

TOWN OF LYME
Independence Day Committee
May 2, 2016
7:30pm

Present: James Graham, Darin Knaus, Laurie Wadsworth, Sarah Shipton, Patty Jenks

1. James Graham called the meeting to order at 7:30pm.
2. The minutes of 4/4/2016 & 4/18/16 were approved as submitted.
3. Fundraising: The fundraising letter was reviewed and approved to be mailed the first week of June. The schedule of events for 2016 needs to be finalized so the second side of the letter can be updated. Meanwhile, committee members will reach out personally to community members who have previously provided exceptional support of the event.
4. Entertainment: James has confirmed with at least two bands that they will be participating. He'll be contacting other musicians to get commitments from them as well. He will also start to secure people for producing the Variety Show part of the program. His personal sound system will be used, saving some costs and he'll check with Matt Brown about nailing down what Matt has arranged for infrastructure such as tables, lighting, staging etc... for a report at the next meeting. Laurie reported the Historians are working on ways to participate with the Variety Show and throughout the day.
5. Food: Patty & Shaun O'Keefe drafted a simple operating list for the dinner. Jeff Snelling contacted Patty to let her know he's still part of the plan and will attend an organizational meeting a bit closer to the date. Dina Cutting provided information on how salads were organized for past events. Shaun visited BJ's Wholesale Foods and learned they will do support community efforts like this and will help us. They require a formal request which Shaun will put together. The committee had spoken at one point about trying to locate local meats, but the cost & volume needed may prove to be prohibitive from that source. Shaun felt a high quality beef product could be purchased through BJ's. He's investigating. Sarah Shipton has approached Hannaford's Market who will also provide support as soon as we decide what that is. The committee discussed various ways to keep things economical, environmentally friendly and efficient.
6. Sarah Shipton will speak with business owners on the common about how they see their involvement. All had requested to be included in the planning. To date, all have been approached and none have really indicated what they'd like to do. Darin suggested researching the cost of having drinking glasses embossed with the logo to be sold at the event. These could be used as an incentive to coordinate interaction with the local establishments in some way. Darin will report his findings. He also suggested having old fashioned posters created for posting around town, which seems an effective method of advertising in neighboring communities.
7. Laurie felt there should be a budget line item for publicity. Darin kept the committee informed of budgeting constraints.
8. Sarah Shipton has secured permission from property owners for handicapped parking, accessory parking and pony rides (as long as the pony poop is dealt with.)

9. The next meeting will be held May 16 at 6pm. (note early time.) Committee members are encouraged to come prepared with a clear outline of entertainment times and performers, food menu & resources, fundraising successes, infrastructure outline and resources and any support subcommittee members signed up at this point.
10. The meeting was adjourned at 9:00 pm.

Respectfully Submitted,

Patty Jenks