

375TH CELEBRATION COMMITTEE MEETING FEB 5 2020

February 12, 2020 6:00 p.m. Town Hall Room # 7 ~~Town Clerk~~

- I. Open Meeting – New Volunteers
- II. Approval of Minutes of 1/15/20 Meeting – Distributed Electronically
- III. 375th Celebration Committee Reports
 - a. Bonfire 2/1/20 – Report
 - b. Family Fun Day 2/9/20 – Report
 - c. Gala – 3/7/20 – Plans/Tickets/Auction – Silent and Live/Volunteers Needed?
 - d. Questions in Cricket- Manchester History – Coin Prize
 - e. High Tea at Sharksmouth Estate – Plans/Cost/Ticket sign-up/Volunteers Needed?
 - f. Waterfront Day – Next Meeting - March 7th at Manchester Marine @9:00 a.m.
 - g. Birthday Party- June 18, 2020/Panoramic Photo/Concert/Proclamation/Invites to BOS/Governor/Senator Tarr/Representative Hill
 - h. Scoop Manchester – Showing in February – 375th Focus for 12+ minutes
 - i. July 4th Parade – Float of Birthday Cake with Candles (In Essex at present) – Trolley of Senior Citizens in the Parade? (Manchester’s History) – People to Organize
 - j. Committee Polo Shirts
- IV. 375th Fund Raising
 - a. Merchandise Sales - Calendars/ Puzzles/Coffee Mugs
 - b. Financial Report – Balance in Account _____ Cherie Lamphear
 - c. Fund Raising Report – Resident Letters # Replies _____
Total Contributions to Date _____
 - d. Sponsorship Letters - # Replies _____ Total Contributions to Date _____
 - e. Banner for Sponsors -1st Banner with donations as of January 31st/ 2nd Banner to be produced in two /three months as needed
 - f. Other Fund-Raising Information
 - i. Thank you note in Cricket
 - ii. Thank You Notes and Decals out to all donors
 - iii. Sponsors Worked – Sponsorship needed for High Tea
- V. Possible New Event to 375th Celebration- Discussion Joe Sabella
- VI. Time Capsule on Town Common-Discussion Carley Cook

- VII. Next Meeting Dates
 - a. Thursday, March 26, 2020 6:00 p.m. Town Hall Room # 7
 - b. Select Date for following meeting - Wednesday, April 29th or Thursday, April 30th
- VIII. Topics Not Known to Chair 48 hours prior to the meeting
- IX. Adjourn the Meeting- Thanks for your time and energy – See you at the Gala!!

Filed in the Office of the Town Clerk
Manchester-by-the-Sea
Massachusetts
Date: Feb 5, 2020 Time: 3:10 pm
Adele Ardolino
Assistant Town Clerk