

Town of Southwick
Meeting Minutes
Southwick 250th Anniversary Committee
Monday, December 17, 2018, 6:30 p.m.
in the Town Hall Auditorium

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 6:30 p.m.

Public Comments: None

FYI: November 7th is the signing of the Charter Day.

The next scheduled meeting will be Wednesday, 1/23/19 at 6:30 p.m.

A MOTION was made by Mr. Fox, seconded by Ms. McQuade (Vote-Unanimous) to approve the November 19, 2018 Minutes.

The Expenditures and Balances to date are: See Attachment "B" - 1 Page(s).

01122-549901 Current Year 250 th Celebration	5,000.00	0	Balance 5,000.00
01002-549901 Current Year 250 th Celebration	5,000.00	Spent-84.45	Balance 4,915.55
2514203-529900 250 th Celebration Earmark	25,000.00	Spent-9,997.00	Balance 15,003.00
2725660-529900 250 th Celebration Gift	4,983.76	0	Balance 4,983.76
Does not include \$1,000.00 donation.		BALANCE =	\$25,478.31

Chairman Putnam asked everyone in the room to introduce themselves.

250th Logo:

Martin Lee and Buzz Carron from Southwoods came to the meeting to show the Committee some ideas regarding the logo we are going to use for the 250th. A discussion regarding the logo for banners also took place. It was suggested to maybe have businesses sponsor by buying a banner and then possibly giving the banners to the businesses after the celebration for them to display, frame, etc. **A MOTION** was made by Nancy Zdun, seconded by Ken Olsen (Vote: Unanimous) to have Mr. Putnam work with Southwoods on the Logos. The general consensus of the Committee was that they would like to see as much consistency as possible with the word "Massachusetts" all spelled out on everything possible, if it doesn't make it look too crowded.

Chairman Report:

Mr. Putnam attended workgroup meetings. He proposed combining Celebration Events Workgroup and Youth & Schools Work Group. No one had a problem with combining the 2 groups.

Work Group Reports:

Outreach and Social Media:

Mr. Mish helped with the logo and the committee thanked Mr. Lee and Mr. Carron for coming to the meeting.

Celebration Events & Youth and Schools Workgroup:

The Work Group submitted a Calendar of Events, explained them to the Committee as they are beginning to firm up.

See Attachment "C" - 11 Page(s)

Funding & Budget Workgroup:

Ms. McQuade stated the letter to potential large donors was completed, however she needed letterhead stationary before sending it out. See Attachment "D" - 1 Page(s).

Mr. Putnam stated he had shared the Budget Worksheet with the Workgroups and he would like them filled out for next meeting.

Historical Content, Publications and Souvenirs Workgroup:

The Workgroup inquired as to when monies will be available so that they can begin planning. The "Around Southwick Book" that is being put together will be approximately \$5,000.00. See Attachment "D" - 1 Page(s).

Anniversary Parade and Float Workgroup:

The Committee submitted an updated 250th Anniversary Parade proposal. See Attachment "E" - 3 Page(s) and their Budget See Attachment "F" - 4 Page(s). Troy Henke has shown an interest in helping this Committee with their parade planning.

Being no further business to be brought before the Committee **A MOTION** was made by Mr. Fox, seconded by Mr. Mish (Vote-Unanimous) to adjourn at 7:51 p.m.

Respectfully submitted,

Sondra (Cindy) Pendleton

Cc: Town Clerk