

Lyme Independence Day Committee Minutes for Meeting 5.18.2015

Attendees: Matt Brown, Patty Jenks, James Graham, Sarah Crockett, Shaun O'Keefe, Tara McGovern

Meeting was called to order at 7:35pm with Matt Brown serving as Chairperson as JJ was absent.

The minutes for the meeting of 5.14.2015 were approved.

FUNDRAISING

Matt presented a draft of the fundraising letter for approval. It was decided that the signatories should include all the committee members without their specific titles and also "With help from" the Lyme Police Department, Lyme Fire Department, and Community Care of Lyme.

Other fundraising discussion included the ideas of selling sparklers, glow necklaces, T-shirts, and hats, at the event. Sarah agreed to look into getting T-shirts, first for volunteers and then for sale as fundraiser.

Another fundraising suggestion was to have a banner that includes the names of businesses that contributed a certain amount.

It was also suggested that businesses (and individuals if they want?) contributing a certain amount be listed in the June issue of the church newsletter and that the general fundraising letter be included in the mailing if the newsletter folks agree.

Matt and James reported that they have worked with Karen Keane in developing a list of potential donors. This list will be used to keep track of donors and their amounts so that thank you notes can be sent and that donors names can be included on promotional lists of funders if we have their OK.

Matt and James described the tiered funding approach that Karen Keane has suggested which is:

(1st tier to be completed by June 1st or earlier) Face to face contact with potential donors of the amounts \$250 - \$500 dollars.

(2nd tier to be completed in first week of June) Targeted fundraising letter to businesses and individuals (along with personalized note suggesting an amount, ex "would you consider being a 'Signer of the Declaration.'")

(3rd tier) Message to be included in Lyme List and Church Newsletter

James will share the list of potential donors with the committee so that they can add names and/or agree to contact existing ones.

FOOD AND INFRASTRUCTURE

Matt and JJ met with the Lyme Congregational Church (LCC) Trustees to request help with running the planned potluck dinner. Matt reported that the LCC will provide coffee urns, tables and chairs. Those Guys will move tables and chairs to The Common after their breakfast. Tables and chairs will remain on The Common through Sunday morning for a church service and the church will arrange their being removed.

It was agreed that people be encouraged to bring their own eating utensils though we should have some paper products available. This information should be included in announcements in the church newsletter and lyme list nearer the event.

Tara agreed to organize both the potluck and volunteers.

Patty brought up the need for trash receptacles and Shaun offered that there were 10 trashcans in the shed down by the ball field that could be used. We will need to purchase liners.

There was some discussion about porta potties. Matt said that LCC requested one be stationed by the church. Sarah will speak with her friend at K&R about reserving at least two regular and one handicapped potty for the day.

Matt will get back to JJ about contacting additional food vendors (Stella's, Dowd's Inn, Lyme Country Store, Lyme Inn) and inviting them to set up on the Common for a nominal fee.

PARADE AND KID ACTIVITIES

Sarah will send messages to the Lyme List about parade volunteers and participants after talking with Aaron Rich of the Fire Department to notify him of our plans. She has also recruited Rachel Donegan as a face painter for the day. The Donegans also have a beanbag toss game they will bring.

JJ is still interested in being involved with organizing kid activities.

Tara will reach out to Those Guys and the Fire Dept. about volunteer duties for traffic control and parking for the day. She and Shaun will map out specific duties.

OTHER BUSINESS

The LCC has agreed to sponsor the arts and crafts show at the horse sheds relieving this committee of that responsibility.

Patty and Shaun reported that JJ sent in her resignation from the committee. Matt and James have spoken with her and requested she be given a few days to reconsider.

The next meeting is scheduled for June 1st at 7:30 in the Town Office.

The meeting was adjourned at 8:53pm.

Submitted respectfully,

James Graham (Secretary)