

West Newbury Bicentennial Committee Minutes

August 21, 2018

The meeting was called to order at 6:00 pm in the First Floor Meeting Room. All committee members were present. Town Manager Angus Jennings joined the meeting.

Approval of the July 10 minutes. The minutes were approved as submitted.

Old Business

Reports on Progress on Action Items:

- KC Swallow reported that the logo is now available in jpg format. It has been uploaded to the Bicentennial page.
- Sponsor solicitation brochure and cover letter update. Cindy Sauter will share an updated draft of the sponsor solicitation brochure with the Committee.
- KC Swallow discussed the addition of a Monday event during Signature Week. It was agreed that a history day would be a great addition. Judy Greg will coordinate with the WN Library.
- Steve and KC Swallow met with Deb Green to design the save-the-date mailer. KC shared the mockup with the Committee.
- Banner update: The idea of getting the banner up in town as soon as possible was discussed. It was agreed that the banner would be helpful in getting the word out.
- Greg Garnache reported on talent for the children's and musical events. Some of the talent identified by the Committee is not available.
- Steve Swallow presented plans for a light show on the final night of the Signature Week. He will be meeting with the Fire Chief to coordinate smoke detectors/safety. The idea of doing a light show in front of the fireworks has also been discussed.
- Steve Swallow will check into parking permits for field day and fireworks.

New Business

- Krystelle Griskiewicz reported on the student birthday cake project. She presented cupcake samples that students will decorate. She is pricing the components needed for the project to be presented at a future meeting. Students will also be learning the fife at school. The bake-off event will also be part of the festivities.
- Historical actors for field day: Krystelle also reported on the Yankee Homecoming history day event in Newburyport and the Merrimac Day historical reenactment. Historical reenactments were discussed as possible events during field day.
- Addition of another member: KC will ask Jocelyn Fasset if she would like to be a member of the committee moving forward. The Committee unanimously supported the addition of a new member.
- Email to volunteers: KC will send an email to people who had volunteered asking for specific interest in the various events. The email will go out the first week of September.
- Schedule fall meetings: It was agreed that the Committee will begin meeting twice a month in September. Meetings will be held on the second and fourth Tuesdays.
- Commemorative items: artwork, towels etc. Trish Mansfield artwork. Cindy will pull together some ideas promotional items. Banners for each event, program, calendar magnet. Tshirts, big post cards with events

- Assignment of action items

Tasks were assigned to Committee members for each of the events. Members were tasked with creating a timeline and punch list.

- Judy – Town Birthday Party, Pancake Breakfast
- Krystelle - Crystal – What WN Means to ME
- Cindy – Service Project - benches (Angus agreed to assist with planning)
- Stephen – Galas at Groveland Fairways and at the high school, Day at Fenway Park
- Greg & KC – Ice Cream Social and Barn Dance

The agenda for the next meeting:

Approval of minutes from last meeting

Old Business

- Review and approve punch lists submitted by the Committee members
- Report on timeline for completion of banner
- Review promotional item ideas

New Business

- Recruitment of a new member for the committee
- Discussion of volunteer preferences and assignments