



250th TOWN ANNIVERSARY COMMITTEE

MEETING MINUTES for Tuesday, August 11, 2015

MEMBERS

- PRESENT:** Virginia Simms George (Chair), Thomas Lowe (Vice-Chair), Dale Rains (Treasurer), Norm Corbin (Clerk), David Carlson, Amelia Graham, Cathy McAuliffe, Robert Marchetta
- ABSENT:** Lorna Helms,
- OTHERS:** Diane Wackell, Andy Dowd, Bill Pantazis (Selectman)
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Meeting Called to order: 5:30pm.

Meeting Minutes: The minutes of 7/28/15 were accepted with one correction, Diane Henries is not a teacher at Assabet Valley Tech. Motion by Amy, seconded by Dave

- Chairman Update:
 - Included below
- Finance Committee:
 - **Fund Raising:**
 - **Golf Outing** – Donations for the auction are slow. Need more golfers
 - **Sponsorships** – Updated list was handed out
 - **Other** –
 - Virginia sent fund raising information to Saint Mary's Credit Union. They would prefer to sponsor a specific event.
 - Cathy mentioned that some companies also prefer to sponsor a specific event.
 - We decided that if a donor prefers to sponsor a specific event, we will consider accommodating their request.
 - **Budgets:**
 - **Revenue to date** - \$26,300 **Expenses to date** - \$10,300 **Balance** - + \$16,000
 - The Town prefers to pay expenses directly to the vendors
- Publicity/Marketing:
 - **Website** - Is on-line, Andy is the contact for adding information
 - **Facebook & Twitter** - No Update
 - **Applefest 2015 Booth**- No Update
 - **Commemorative Items** -
 - **Commemorative Plate** – The plate price will be between \$10 and \$15. The company will check to see if they have the original design. The new 250th plate will need the new LOGO and may need additional design modifications. Diane Henries will be the contact for any design changes. Norm will be the contact with the Plate Mfg. Bob made a motion to continue pursuing the commemorative plate, Cathy seconded.
 - **Other Items** - It was requested that examples of the different commemorative items (mug, t-shirts...) be brought in for our review.
 - **Large Banners**– Virginia contacted Mr. Fouracre. A large banner would cost about \$400. We had discussions regarding what the towns sign requirements and where they should be located. The general consensus was \$400 might be too expensive. Discussion will continue at the next meeting. Virginia requests that no large signs be installed until after this year's Applefest weekend.
 - **Banners for Street Posts** - The Applefest Committee will forward their list of which posts company banners s are assigned.

- **Buttons –**
 - **“Ask Me Buttons”** - 3.5 inch “Ask Me Buttons” are about \$90 for 50. The draft design was reviewed. Norm motioned to order 50, seconded by Bob. Norm will order.
 - **Small Logo Buttons** - There was also interest in a smaller button with just the 250th LOGO. Norm will follow-up for pricing information.
- **Town Planned Events:**
 - **Kickoff Event (January 24, 2016)** - Andy will follow-up with his State & Federal contacts for Proclamations to be read at the event.
 - **250th Gala Ball Event (February 6, 2016)** – Linda Abusamra will update us at the next meeting
 - **5K Road Race (May 22, 2016)** - Norm made a motion to have Virginia sign the \$800 contract with New England Timing to run the 5K event. Cathy will visit the Police to review the 5K plan.
 - **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:** Will be part of discussions with schools
 - **Historic Scavenger Hunt:** No Report
 - **Closing Event (October 29, 2016)** No Report
- **Community & Civic Organization & Other Participation:**
 - **School Participation** – No Report
 - **Civic Organizations Meeting** – Being scheduled for September 29th

Adjournment: 6:55pm, Motion by Tom, seconded by Amy

Documents used during meeting:

- Agenda for current meeting
- Meeting minutes from: 7/28/15
- Draft of “Ask Me About” button
- Fund raising status handout

Agenda for Next Meeting:

- Acceptance of previous Meeting Minutes
- Chair Report.
- Finance Report.
 - Clarification of Tier System
 - Sponsorship Update
- Website Update.
- Linda Abusamra - Update on Gala Event.
- September 29th Community Group Meeting.
- Any other business to come before the Committee.

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