

Independence Day Committee Meeting, Monday June 1, 2015

Attendees: Matt Brown, Patty Jenks, James Graham, Tara McGovern, Sarah Crockett

The meeting was called to order at 7:33pm.

The minutes from the meeting on 5/18/15 were approved.

Tara McGovern was welcomed as a new member to the committee. Patty will set up an appointment letter.

Fundraising

- \$2605.00 current total received.
- **Matt** will edit the fundraising letter to reflect the following changes: remove \$500 category, add checkbox for donors wishing to be recognized as a business, other wording adjustments.
- Regarding banner for listing donors, **Patty** reminded the committee that we must keep good records so that no one is inadvertently left off. It was agreed that the banner display only businesses and no individual donors.
- It was agreed that the fundraising letter be sent in a town-wide mailing minus the individuals and businesses that have already been contacted. **James** will discuss the logistics for doing this with **Dina**.
- The concept of including the fundraising letter in this month's church newsletter was discussed. It was decided to submit a condensed version of the fundraising appeal for inclusion in the church newsletter rather than a separate paper copy insert. **Patty** agreed to do this task.

Publicity

- **Sarah** sent out a message on the Lyme List advertising for parade participants and volunteers.
- It was agreed that another message be included in the upcoming church newsletter. This message will include a condensed version of the fundraising appeal, some more details about the event, and information for how people can volunteer. **Patty** will confer with Sue Ricker.

Volunteers

- **Tara** will set up a webpage using SignUpGenius.com for coordinating volunteers. Tara's phone number will also be included in the church newsletter message for people who don't have internet access or prefer not to use the website.

Committee tasks and timeline for Select Board

- Matt** put a document together that should satisfy the S.B. that we're on task.

Food

- **Matt** reports that businesses are interested in sponsoring prizes and presented his ideas for the 'potluck picnic with prizes.' **Tara** and **Matt** will work on this event some more and notify folks via listserv, flyers, and maybe banner on the common.

Parade

- **Sarah** posted to listserv and has been in touch with Aaron on the LFD who has 2 tentative firefighters who could drive a truck. We need to provide 2 assertive and loud volunteers to walk behind the truck to keep people 20ft away from truck.

- Karen Keane has offered to drive the rescue truck pending plan with Chief Shaun for emergencies (**James** will talk to Shaun about rescue vehicle plan and permitting).

- **All committee members** should contact people they think might add to the parade.

Infrastructure and Logistics

Matt suggested the following items:

- 20x40 food distribution tent
- 40x60 (or 80)
- 20x40 seating with tables
- stage 8X16
- dance floor 12x24

- **Matt** had questions about liability associated with using his stage. **Patty** said any liability associated with the stage should be covered by the policy taken for the day's event.

Activities

- **Matt** reported that **JJ** has pony rides lined up as an activity.

The next meeting is scheduled for Monday, June 8th at 7:30pm at the Town Offices.

The meeting adjourned at 9:05pm.

Submitted respectfully,
James Graham
Secretary