

STRATHAM 300TH COMMITTEE

Minutes

September 19, 2011

Members Present: Chelsea Bailey, Susan Canada, Liz Chisholm, John Dold, Jeff Hyland, Cathy Kenny, Joyce Rowe, Flossie Wiggin and Peter Wiggin

1. **The Meeting** was called to order at 6:30 by Chairman Jeff Hyland.
2. **The Minutes** of the August 22 meeting were approved as amended to reflect the cost of \$.65 per shirt for imprinting (total: 133.25) and \$169.99 for the monitor. The motion was made by Liz Chisholm and seconded by Joyce Rowe.
3. **Procedures:** Jeff Hyland reviewed procedures for keeping order at our meetings.
4. **Treasurer's Report:** Cathy Kenny reported the following: Starting Balance \$ 3054.80 (town budget) and \$1337.47 (Heritage acct.) with expenses of \$290.50 for shirts and income of \$179.00 from sale of shirts and caps. Final balance (including \$152. Petty cash) = \$4432.77. The committee discussed the need to clearly vote on expenses and be sure Cathy has correct information to pay any bills.
5. **Stratham Fair:** a. The committee needed to vote on cost of imprinting shirts for the Fair. A motion to approve \$133.25 was made by Susan Canada and seconded by Liz Chisholm; motion passed unanimously. b. We will be receiving money from the Fair Committee for our share of the Cow Flop proceeds after they meet next week.
6. **Communications Sub-Committee:** a. Cathy Kenny has been posting news on Facebook, including order forms for shirts, etc. The committee discussed having agenda, minutes and other information on the town website. Cathy will take charge of posting agenda and minutes, after they are approved. b. The committee's email account has been set up (stratham300@gmail.com). There have been some responses to invitations to the upcoming luncheon sent to this email. Susan Canada will check regularly and forward messages to the appropriate committee members. Everyone on the committee is able to log in to this account. The password was also distributed. c. Chelsea Bailey will work on creating a data base for volunteers who have signed up at the Fair or other events.
7. **Timeline/Event Planning Sub-Committee:** a. The Timeline group distributed a preliminary flowchart showing future events. Some ideas included establishing an Old Home Day, Fall and Winter Festivals, house tours, gundalow rides, repeating last year's Yard Sale, a Triathlon. The goal is to have an event each season.. The events for the final weekend in 2016 also were included. b. This group also has been working on the Outreach Luncheon to be held on October 12th. Liz has sent invitations to the heads of all town departments and organizations. We hope to solicit their help and also develop lines of communication with them,
8. **Town History Sub-Committee:** John Dold and Jeff Hyland met with Craig Brandon, the author selected to write the History. They will meet with the Selectmen on Oct. 3 to discuss the contract process. There is a need to develop a group of volunteers to help with research. This will significantly impact the cost of the book. The cost will need to be determined in time for the Town's budget process, which begins in January.
9. **Revenue and Products Sub-Committee:** Flossie and Pat researched the cost and quality of various polo shirts. After looking at the samples, the committee chose the Port Authority brand. Flossie will bring pricing information to the next meeting. The committee approved spending \$300 for samples at the last meeting. The additional caps we ordered will be available soon.
10. **The meeting was adjourned** at 9:30 on a motion by Joyce Rowe, seconded by Liz Chisholm.