

West Newbury Bicentennial Committee Minutes

July 10, 2018

The meeting was called to order at 6:00 pm. Committee members present KC Swallow, Krystelle Griskiewicz, Stephen Swallow, Greg Garnache, Cindy Sauter.

Approval of June 26 meeting minutes as amended.

Old Business

Wrap-up of outstanding tasks:

- Logo: Greg Garnache agreed to get approved logo into jpeg format.
- Black tie event invitations: KC Swallow and Deb Green will manage the production of invitations for both February events.
- Timeline: KC Swallow will attend a future Board of Selectman meeting to present the final timeline for the signature week in July 2019.
- KC Swallow agreed to distribute the Town form for volunteering, final versions of the sponsorship brochure and sponsor letter, and the list of potential sponsors
- The Committee agreed that a deadline for the master calendar of events should be set at the next meeting.

Finalization of sponsorship brochure and sponsor letter:

- KC Swallow will work with Nicole to get brochure finalized printed
- The sponsorship letter and letter and brochure will be sent to donors, followed by a phone call and meeting with large donors

Event Timeline – The Committee voted to accept the timeline presented in the June 26 meeting with the following additions:

- February 2019 events
 - West Newbury Bicentennial Celebration Music Showcase
 - Black tie gala
 - Town Birthday Party - to include cake celebrations, children's entertainment, light show

Banner – Cindy Sauter presented 3 designs for the banner. Option 2 was selected, which will be updated to include February events.

New Business

- Jen Solis presented Voices of West Newbury film project and TapeArt, a creative follow up to the film. After previewing the film, the Committee unanimously agreed that the VOWN film and TapeArt would be an excellent component of the Bicentennial festivities. Monday of Signature Week was selected as history day.

The meeting adjourned at 8:10 p.m.

Respectfully Submitted,
Cindy Sauter