



## Somersworth Christmas Parade Committee Meeting Minutes June 2, 2014

**In Attendance:** Russ Timmons, Beth Poulin, Katelyn Rideout, Donald Ouellette, Liza Coco, Elizabeth Miller and Mayor Dana Hilliard.

**Absent:** Chris Smith

**Call Meeting to Order:** At 6:05 pm by Beth Poulin

**1. Approval of the minutes of the May 5, 2014 meeting.**

- a. Approved Unanimously

**2. Old Business**

- a. Reviewed Parade Participant Entry Form. Contact information will be changed. Donald to provide feedback on parade line-up times.
- b. Potential Parade Participant Letter to be modified to include new parade route & committee contact information.
- c. Sponsorship Tiers – Beth is finalizing the sponsorship form.
- d. Sponsor Letter – In-draft form. Elizabeth to complete changes this week.

Beth and Elizabeth will meet to finalize both the sponsor form & letter prior to July's meeting.

**3. New Business**

**a. Nominate Committee Chair**

Beth Poulin – named Somersworth Christmas Parade Committee Chair

Motion to nominate Beth Poulin as Christmas Parade Committee Chair by Russ seconded by Elizabeth, unanimous approval.

**b. Committee Updates**

**i. Fundraising Committee**

Motion to dissolve Fundraising Committee by Russ and seconded by Katelyn, unanimous approval.

The entire committee will collectively work together on fundraising.

**ii. Festivities Committee**

Liza & Chris plan to meet in the upcoming weeks.

**iii. Sponsorship Committee**

At next meeting, the committee will review and select area businesses to contact for sponsorship. The two documents will be merged into one. A consolidated document will be distributed prior to next meeting.

**c. Printing**

Obtain a quotation from local printing companies for parade printing services.

**d. Committee Contact Information**

All documents will be reviewed and modified (if applicable) with new contact information: Names, Address and phone number.

**e. Seeking additional Parade Committee Members**

Each committee member will inquire with friends, family, community, and/or colleagues if they interested in joining the parade committee.

**4. Identify agenda items for next meeting**

- a. Business Sponsorship
- b. Review list of people interested in joining the committee.

**5. Next Meetings scheduled:**

During the summer months, the committee will meet on the 2<sup>nd</sup> Monday of each month. The committee meetings will resume in the fall to the 1<sup>st</sup> Monday of each month.

- Monday, July 14, 2014 6:00 – 7:00 PM
- Monday, August 11, 2014 6:00 – 7:00 PM
- Monday, September 8, 2014 6:00 – 7:00 PM
- Monday, October 6, 2014 6:00 – 7:00 PM
- Monday, November 3, 2014 6:00 – 7:00 PM
- Monday, December 1, 2014 6:00 – 7:00 PM

**6. Meeting Adjournment**

- a. Motion to adjourn 7:12 pm

Submitted by: Elizabeth Miller  
Committee Secretary