

STRATHAM 300th COMMITTEE

Minutes

August 22, 2011

Members Present: Liz Chisholm, John Dold, Jeff Gallagher, Jeff Hyland, Jim Scamman, Pat Sapienza, Flossie Wiggin, Peter Wiggin

1. **Call to Order:** The meeting was called to order by Chairman Jeff Hyland at 6:35.
2. **Review Minutes:** The approval of the minutes of the July 18th meeting was deferred until next month.
3. **Discuss meeting procedure:** Chairman Jeff Hyland discussed the need to keep committee meetings orderly and focused.
4. **Treasurer's Update:** Cathy Kenny submitted the following report: Beginning Balance in Budget Line Item Account: \$4150.00. July expenses (items for sale at fair, banner) \$1095.20. Ending Balance: \$3054.80. Beginning Balance in Heritage Account: \$697.47. Income from sales at Fair \$590, donation \$50. Ending Balance Heritage Acct. \$1337.47. Total Balance: \$4544.27 (includes Budget Line Item + Heritage Acct. + Petty Cash \$152.).
5. **Stratham Fair:** a. The committee discussed the cost of items sold at the Fair as presented in the Treasurer's report. There was further discussion about the authorization of payment for the denim shirts sold at the Fair. Approval of funds for prepaid orders and those shirts on hand was made by a vote of 7 for and 1 abstention (motion by Liz Chisholm, second by John Dold). A motion was made to purchase the monitor we used at the Fair, which would be used at other events. The motion passed by a vote of 7 to 1. (Need amount for purchase of monitor) A motion was made by Flossie Wiggin and seconded by Pat Sapienza to pay for the printing of logo on Volunteer shirts at the Fair; the motion was passed. (Need cost of printing logo) Several people signed up on the Volunteer List at the Fair: Judy Joy, Patti Lovejoy, Jacqueline Stabile (graphic design) and Julie Cashman (work on history). b. Update on Cow Flop Contest: More information will be available from the Park Association in September. c. Lessons Learned, Suggestions: There was a discussion of the number of people volunteering in the tent, possible relocation, and dressing in period costumes.
6. **PR Communications Sub-Committee:** a. Cathy Kenny will post information on Facebook. b. Chelsea Bailey set up an email address for the committee (stratham300@gmail.com). There was a discussion about the need to have a point person to monitor the email account and forward mail to appropriate committee member. c. and d. Forms should be available on the website to volunteer for events and to purchase items. They should be able to be printed.
7. **Timeline/Long Range Planning Sub-Committee:** This sub-committee met on August 9th. The main focus of this meeting was preparing for the October 12th luncheon. Liz Chisholm is working on the invitations and will meet with Paul Deschaine to be sure all department heads have been invited. Jeff Hyland and Liz will discuss an agenda for the luncheon presentation.

A motion was made by John Dold, and seconded by Flossie Wiggin to budget \$150 for the luncheon. The motion was approved unanimously. There was further discussion about the long range planning to be done by this sub-committee. For the next meeting, they will present a flow chart showing events leading up to the 300th celebration, as well as the final weekend. Further discussion confirmed that the weekend of July 4th 2016 would be the big celebration, including play, parade, dinner dance/ball, fireworks.

- 8. Town History Sub-Committee:** John Dold and Jeff Hyland will meet with Craig Brandon to discuss contract, tentatively on August 26. They hope to have a better idea of cost before meeting with the Selectmen.
- 9. Other/New Business:** The committee discussed procedures for ordering products to sell. A motion was made by Liz Chisholm, seconded by John Dold, to have Flossie Wiggin and Pat Sapienza look into samples of items, such as polo shirts, before ordering. They will present information at our next meeting. A motion was made by Jim Scamman to appropriate \$500 for this sub-committee to obtain samples (\$300 for polo shirts/\$200 for denim items). The committee also voted to approve the purchase of 32 additional tan hats at half-price for a cost of \$105.60.
- 10. Next Meeting:** September 19, 2011
- 11. Motion to Adjourn:** The meeting was adjourned at 9:15.