

# West Newbury Bicentennial Committee Minutes

May 8, 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:

- It was agreed that the logo still needs work; waiting for printer to get final draft
- KC Swallow reported that all proposed budgets were submitted by Committee members in advance of the Finance Committee meeting on March 12.
- The response to survey results were discussed at length – there were many ideas put forward for the official birthday cake. There was also significant interest in service day (a discussion took place as to whether this event should be combined with the pancake breakfast); Field day and the fireworks were also popular among survey respondents.
- West Newbury riding and driving event will take place the Saturday before the start of festivities; incorporating this event into the Bicentennial week was discussed.
- The committee has received several requests from bands to participate; it was agreed that the Committee would use as many bands as possible. Including a DJ was also discussed.
- The committee reviewed the town's Facebook posting regulations. It was agreed that Cindy Sauter would create a draft landing page to be shared Mary Winglass to start the approval process.
- The possibility of having Jocelyn Fassett in charge of volunteers was discussed because of her deep experience in event planning and production.
- Stephen Swallow reported on progress for the black tie event, including the band, caterer, location, and an offer from the Garden Club to decorate. Menus have yet to be decided.

## New Business

Sponsorship levels were discussed at length and Committee members were tasked with sharing suggestions for possible sponsors prior to the next meeting

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

- Krystelle Griskiewicz – what WN means to me
- Greg Garnache - Parade – second line band
- Cindy Sauter - Barn dance – Cindy
- KC Swallow – Ice cream social
- Judy Gregg – Town wide birthday party
- Nicole Francoeur– Service day
- Stephen Swallow – Black tie gala and concurrent dance
- KC Swallow - opening ceremonies

It was agreed that the agenda for the next meeting would be as follows:

Approval of minutes from last meeting

**New Business:**

- Social Media Strategy
- Sponsor Brochure
- Field Day Brainstorm Session (schedule)

**Old Business:**

- Reports on action items from the last meeting
  - What WN means to me
  - Parade and second line band
  - Barn dance
  - Ice cream social
  - Town-wide birthday party
  - Service day
  - Opening ceremonies
  - Continued fundraising discussion
  - Preparation for Town Meeting

The meeting adjourned at 8:10 p.m.

Respectfully submitted,

Cindy Sauter