

# Town of Southwick

## Meeting Minutes

### Southwick 250<sup>th</sup> Anniversary Committee

Monday, November 19, 2018, 6:30 p.m.  
in the Town Hall Auditorium

**Members in Attendance:** See Attachment "A" - 1 Page(s) Sign-In Sheet

The Meeting of the Southwick 250<sup>th</sup> Anniversary Committee was opened by Chairman James Putnam at 6:30 p.m.

The next scheduled meeting will be 12/17/18 at 6:30 p.m.

**A MOTION** was made by Mr. Fox, seconded by Ms. McQuade (Vote-Unanimous) to approve the October 15, 2018 Minutes.

See Attachment "B" - 1 Page(s)

Chairman Putnam read the list of individuals that needed to sign the Social Media Policy sheets.

He then asked everyone to introduce themselves.

Mr. Putnam then announced to the Committee that due to work obligations, Mr. Tichey (Parade Work Group) has resigned from the Southwick 250<sup>th</sup> Anniversary Committee. Mr. Deedy will look for someone to serve as parade coordinator.

Work Group Meetings are as follows, if you are booked on this day to meet and are not please call 569-5995 to cancel so the room can become available for someone else to use. You may also request, at this time, room usage for another day if need be:

- Outreach and Social Media Workgroup: 2<sup>nd</sup> Tuesday @ 6:30 @ Town Hall
- Youth & Schools Work Group: TBA
- Historical Content, Publications and Souvenirs Workgroup: 2<sup>nd</sup> Monday @ Town Hall, Conference Room 1 @ 6:30
- Funding & Budget Workgroup: 2<sup>nd</sup> Monday @ Town Hall, SB Conference Room @ 6:30
- Anniversary Parade and Float Workgroup: 2<sup>nd</sup> Monday @ Town Hall
- Celebration Events: 2<sup>nd</sup> Monday @ Daily Grind

## **Work Group Reports:**

### **Celebration Events:**

- Two new members: Cindy Marshall and Bill Lis.
- Discussion regarding the Tree Lighting Festival which will be the "first" event which the 250<sup>th</sup> will be part of.
- Also dates for a Winter Carnival.
- The Library Trustees stated if the Trivia Contest, previously discussed, does happen, they would be happy to pay for the event.

See Attachment "C" - 3 Page(s)

### **Funding & Budget Workgroup:**

- A \$1,000.00 donation was announced. A thank you letter will be sent on letterhead with the logo on it, once it is received and voted on.
- The Workgroup will meet the 2<sup>nd</sup> Monday of the month at 6:30 pm in conference room 2. (This will need to be check with the Select Board Office for availability).
- A letter of introduction to major donors to sponsor main events.
- Brackets will be in next week.
- Ms. McQuade requested budgets from each work group at the next meeting.

### **Historical Content, Publications and Souvenirs Workgroup:**

- This Workgroup will meet the 2<sup>nd</sup> Monday of the month at 6:30 pm in conference room 1. (This will need to be check with the Select Board Office for availability).
- A logo will need to be approved before they can proceed with ordering anything (i.e. hats, tee shirts, mugs, etc.).

See Attachment "D" - 1 Page(s)

### **Outreach and Social Media Workgroup:**

- Southwoods is working on a logo. It will be shared through email.
- A new member, Megan Baildon, will be put in front of the Select Board for appointment to the committee.
- Deb Herath will be editor the press releases, etc. for the Committee.
- David Pierce will be the official photographer
- A photo contest was discussed.

**Anniversary Parade and Float Workgroup:**

- Barbara and Kim will work on the float.

See Attachment "E" - 1 Page(s)

**Youth & Schools Work Group:**

- Not quite up and running yet.
- A parent/child spelling bee was mentioned.
- Possibly tie it in with the ice cream social.

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 8:00 p.m.

***Respectfully submitted,***

Sondra (Cindy) Pendleton

Cc: Town Clerk

Existing Members as of 12/15/18:  
(please let Cindy know if your name is not here).

Chelsea Berry	Nancy Zdun
Freda Brown	Cindy Pendleton
Elizabeth Deedy	Maria MacWilliams
Ryan Dietert	Marqus Phelps
Russ Fox	Patricia Phillips
Sue Fox	Bud Phillips
Sam Goodwin	David Pierce
Charlene Goodwin	Jim Putnam
Bar Gunn	Karen Reed
David Gunn	Karen Schomer
Lee Hamberg	Todd Shiveley
Deborah Herath	Ray Snow
Jill Keenan (unofficial)	Elizabeth Stinehart (unofficial)
Diana King	Gae StrongFreniere
Diane Mason-Arnold	Gene Theroux
David Massai	George Tichy - <b>Resigned</b>
Alberto Matos	Lisa Whitehead
Linda McQuade	Rodger Yargeau - <b>Resigned</b>
Ellen Miles	Bill Lis
Terry Mish	Cindy Marshall
Cathy Molta (unofficial)	Barbara Westcott
Kimberly Monczka	Roberta Page (unofficial)

Waiting for appointment at next Select Board Meeting (12/18/18)

Patrick Moore

Megan Baildon