

Manchester 375<sup>th</sup> Committee

Minutes-February 5, 2019

Meeting Room #5, Town Hall

Committee Members Present: Carol Bender, Erika Brown, Jim Brown, Sara Collins, Tom Kehoe, Cherrie Lamphear, Elaine Persons, Chris Thomas, Sue Thorne, Martha Van Koevering, Beth Welin,

Also Present: Sonja Nathan, Dan Senecal

- I. Town Clerk, Christina St. Pierre, swore in all present committee members
- II. Committee Business
  - a. Any committee members who haven't been sworn in please do so as soon as possible. Same for the online State Ethics Test (please contact Sonja if you need the link)
  - b. When responding to an email please don't hit "reply all" as the 375<sup>th</sup> Committee is subject to Open Meeting Laws.
- III. Guest Speaker-Dan Senecal, Chair MBTS, 350<sup>th</sup> Celebration
  - a. Dan spoke shared tips from his experience chairing the 350<sup>th</sup> Celebration:
    1. Keep the 375<sup>th</sup> Celebration in perspective. It's neither the 350<sup>th</sup> nor the 400<sup>th</sup> Celebration.
    2. Invite every organization, church, school, club and business to participate. Build on the feeling that it's a celebratory year and the community spirit. Don't embarrass or pressure them if they decline.
    3. Certain talents are a must on the committee: Graphic Designer, Social Media/Publicist and Fundraiser. May need to use the committee's contacts to find those people.
    4. Design a logo
    5. Be careful you are realistic when ordering premiums.
    6. The main goal of the 375<sup>th</sup> Celebration should be to develop community spirit.
    7. Manage the calendar- don't let organizations/clubs run off on their own to do things. Keep a hold of the celebration.
    8. Don't burn yourself out. Develop a team.
    9. Be careful not to front too much money.
    10. Develop one core signature event to take place in June or later in the year.
    11. Try to fund celebration without going to town.

IV. Event Logo

- a. Erika Brown spoke with Carolyn Epp, MERHS, regarding pairing a local graphic designer with students in a guided process. Epp will incorporate how logos are designed into the curriculum during the 4<sup>th</sup> quarter. 4 students will be selected with a graphic designer taking them through the process.
- b. The Cricket purchased equipment to maintain a digital archive to house images from the years the Cricket has been in operation. The archive will be housed permanently in the library and can be accessed by the general public. The Cricket is also building a digital image library of transparencies in their possession and will run them in a weekly photo feature in the paper entitled "Long Before Now" with a 375<sup>th</sup> Celebration tag.
- c. Erika suggested hosting a Scanning Day where residents can bring images of MBTS from earlier times (Event opportunity for 375<sup>th</sup> year).
- d. Ideally Erika would like to create a video archive for the 375<sup>th</sup> Celebration.

V. Fund Raising Activities

- a. Puzzle of Town Hall quilt-Sue Thorne spoke to Liberty Puzzles. The options for dimensions were either 10" x 10" or 15" x 15". Committee consensus was go with the larger size. Also, how many should we order? Sara will speak with some puzzle enthusiasts who frequent the library to get their feedback.
- b. Plein Air event- a suggestion was made to tie the event into the 375<sup>th</sup> Celebration and use their artwork in a proposed calendar.
- c. Create a skeleton calendar of events at next meeting.

VI. Board of Selectmen Votes

- a. Initial seed money for 375<sup>th</sup> - \$10,000 in FY20 Budget
- b. Town Accountant to establish a gift account for 375<sup>th</sup> Anniversary

**NEXT 375<sup>th</sup> COMMITTEE MEETING WILL BE ON TUESDAY, FEBRUARY 26 @ 6:30pm, MEETING ROOM #5, TOWN HALL. TRUDY REID, CHAIR OF WENHAM'S 375<sup>th</sup>, CELEBRATION WILL BE THE GUEST SPEAKER**