

Bristol Bicentennial Committee

May 15, 2018

Meeting Minutes

Present: Bill Dowey, Hilda Bruno, Al Blakeley, Claire Moorhead, Janet Cote, Les Dion

Secretary's Report for March & April: Hilda Bruno moved to accept the Secretary's Reports for March and April 2018. Bill Dowey seconded and the motion passed 5-0-0.

Networking/Info Meeting: Claire reports that there was an error on the post cards that we ordered and so they have decided to change the date so that the new post cards can be sent out. We need committee members to respond as to which time they will attend. The date is June 6<sup>th</sup> at the Historic Town Hall and there will be two times - 8-9 am or 5:30-6:30 pm. If committee members could bring a backed item or snack that would be great. Bill & Nancy will be attending the evening meeting and Hilda will do the AM. Monique Abear offered to follow up with businesses to get word out. Anyone and everyone are welcome. Janet will email out the final agenda for this. We want to have info there on activities/events that we have been discussing but need an organization/group to take on. FSB & Mayhew also have anniversaries in 2019.

Logo: Clair supplied us with a number of options. After input from the group she will make some adjustments and bring these to the next meeting. Al suggests that we may want to use 16 for advertising and 1 for the coins. Bill said we could also use another one for the banners. Some of these logos have been designed by someone else and we will need to pay \$175 in order to use them. Clair and Janet will get us a final draft and we will meet on 6/6 prior to one of the sessions to approve.

Subcommittees: Claire introduced a list of proposed subcommittees and suggested committee members choose a subcommittee to head up and we all agreed we would also need additional volunteers for these. Bill Dowey was interested in the June kick off dance and said he would talk with Nancy and confirm with us. Al Blakely indicated interest in the Parade, Festival and Contests subcommittees. The discussion focused on need for these and need each of the committees to take charge of that responsibility and report back to steering committee on progress, needs etc. Janet expressed interest in Celebration Dinner and said she had ideas for volunteers for that.

Commemorative Items: The committee discussed items for Funding/Promo/Marketing to consider. Claire stated that there is a need to whittle down the list and finalize based on what makes sense for the events, sponsors, etc. Janet introduced a letter from Hampshire Pewter dated 5/10/2018 offering opportunity to work with them for any unique ornaments or commemorative items. More fine tuning is needed but committee did eliminate some listed items as unnecessary.

Creative Promotions Network, LLC Contract: Janet explained that the phase 1 contract was to expire at end of May and that a phase 2 proposal was presented for review and approval. In phase 1, Claire and

Doug basically facilitated the process and meetings so we could get to more finalization from our brainstorming. In phase 2 there will be more hands on activity by both and more hours necessary to achieve our committee goals for the Bristol 200. The phase 2 proposal covers this. The Select Board would need to authorize this contract, but the committee should recommend it. Bill Dowey moved to recommend the Phase 2 contract proposal from Creative Promotion Network, LLC. Hilda seconded the motion and it passed.

Timeline/Authorizations: Because we will be getting to more crunch times for some of the process necessary, Janet suggested that the committee authorize the chair, Claire and Doug, and Leslie to make some decisions in between committee meetings. With summer approaching and everyone's schedule being full, it makes sense not to have to have a full committee meeting to decide on all the timeline items we will need to. It will allow things to move forward and follow up and tasks can be expedited. Should committee decide to forgo summer meetings then, it will allow Claire to move with contracted activities with okay from chair and if necessary, Leslie as the Select Board representative. Authorization moved by Bill Dowey, seconded by Hilda and passed.

A special meeting will be June 6<sup>th</sup> to approve Logo. Janet will make sure it is posted. Next regular meeting is scheduled for June 19<sup>th</sup> at 4:30 pm.

Meeting Adjourned at 5:50 pm.