

West Newbury Bicentennial Committee Minutes

March 20, 2018

The meeting was called to order at 6:05 pm in the First Floor Meeting Room. Committee members present: KC Swallow, Judith Gregg, Greg Garnache, Krystelle Griskiewicz, Cindy Sauter. The minutes of the February 27 and March 6 meetings were accepted as corrected.

Old Business

Reports on Progress on Action Items:

- All proposed budgets were submitted by Committee members in advance of the Finance Committee meeting on March 12.
- KC reported on the presentation at the Finance Committee and Selectmen meeting.
- Greg reported that the new logo was not yet completed.

New Business

Judith Gregg was authorized to sign vouchers up to an amount not to exceed \$10,000. For vouchers in excess of this amount, payment authorization will require the approval and signatures of the following three Committee Officers: Co-Chair Kathleen Swallow, Secretary Cindy Sauter, and Treasurer Judith Gregg. The Bicentennial Committee established internal procedures for overseeing and managing all payment requests. Present and voting were five of seven committee members being KC Swallow, Judith Gregg, Greg Garnache, Krystelle Griskiewicz and Cindy Sauter.

It was determined that the Committee would meet twice a month on the second and fourth Tuesday.

Action Items: Committee members took on the role of creating drafts of the following:

- Cindy – Facebook ads
- Judith – Brochure and survey

KC presented requests to attend a Committee meeting by Pentucket Arts Association, Historical Society and The WN Riding and Driving Club, as well as an offer Jocelyn Fassett to lend her extensive expertise in event planning. Cindy offer to contact Jocelyn to discuss.

KC lead a discussion about ideas brought by members of the WN community, including luminaria, moving (progressive) dinner, chicken coop tour, decorated grocery bag fundraiser, business event (silent auction component), paint the town event, business-oriented scavenger hunt, custom printed stemless wine glass fundraiser, gala menu sponsorships, commemorative benches and/or tables and chairs. Krystelle offered to research the commemorative bench costs and Cindy offered to research wine glasses.

Our next meeting will be on Tuesday, April 10 from 6:00 – 8:00 pm. The agenda is:

Approval of minutes from last meeting

Old Business

- Finalize logo
- Continue fundraiser discussion

New Business

- Finalize brochure and survey
- Finalize Facebook ads
- Report on PTO meeting

The meeting adjourned at 8:15 pm.