



250th TOWN ANNIVERSARY COMMITTEE

MEETING MINUTES for Tuesday, July 28, 2015

MEMBERS

- PRESENT:** Virginia Simms George (Chair), Norm Corbin (Clerk), David Carlson, Amelia Graham, Dale Rains (Treasurer), Cathy McAuliffe, Lorna Helms
- ABSENT:** Thomas Lowe (Vice-Chair), Robert Marchetta,
- OTHERS:** Diane Wackell, Andy Dowd, Bill Pantazis (Selectman), Donna Houston (guest)
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Meeting Called to order: 5:34pm.

Meeting Minutes: The minutes of 7/14/15 were accepted.

- **Chairman Update:**
 - Virginia updated the Town Administrator (John Coderre) with the status of the 250th Committee. He was very positive regarding our plans. As he is a member of the Unitarian Church, where the opening event is being held, he was willing to help us with contacts there.
 - Virginia met with the Rec. Department Director (Allie Lane) she will include information on the Golf Fund Raiser in the next publication of the Recreation Guide.
 - Diane Henries, an art teacher, will act as our liaison to Assabet for design and proofreading our printing request at the school.
 - Virginia needs a list of all members of sub-committees
 - Need a date for the next meeting with Community Organizations
 - Looking for “Event Resource Forms” for the different events
- **Finance Committee:**
 - **Fund Raising:**
 - **Golf Outing** – Lorna has some concerns about the slow response. Bill mentioned that this is very typical for this type of outing, no need to worry.
 - **Sponsorships** – Mailings have been sent to all residences in town regarding family sponsorship opportunities.
 - **Other** – Some companies will not be able to donate until 2016
 - **Budgets:**
 - **Revenue to date** - \$23,150
 - **Expenses to date**- \$9,300 (not including \$500 printing, nor \$500 golf deposit)
- **Publicity/Marketing:**
 - **Website** - “Northborough 250.org” is up and running . Andy is the contact for adding information. Will set it up so that donations can be made on-line. Will not have the capability to purchase commemorative items on-line.
 - **Facebook** – No Report
 - **Applefest 2015**- No Report
 - **Commemorative Items** - Virginia invited Donna Houston to show us the commemorative plate from the 200th Celebration. Lorna brought a list of potential commemorative items to select from. The list and voting are below.
 - **Commemorative Plate: YES** need pricing (Norm will follow up)
 - **Brass Christmas Tree Ornament: YES**
 - **Coin: NO**
 - **Water Bottle: NO**
 - **Pins: YES**
 - **Coffee Mug: YES (Blue)**
 - **Golf Towel: NO**

- **T-Shirts with LOGO: YES (Decision was for blue color)**
- Hats: NO
- **Sweatshirts: YES (Blue)**
- Blanket: NO
- **Large Banners for Display** - Initial discussions regarding large banners for display around town. Need to decide on banner size & design along with possible locations.
 - Old Town Hall (Tony Kwon Owner), Diane will contact
 - Current Town Hall (Town Administrator), Diane will contact
 - Can sign be hung across Church Street? Other main roads?
 - Contact John Fouracre (Unisign) about sign options, Virginia

Town Planned Events:

- **Kickoff Event (January 24, 2016)** - No Report
- **250th Gala Ball Event (February 6, 2016)** –
 - We agreed that tickets should be priced at \$50 per person
- **5K Road Race (May 22, 2016)** - Cathy updated the committee on the status of this event.
 - A liability waiver should be taken up with the company running this event
- **Family Game Day (August 14, 2016)**- No Report
- **Pre-Fireworks (September 17, 2016)**- No Report
- **Parade (September 18, 2016)** – No Report
- **Guest Speaker:** No Report
- **Town History Tour (May 15, 2016):** No Report
- **Cemetery Tour (September 24, 2016):** No Report
- **Pamphlet for 2015 Applefest:** No Report
- **Historic Culture Contest:** Needs additional discussion
- **Historic Scavenger Hunt:** No Report
- **Closing Event (October 29, 2016)** No Report
- **Community & Civic Organization & Other Participation:**
 - **Historical Society** No Update
 - **School Participation** – 250th information will be sent out with the August School Information package

Adjournment: 6:40pm, Motion by Norm, seconded by Cathy

Documents used during meeting:

- Agenda for current meeting
- Meeting minutes from: 7/14/15
- 250th Gala Draft Budget
- Fundraising Update list
- Possible Commemorative Items List

Agenda for Next Meeting:

- Acceptance of Meeting Minutes
- Chair Report.
- Finance Report.
- Fundraising Report.
- Updates:
 - Commemorative Plate
 - Buttons
 - T-Shirts
 - 250 Banners
 - Next Community Meeting
- Any other business to come before the Committee.

Respectfully submitted,
Normand Corbin, Clerk, 250th Anniversary Committee