

# West Newbury Bicentennial Committee Minutes

April 24, 2019

The meeting was called to order at 6:07 pm in the Second Floor Meeting Room. Committee members present: KC Swallow, Steve Swallow, Greg Garnache, Judy Gregg, Jocelyn Fassett, Cindy Sauter.

Approval of minutes from last meeting.

The minutes of the April 16 meeting were approved as amended.

## **New Business**

### **Reports on Action Items**

**Dance** – The Committee reviewed the American BBQ menu with an eye toward costs. It was decided that coffee, drink options and desert would be eliminated. The number of bartenders was also discussed.

**Movie Night** – Judy contacted MCLC (licensing company) about movie night; the estimated budget is roughly \$300. She also contacted the Fun Company, a vendor for the screen, popcorn, projector sound, etc., and got a quote of \$369. These costs are within budget. The Committee agreed to have a request put in for budget allocation.

**Carr Post Project** – Greg reported on his meeting with Bob Janes.

**Generators** – Greg spoke to Rick Feehery about the generators available for the laser light show. There is a portable generator available that can be on loan at Pipestave. The lighting needs for the tents was discussed. Greg is looking into the possibility of balloon lighting. Greg and Judy will coordinate on that front.

**Ice Cream Social** – Greg discussed the logistics for the ice cream social. There is a possibility of including a petting zoo in the event. It was determined that 500 was a comfortable number for the social. The property can accommodate 75 cars; overflow will be directed to Training Field Road and vicinity. Volunteers will be stationed by the library to direct people to parking areas. \$750 was quoted for 3 flavors of ice cream. It was determined that tickets for the event would be issued (free of charge); logistics for that process TBD. It was also determined that 10 volunteers will be needed. Two portable toilets will also be required. Lark Madden's band will be playing for two hours. Participants will be asked to bring blankets and chairs. Police and traffic control will be discussed with the new Chief of Police.

**Banners for Memorial Day Float** – Greg reported on progress on getting the banner prepared. He has already met with graphics and printing. The final schedule is required before going to print.

**Budget** – KC presented a draft of the estimated budget. General operations budgets were reviewed for rentals, publicity, graphic design/marketing, grants to other organizations, and miscellaneous non-budgeted expenses. Planned event costs were broken out by Memorial Day Parade, Opening Day/Breakfast, History and Heritage, Art Exhibit, Ice Cream Social, Bandstand and Movie Night, Dance, Field Day & Fireworks, Closing Ceremonies.

**T-shirts** - Jocelyn is working with corporate contacts to get discounted pricing on t-shirts. She will have t artwork ready for a vote at the next meeting.

**Memorial Day Parade** – KC spoke with the girl scouts about progress on the logo display. Flowers have been ordered. Judy is following up on securing a place to decorate the float on parade day.

**Red Sox Game** – Steve updated the group on ticket sales. There are 130 tickets with 110 tied to the bus. The 20 without bus are sold out. There are 29 tickets sold with the bus and 20 tickets without bus. The Committee discussed whether the second bus should be cancelled to free up tickets without the bus. The Committee agreed to wait until after the Memorial Day parade to decide on the bus. It was also agreed that a publicity push is needed. A motion was made to wait until June 4<sup>th</sup> to make a decision on the bus; the motion carried unanimously.

The meeting adjourned at 7:25 pm.

Respectfully submitted,  
Cindy Sauter