

# West Newbury Bicentennial Committee Minutes

June 26, 2018

The meeting was called to order at 6:10 pm. Committee members present Krystelle Griskiewicz, Stephen Swallow, Greg Garnache, Judith Gregg, Cindy Sauter.

Stephen Swallow reminded the Committee that all members must file paperwork with the Board of Selectman's office.

## Old Business

- Design save-the-date and Invitations to both birthday parties

The Committee reviewed the invitation proposal from Greetings by Design, who offered a 30% discount. The single-page piece was designed to accommodate the Middle School event and the Fairways black tie event. After a review of design and pricing, the Committee selected the mid-priced option with a one-color (black) print on white paper.

- Finalize Sponsorship brochure
  - Cindy Sauter agreed to insert photos of West Newbury into the brochure template and share with the group prior to the next meeting.
  - Stephen Swallow agreed to contact Tricia Mansfield about the potential of using her artwork in brochures.
- Finalize Event Timeline

The Committee agreed to the following timeline and event leads:

February 22-24, 2019 **Bicentennial Birthday Parties**

May 27, 2019 **West Newbury Memorial Day Parade**

July 6-14, 2019 **Bicentennial Celebration Week**

- **Saturday** - Opening Ceremony, Town Photo, Sunday Pancake Breakfast, Community Service Day
- **Sunday** - Riding and Driving Club Competition Day WNRDC
- **Tuesday** - Ice Cream Social
- **Wednesday** - What West Newbury Means to Me
- **Thursday** - Bandstand Concert and Movie Night
- **Friday** - Old Fashioned Country Dance
- **Saturday** - Family Field Day & Fireworks West Newbury
- **Sunday** – WN Riding and Driving Club Equine and Agricultural Day

Summer 2019 -West Newbury Day at Fenway Park

September 2019 - Time Capsule Ceremony

October 2019 - Apple Harvest 5k Road Race

## New Business

- Find a date to see Jen Solis' film

The Committee selected July 10<sup>th</sup> for previewing the film. Steve Swallow agreed to reach out to Jenn to confirm the date and check on logistics.

- Amend meeting schedule for the summer

The Committee agreed to change the schedule to monthly for the months of July and August only. Meetings will be held on July 10 and August 14.

- Design banner for Main Street

Cindy Sauter agreed to mock up a design for the banner and Krystelle Griskiewicz agreed to get pricing. Design to include: bottom right and left platinum sponsor – Logo – West Newbury Bicentennial 2019 – Signature week - a line across the bottom with the event names

- Finalize plans for West Newbury Birthday Party and Black-Tie Gala event - The Committee unanimously agreed on the following schedule:

- Friday night – Showcase of the Bands: The event will showcase West Newbury high school and local bands and will be run on two stages at the Middle School. Greg Garnache will serve as Master of Ceremonies and will manage logistics. It was noted that a large crew of volunteers will be needed for set up, break-down and security. Greg also agreed to:

- contact Way to the River Band Lark Madden and Brian Young
  - get a contact to the Pentucket Bands and contact bands for availability

- Saturday – Black tie - Other than finalizing meal selections and other miscellaneous items, this event has been planned.

- Sunday – Birthday Party - presentation of the cake at 2:00. Event details to include:

- Bicentennial Spirit Cake
  - A large center cake
  - Cake Contest – Judith Gregg agreed to manage the cake contest details
  - Kids cake art (slices) - Krystelle Griskiewicz will manage the cake art; children will have the opportunity to decorate a keepsake slice from a large foam cake.

- Volunteers - Stephen Swallow shared with the Committee of list of people who have volunteered to help; Steve agreed to send an email to volunteers once a meeting time can be set. Committee members were encouraged to invite additional volunteers
- Krystelle Griskiewicz reported briefly on the Salisbury adopt-a-bench program. She will get pricing on benches to be discussed at a future meeting.
- What West Newbury Means to Me Day Krystelle Griskiewicz presented on progress on the What WN Means to Me event. The Committee unanimously agreed that the date would be July 10<sup>th</sup> at Page School since the Park and Recs Dept will not be in the building that day. Steve Swallow will get permission for use of the Page School for the event, to include: Creation Station, Music Room, Hallway, Cafeteria, gym.
  - Krystelle also agreed to work on an elementary school fife group

The meeting adjourned at 8:05 p.m.

Respectfully Submitted,  
Cindy Sauter