 - Announced that Skip Doyle has agreed to photograph the events at no charge. The Committee should look into someone that can serve as a backup in the event that Skip Doyle is not available.
 - Announced that Christine Cobb has volunteered to make flyers when needed.
 - Confirmed that the Committee will attend the June 8th BOS meeting where a \$1000 donation from Republic Services will be granted.
- Finance Committee:
 - Fund Raising:
 - Tiered Fund Raising Effort: The Committee agreed that the non-profit groups such as soccer association, etc. should be placed on the Fundraising Tier in the family category.
 - The Committee will receive \$364 from the Art Auction.
 - Budgets:
 - Tom and Amy will get the budget for Family Day to Dale soon. The estimated budget is \$800 for Police and DPW and \$500 for supplies.
 - As soon as Dale's computer is back up and running, he will be able to distribute the budget-to-date. In the meantime, he will talk with Committee members to get more information.
 - Virginia noted that the fundraising budget does not include funds for publicity?
- Publicity/Marketing:
 - Website / Facebook – A printout of an initial design was presented at the May 12, 2015 meeting. At this time, no decision regarding its acceptance was made.
 - Logo – Joanne Miller was present and informed the Board that because there are different types of logo files depending on its use, she insisted that people requesting use of the logo go directly through her. The Committee talked about Andy being the contact person for the logo. Joanne did not agree with this idea. Virginia suggested that Andy, Tom and herself talk to Joanne more about this and any potential costs following the meeting.

- Diane suggested that the 250th logo be used as the official Town letterhead leading up to and during the 2016 calendar year. She will speak with the Town Administrator for approval.
- Virginia stressed the importance of one person being in charge of publicity, including press releases, signage, cable website updates etc.
- **Volunteers:**
 - Virginia asked that all Committee Members give volunteer contact information to her so that she can create a master list of who is doing what.
- **Town Planned Events:**
 - ***Kickoff Event (Sunday January 24, 2016)*** - No report.
 - ***250th Gala Ball Event (January 30, 2016)*** – Virginia is considering changing the venue. Will talk more about this when Billy is present at the next meeting.
 - ***5K Road Race (May 22, 2016)*** - No report.
 - ***Family Game Day (August 14, 2016)*** – The event will take place between 1-4pm and will focus mainly on games. Also included will be the Sudbury Militia and Daughters of the American Revolution. The Soccer Association will sell water and snacks at the snack bar. Girlscouts and Boy Scouts Troop 1 have offered their assistance. Looking for volunteers to serve on a small Planning Committee. Will contact Honor Society and Church Groups seeking help by those who need service hours. Looking into parking restrictions and a sound system. Andy suggested that Police, Fire or DPW may have access to a sound system.
 - ***Senior Event (Will be organized by the Friends of the Senior Center) – Date to be determined***– No report.
 - ***Parade & Fireworks (September 17, 2016)*** - No Report
 - ***History Events – Update to be provided at the next meeting.***
 - ***Guest Speaker:*** Date To be determined
 - ***Town History Tour with a Trolley:*** Date Selected
 - Sunday Afternoon, May 15 2016, Rain Date May 22
 - ***Town Pamphlet:*** This needs additional discussion
 - ***Historic Culture Contest:*** Needs additional discussion
 - ***Scavenger Hunt:*** No Report
- **Community & Civic Organization Participation:**
 - **Historical Society** **Update to be provided at the next meeting.**
 - ***Cemetery Tour:*** Saturday Evening, Sept 24 2016, Rain Date Oct 1
 - ***Photo Contest:*** From June 1 2015 to May 31, 2016
 - ***Hunt for History:*** May 15, 2016
 - ***Fashion Show:*** sometime in June 2016
 - ***Harvest Supper:*** October 22, 2016
 - ***Historic Home Tours:*** on hold
 - ***Town History Book:*** no date yet
 - ***Nine Monthly Programs:*** They are considering that all 2016 programs will focus on Northborough
 - **School Participation** – No report.
- **Event Planner** – No Report
- **Other Business:**
 - Committee Members discussed scheduling future meetings for 90 minutes versus 60 minutes.

Adjournment: Motion for adjournment at 6:45pm by Tom, seconded by Cathy. Passed unanimously

Documents used during meeting:

- Meeting minutes from: 4/23/15
- Agenda for current meeting
- List of Planned Events
- Logo Design

Agenda for Next Meeting:

- Acceptance of Meeting Minutes
- Finance Committee Update
- Website update
- Update on Historical Events
- Specific volunteer needs for website posting
- Sub-Committee Reports
- Any other business to come before the Committee

Respectfully submitted,

Diane M. Wackell
Executive Assistant to the Board of Selectmen