

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

Monday, September 16, 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 Chair, James Putnam, at 6:30 p.m.

Jim Putnam welcomed Susan and David Kruse to our Committee meeting and thanked them for wanting to be on our committee. Lisa will get them the correct applications to be approved by the Select Board.

A **MOTION** was made by Lee Hamberg, **seconded** by Russ Fox and voted unanimously to approve the meeting minutes from August.

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: \$2004.88
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 Putnam passed out banner packets so that we could review them and make any changes. Jim asked the committee to review the banners in the packet, and check the write-up under neither the banner images to ensure it is correct.

Jim stated to the committee that we will not be running the float in the Big E parade due to traffic issues at the Agawam Bridge. Barb has done a marvelous job connecting us to the Big E. Barb stated that we still need volunteers to march in front of the High School Band with our Banner.

MOTION was made by Carol Geryk to give the marchers a 250th tee-shirt. **Seconded** by Russ Fox, **Voted** (Unanimously).

Lee Hamberg asked for volunteers for Saturday, the 28th 9am-3pm at the Friends of the Library craft show to sell souvenirs. Lee stated that their group will sell items, but they don't want the responsibility of accepting credit cards. Chelsea stated that the group selling can guide the buyer to our website and in a few minutes, they can pay for their item. Once the item is purchased, they can show you the receipt and you hand them the item. Lee asked if Chelsea can give the group a cheat sheet of the process for the website, so the group doesn't have to sit there and explain it to each person.

Lee stated he and Sam put up the shelving for the storage unit. The boxes and bins are organized on the shelves organized. Lee asked if Russ Fox and Jim Putnam could be at the next meeting of his work group.

Jim stated that Southwoods had come to us a few weeks ago and explained that the bill for souvenirs was higher than previously approved. Lee double checked and there was a \$600 difference which the Committee agreed to pay.

Lee provided an update on the book project. Discussion ensued as to how we will be able to purchase books from the publisher and re-sell. It was discussed as to when the correct timing might be to take pre-orders. Given that draft manuscript is not yet with publisher, we will defer taking pre-orders for now.

A large mailing went out to all businesses and nonprofits explained planned activities and how businesses can support us. Jim thanked Lisa for copying and for stuffing the

envelopes and mailing them. Lisa stated her Mom helped with the stuffing of the envelopes.

Work Group Reports:

Outreach and Social Media:

Jim Putnam stated the group met last week and he and Deb will be putting together a budget for consideration.

Celebration Events/Youth and Schools Workgroup:

Regional School Music Director Rich Quinn is seeking Alumni musicians to play in a concert next May. He will send out music to the Alumni participants in advance to practice the music at their homes and then provide a rehearsal for those who are local. Southwick 250 issued a press release regarding this initiative and there were a lot of positive comments about this on ours and the school's Facebook pages.

Funding & Budget Workgroup:

Russ Fox stated that there was a mix-up on meeting nights with two of the work groups. Russ asked when they could get on their individual group agendas to go over the budgets.

Lee stated their next meeting is Tuesday, October 8th.

Marcus stated the parade group is not meeting in October, and their next meeting is November 4th at 6:30pm in Select board Conference room.

Russ Fox stated that they did meet with the Events Work Group and developed a basic budget for funding the proposed events other than the Parade. A lengthy discussion ensued regarding the planned events and budgetary requirements. These figures will be compiled by the Finance & Funding Work Group and brought before a future meeting for final approval.

Russ Fox stated that we have already received several generous donations and Mr. Deedy and he are actively seeking more. If we recruit sponsors for all 50 banners that will raise \$12,500.

The Committee will be co-hosting Southwick Night at the Springfield Thunderbirds game on January 11, 2020. The Southwick Regional Hockey team will be playing in the late afternoon followed by a Home Thunderbirds game in the evening. The High School band and chorus will be performing the National Anthem.

Historical Content, Publications & Souvenirs Workgroup:

Sam Goodwin provided notes of their September 10, 2019 work group meeting.

It was discussed if there are to be online sales for souvenirs and the logistics of who deliver them and how will they be paid for. A motion was made and passed for a Volunteer to oversee souvenirs. Juliette Mason volunteered.

The work group asked that Jim Putnam and Russ Fox attend work group meetings.

Lee brought up the craft show, September 28th at Town Hall and some of this work group's participation.

Their next meeting will be Tuesday October 8, at 6:00pm at the Town Hall.

Anniversary Parade and Float Workgroup:

The work group's notes from September 9, 2019 are incorporated as Attachment "C". The work group reviewed four Parade documents that were revised based on comments from the Town Counsel. These documents will be available for posting on the 250th Anniversary website.

Pat agreed to contact Chelsea Berry about posting the Parade Application and Parade Rules on the website at the earliest date so potential participants can access the form and information.

Marcus presented two draft invitation letters that will be used to contact potential parade participants. The first letter can be directed at specific people or groups that the Parade Division Coordinators want to have in the parade. The second letter is to invite organizations and businesses to participate in the parade. After discussion of this letter, Barb agreed to provide some revisions to the text. Both letters will need to be placed on the 250th Anniversary stationary and signed by Troy Henke as the Parade Coordinator.

There was a discussion about the parade dispersal area at Town Hall and vicinity. The discussion included the location of floats, marching units and animal trailer on the properties and directing participants to bus transportation returning to the staging area. Specific items needed are diagram of dispersal area, signage, drinking water, trash bags, traffic cones/yellow tape and the location for porta potties, to support the dispersal activities. Matt agreed to contact the Fire Department to determine how much area behind the fire house can be used for positioning bus transportation and trailers.

Jim provided information on the 250th Anniversary float including need to find a Winter storage location.

The next Parade Work Group meeting will be on Monday, November 4 at 6:30 pm, and Matt will invite the Police and Fire Chiefs and the Emergency Management Director.

NEW BUSINESS:

Ray Snow asked about the Farm Parade, since that is their only fundraiser how will that work with them making any money during our parade. Marcus stated that there might have to be an application revised for them that they can still charge those entering their Parade Division.

Mrs. Geryk would like to see a pamphlet of some sort that holds all the banners and the write up. Someone suggested that it get put on the Website as is with the sponsors so people can see what's still available to purchase.

Jim Putnam stated that he was running out of throwback Thursday's photos. If anyone has any (except not the ones in Lee's book), please feel free to share.

Jim recently had a good meeting with Police Chief Bishop and Lieutenant Landis.

Jim stated that the yearbook group at the high school wants to have the Historical group do a timeline in this year's yearbook, maybe 2-4 pages.

Jim stated that Dave is our official photographer at all 250 events.

Chelsea asked Jim if he was going to send out personalized thank you notes to the people/groups that have donated. Jim said he would take care of this.

A MOTION was made by Linda McQuade, seconded by Russ Fox and voted unanimously to adjourn the meeting at 8:10 p.m.

The next meeting is October 21, 2019, Town Hall Auditorium.

Respectfully submitted,

Lisa A. Anderson

cc. Town Clerk