

Fourth of July Committee: Minutes

March 21, 2024

Minutes

In Attendance:

- Sue Glennon, Amanda Cobb, Chris, Rebecca Roose, Julie Wahlin, Stefani Hartsfield, Lisa Miller
1. Sue Glennon called to order at 7:14
 2. Approval of Minutes from February
 - Jay moved
 - Amanda second
 - Approved
 3. Town Meeting 50/50 Results/ Review
 - \$380 Raised
 - Prize drawn at Town meeting. Kyle Austin of Church Street won the 50/50
 - \$190 total deposited to the committee
 - Many people asked for a way to donate/buy electronically. Stefani talked to Connie about any progress made by the town on this. Connie and Jim F. talked about it and they do not want to use Go Fund Me due to daily deposit administrative burden. Josh offered to ask the Town Manager listserv what other towns use for electronic payments.
 - Stefani will follow up with Josh to find out the results of his inquiry.
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 4. Coin Drop Logistics
 - MMU Graduation Date - conflicts with an important event for the 4th of July Committee. Discussed the benefits of holding it on Memorial Day weekend again. Everyone liked that.
 - Stefani moved to hold the Fourth of July coin drop on May 25t, 2024. Julie seconded. All in favor. Approved.
 - Distance from intersection - 400 feet. Jay suggested orange tape on the road. Everyone liked that idea.
 - Donation cards to hand out - Jay is making the cards. Will have the QR code. And an "I donated" statement.
 - Jay to get 4 sandwich boards for various signage.
 - Location of main hub - Harley Brown's office. Rebecca motioned to hold the money counting at Harley's office. Jay seconded. Julie asked a question. She thought we couldn't count money there. Sue clarified that as long as a member of the town staff is there it is ok. Linda or Connie said they could attend. All members in favor. Approved.
 5. Marketing/Advertising
 - Vendors - Approve [Vendor Sign up form](#)

- i. Changes to vendor form
 - 1. Stefani motioned to approve the vendor form with the following change: Add sentence in top section: "All vehicles must be moved off the green after set up."
 - 2. Amanda second. All in favor. Approved.
 - Parade Participants : All agreed that float sign up form from last year still works. Julie started the 2024 version. Julie will finalize and send link to everyone for posting.
 - Volunteers: Julie is working on a sign-up genius for volunteer sign up.
 - Brainstorm /decide information for flyers: Discussion about designs and versions of flyers. Dexter will design flyer with castle/dragon/fairy tale theme.
 - i. Draft version of flyer to committee by: First meeting in April
 - ii. Rebecca will send draft language to Dexter for the draft
 - Send out communication to vendors ~2 weeks before July 4th to remind times, "rules", etc. Julie will coordinate communications.
- 6. Tents for Celebration
 - Take Inventory - Sue brought up that we need to ensure that we have all of the correct tents prior to the event.
 - i. Chris will ask Girl Scout troop if they will help take down tents on July 5th
 - ii. Stefani will ask Boy Scouts
 - Sue suggested we purchase some pop-up tents.
- 7. Security
 - Jay suggested 4 security guards to help move the parade along.
- 8. Open Items
 - Meetings increase to twice a month in April. First and Third Thursdays.
 - Pete Gosselin's band would like to perform again at the evening festivities as they have in the past. 7:00-9:30. Cost is \$1500. Gary Beckwith also showed interest in performing but has not given a cost. Jay and Chris mentioned that communications and setup were challenging with Gary last year. Pete's price has gone up since past years. Chris said the stage makes a difference to have a stage for the sound equipment. Sue made a motion to approve Pete Gosselin's band at \$1500. Chris seconded. All in favor. Approved.
 - P&P and Casella to donate services.
 - Sue talked to Connie about opening up an account at Richmond Home Supply that can be charged to our account. Will be used for Chicken dinner and tables. \$12/table and \$3/chair.
 - Bounce Houses - Corey Tatro from Huntington is willing \$375/each. He has 2 Bounce Houses, 2 people and a generator. \$750 for both and he will not charge.

Jay made a motion to rent the bouncy houses from Corey Tatro. Sue seconded.
All in favor. Approved.

- Julie will attend the Open Meeting Law training on behalf of this committee.

9. Meeting Adjourned at 8:41 p.m.