

**Town of Southwick
Meeting Minutes
Southwick 250th Anniversary Committee**

Monday, July 18, 6:30 p.m.
In the Community Room @ Town Hall

Members in Attendance: See Attachment "A" -2 Page(s) Sign-In Sheet

The Meeting of the Southwick 250th Anniversary Committee was called to order by Chairman, James Putnam, at 6:30p.m.

Jim Putnam stated that we would approve the June minutes at the August meeting.

Chairman, Jim Putnam: Glad to see our new members the Parks.

Public Comments: None

Current budget update.

01002-549901 Current Year 250 th Celebration	5,000.00	\$84.45 Stamps etc. \$1203.00 Float Printing	Balance: \$3,712.55
01122-549901 Current Year 250 th Celebration	5,000.00	\$1,125.00 History Book \$134.00 Parade Banner \$113.55 Mike P Float \$67.70 Mike P Float \$575.63 Float Misc.	Balance: \$408.57
2514203-529900 250 th Celebration Earmark	25,000.00	\$9,997.00 Brackets \$8,712.50 50 Banners \$3,999.55 Souvenir's \$2,290.95 Deposit on Fireworks	Balance: \$0.00
2725660-529900 225 th Celebration Gift	4,983.76	0	Balance: \$4,983.76
Southwick Civic Fund	\$1,000.00 Donation Donations & Banner \$	\$140.00 Table Skirt \$1,106.25 History Book	Balance: \$860.00 New Balance: \$1,869.00

Balance: \$9,104.88

Chairman Report:

Jim stated that Southwood's delivered the souvenirs. The 250th logo was not printed correctly on the side of the cup and had to be sent back to be redone. This is at no added cost. Jim had a sample of the 250th hat, and it looks good.

Jim gave the Civic Fund a check for items he purchased for himself. The pricing is as follows,

Coffee Mug - TBD (with cup of coffee)

Beer Glasses - \$10

T-Shirts - \$20

Sweatshirts - \$30

Jim stated that Chelsea has agreed to design our website. Chelsea will speak to this later in the meeting.

Jim discussed the One Call Away First Responders Event, at Whalley Park. We will have a table at this event to sell items and take donations. Marcus, Barb and Freda volunteered to run the table. Brief discussion ensued regarding program event times and details.

Work Group Reports:

Outreach and Social Media:

Jim Putnam thanked Chelsea for volunteering to create our website. Chelsea stated that she would like to add a link to the Southwick Civic Fund so people can go on the link and donate directly. The Civic Fund will at some point give her the banking routing numbers etc. She will also have links to events. We purchased the site Southwick250.org and a few others to be safe. There are 3 admins, Chelsea, Jim and another to be named.

There will also be a link to buy tickets for the pub crawl and souvenirs. It was asked if we can get one of the devices that allow you to take credit cards/debit cards for purchases, so that way we don't have to be limited to cash only. Joe Deedy stated they have one for the Civic Fund but thinks we could get another one just for the 250th.

Chelsea asked if by the next meeting we could put up the tentative events calendar, so people will see what the year calendar will look like for events. Jim stated that it should be fine.

It was discussed that we should also use Channel 15, youtube.com and Everything Southwick.

Celebration Events & Youth and Schools Workgroup:

Freda stated that we need volunteers to talk to the businesses. The restaurants and bars have been talked to already. We need the forms, packet, with events calendar. They can give money donations or give gift certificates, and or items for raffles and prizes. The forms are online on the website that they can fill out. If other organizations and/or businesses are planning an event such as the Westfield River Brewery, Southwick Inn, etc., we need these dates to go on the Southwick Fireman's Calendar. Anytime we use a gift card at our events, we will definitely give them credit. Freda has a tip sheet on what you would say to the businesses.

Freda says that we need to upload the forms to the website for anyone interested in participating in the house lighting contest. There should also be a route on the website for anyone interested in seeing the houses. Everyone who participates will get a participation bag. This will include a hat, decal, gift card. There will be 1st, 2nd and 3rd place winners.

Jim Putnam stated that he sent Lisa the three documents for the packets so she could use three different colors when copying. We will distribute at the end of tonight's meeting.

Freda said that at the Tree Lighting event, they will add a craft room for the kids. The school groups will sing. Barb Wescott is doing this craft event. They will put a call out to crafters to see if they can donate items they are not using.

Funding & Budget Workgroup:

Russ stated that they are still working on selling the banners. As to date, we sold 22 banners. Out of the 22, 14 are nonprofits, the rest are businesses. It was stated that the Cultural Counsel wants one, and the Summerhouse would also like to get one. That leaves 26 left to sell.

Joe Deedy stated that he has approached several larger businesses for donations and is waiting for their answer. The letters have gone out and Joe still has a few walk-in places to approach.

Joe Deedy also stated that he had the opportunity to purchase 2,500 stickers for the 250th.

A **MOTION** was made by Russ Fox to purchase 2500 stickers for \$1000.00. Seconded by Joe Deedy. Voted unanimously.

Joe Deedy added that the Springfield Thunderbirds offered to sponsor a night celebrating the 250th. Joe and Russ agreed on possibly January, when we don't have a lot going on. The Southwick band was invited to play, and chorus to sing the national anthem. Afterwards everyone goes on the ice for a group picture.

A bill from Southwood's was submitted for the 250th History Book for \$1,106.25. Joe asked Lee when he thought the book would be completed. Lee stated it should be ready early 2020. It is being produced by Arcadia Publishing, so once Lee submits, timing is largely out of our hands.

Russ Fox stated that Michelle Hill had wanted to be here to present the group with the original Town Charter documents which she had framed. Russ Fox stated that we need name tags on the frames so people will know what they are. Russ Fox suggested that once we are done displaying them, we should donate them to the Southwick Public Library.

Historical Content, Publications Souvenirs Workgroup:

Lee Hamberg stated that 7 folks participated in their work group meeting. Lee says that maybe before the parade starts, volunteers could walk to hand out paperwork for the line-up and a donation bucket. Jim Putnam stated that we could get a few high school students to assist us with that, as they get credit for community service hours.

Anniversary Parade and Float Workgroup:

Marcus gave the secretary the Parade Work Group meeting notes from their July 8, 2019 meeting. See Attachment "B".

Marcus stated that we should have the 250th page promote the "One Call Away First Responders" event.

Barbara Wescott stated she filed with the Big E for September 19, 2019 for Massachusetts day. They also have 8 tickets for anyone interested in riding on the Trolley in that parade.

New or Old Business:

Pat from the Library Historical Society, gave us the secretary a copy of their programs in coordination with Celebrate Southwick 250. This is all supported by a grant from the Southwick Cultural Council. See attachment "C".

2019 Thurs.	Dec. 5 th	7:00	Victorian Yule shares mass Traditions	Town Hall
2020 Sun.	Jan. 26	2:00	Southwick Beautiful	Town Hall
	Feb 9 th (Snow date)			
2020 Thurs.	Mar. 26 th	7:00	Congamuck Indians of Swk Area	Town Hall
2020 Thurs.	April 16 th	6:30	Over the Hill & Far Away Camp Music	Swk Congo
2020 Sat.	June 13 th	9:00	History & Geography Bus Tour	Woodland
2020 Thurs.	Sep. 24 th	6:30	Swk 250 Plymouth 400 in Footsteps Pilgrams	Town Hall
2020 Sun.	Oct. 18 th	2:00	Sarah the Fiddler	Town Hall
2020 Sat.	Oct. 24 th	2:00-4	Walk with Southwick Spirits Many	Cemetery
2020 Sun.	Nov. 8 th	2:00	Paddy on the Railroad & John Boyle of Swk	Town Hall

Freda stated that we could use a sign, if anyone knows someone who could make us one or two, one at each end of Town, showing the events on it. Lisa stated that one large one at the Kitchen of Distinction lawn at the main intersection of Feeding Hills Road and College Highway would be a great place to put it and you'd only need one.

Barabara Wescott asked how she would go about getting permission to purchase craft items and baskets. Jim Putnam stated hew would approve a small amount up to \$100. You just need to bring us the bill/receipt so we can submit it to the Civic Fund.

The next meeting is Monday, August 19, 2019, Town Hall Auditorium.

A MOTION was made by Joe Deedy seconded by Russ Fox (Vote-Unanimous) to adjourn the meeting at 8:10 p.m.

Respectfully submitted,

Lisa A. Anderson

cc. Town Clerk