

West Newbury Bicentennial Committee Minutes

June 18, 2019

The meeting was called to order at 6:00 pm in the Second Floor Meeting Room. Committee members present: KC Swallow, Steve Swallow, Greg Garnache, Judy Gregg, Krystelle Griskiewicz, Jocelyn Fassett, Cindy Sauter.

New Business

Report on Action Items

Committee members presented progress on all action items. Judy Gregg shared the budget to date. Committee members were asked to report back on the budget line items for the following:

- Judy reported on her discussions about electrical safety and the possibility of a need to rent a generator. The Committee agreed to investigate.
- Greg shared the completed commemorative book with the Committee.
- Steve reported on progress on the old-fashioned dance event. The event is on budget and the band has been confirmed. Decorations still have to be worked out; it is on the punch list. KC is taking on the decorations as a new action item. KC reported that we can use the American BBQ logo on publicity. KC also reported that BBQ tickets will be printed and available for Saturday.
- Krystelle reported on the t-shirt order. 230 blue shirts were ordered with the "200" design. 10 navy shirts will have Committee on the back. 50 will have Volunteer on the back. The total for the shirts is \$2367. The 230 shirts will be available for sale to the public. Steve moved that the Committee order the t-shirts as presented. The motion carried unanimously. Krystelle also presented the time capsule. The place where the capsule is to be buried will be finalized by the Selectmen. The Committee will try to source the engraving locally; Krystelle will look into available vendors. The time capsule date is set for Sunday, October 20th with the location TBD. Krystelle also reported on progress on the What WN Means to Me activities.
- The Committee discussed the need for an additional pop up tent to be used for an information booth. The tent was ordered @ \$139.
- Greg reported on the required paperwork for the bands and the DJ; this action item has been completed. Greg also reported on volunteer coverage for the ice cream social. He suggested that volunteers are needed poster be created for the food mart. Cindy will put together posters for the Red Sox tickets and for the call for volunteers; she will coordinate with KC on the project.
- The Committee created a calendar of volunteer service for Committee members to man the publicity booth at the WN Food Mart over the next two weekends.
- Judy reported on the licensing discussion and associated costs. She was contacted by the Mill Pond Committee asking to use the license. The Committee will be reaching out to the Mill Pond Committee and possibly other entities to share the cost of the one-year license.
- KC reported on progress toward recruiting vendors for the craft fair. KC will contact Jane Wild to discuss the scavenger hunt items. She will report back to the Committee at the next meeting.
- Jocelyn reported on progress on the schedule for Field Day events.
- Cindy reported on the post card mailing going out to all WN residents. It is in production.

Punch Lists

KC reported on the punch list project. Master lists are being housed on Google Docs and Committee members were asked to update event tasks as they are completed.

Volunteer Recruitment

Greg created a sign-up sheet for the volunteers. This was shared with Committee members. There was a discussion around time slots.

Old Business

Budget Update

Judy shared a detail report on budget items. Committee members were asked to review the budget and all punch lists prior to the next meeting.

Movie Night

The Committee voted unanimously to move forward with the movie license. Angus Jennings will be consulted on whether other committees or town groups might be able to share in the year-long license.

Judy distributed a licensing cost comparison for review by the Committee.

Marketing

Cindy is creating poster mockups for volunteer recruitment and event publicity.

The next meeting is scheduled for Wednesday, June 26.

The meeting adjourned at 8:05 pm.

Respectfully submitted,
Cindy Sauter