

From: Kathleen Walker <kwalker4@mac.com>
Subject: OHD - Minutes of 1/18/18 meeting
Date: January 18, 2018 at 6:50:11 PM EST

We met today at 3:30 pm at the Senior Center. In attendance were Tori, Hayley, Heather, Mike, Jennie, Bonnie, Jim, Todd, Rob, Jerry and this writer. Also, Tori's mother came as a guest.

The following responsibilities were adopted:

Award Ceremony

- Giving out awards - Mike with Bonnie helping
- organizing nominations - Cathy
- collecting bios - Cathy
- informing recipients - Cathy
- notifying politicians - Kathleen

Secretarial

- Posting of meetings - Sabrina
- Taking minutes and emailing them - Sabrina
- Checking mailbox - Heather
- Checking phone answering machine - Heather

Financial

- Depositing checks with Treasurer and Financial Director - Kathleen
- Invoicing payments to Financial Director - Kathleen

Vendors (including Firework vendors)

- Sending out three vendor letters (by email) - Kathleen
- Updating excel vendor list - Heather
- Collecting Vendor applications - Heather
- Answering Vendor questions - Heather
- Resolving Vendor conflicts - Heather

Common Set Up

- lining the common - Todd
- assigning vendors - Todd, Heather, Kathleen
- Cleanup organization - Jim
- Map for Common - Todd

Grizzley Adams - Jerry

Collecting Donations

- Sending out spring letter to former donators by snail mail - Darlene?
- Following up with previous donators - Mike
- Soliciting new donations - All members

Thank you notes

Send out thank you notes to all donators by snail mail - Darlene?

Publicity

Interface with news agents - Kathleen

Publicize throughout area in local outlets - Kathleen

Brochure coordination - Jenny

Fireworks

Set up - Jim

Organize Clean up - Jim

shadow Chief - Ray and Darlene

Trophies

order trophies - Jim

collect and give invoice to finance Jim

Golf Carts - order, pay for and organize delivery - Mike

Trash Removal - order roll off and totters and follow up - Kathleen will call Casella and if they will not help out this year, Jim will talk to Letourneau.

Soap Box Derby - (too long a list to print - think Jerry will take this -) Jerry and Paul

Banner

- Determine sponsor names and arrangement on banner - Rob

- Work with Center of Hope to make changes - Rob

- Prepare banner for hanging (inserting clips, attaching ropes) - Rob

- Coordinate with National Grid - Heather will call Kevin Shaunessey - National Grid

Community Point of Contact

- Store banner - Rob

Banner relocation and poles for hanging - Jerry, Todd, Jim

OHD Website/Facebook

- Review for accuracy and arrange for updating as needed - Rob

Facebook - Sabrina

Parade Organizer - Cathy with Heather helping

Job Titles

Chair - Kathleen

Treasurer - Kathleen

Entertainment Facilitator - Jim

Doll Carriage/Bicycle Event - Tori and Hayley with Mary Devlin on the day.

We must advertise this year. Tori and Hayley will design a banner to be put in elementary school, day care centers, library, etc. prior to the end of the school year. Also Mom's Club should be contacted.

Meeting Time: Agreed that our meetings should last just one hour.

Agenda for next meeting February 8 at Sr. Center at 3 p.m.

Entertainment - Dick Clark? Jim
Flyer design - Tori and Hayley
National Grid - Heather

Kathleen Walker
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