



## Somersworth Christmas Parade Committee Meeting Minutes March 3, 2014

**Members Present:** Cheryl Gagnon, Captain Russ Timmons, Liza Cocco, Katelyn Rideout, Amie Wallace Pence, Beth Poulin, Chris Smith, Mayor Dana Hilliard and Elizabeth Miller

**Members Absent:** Donald Ouellette

**Call Meeting to Order:** At 6:00 pm by the Chair

**Approval of minutes of previous meeting:** Motion to approve previous meeting minutes – passed unanimously.

**1. Approval of the minutes of the February 4, 2014 meeting.**

- a. Motion to approve previous meeting minutes – passed unanimously.

**2. Old Business**

**a. Finalize Parade Route**

**i. Parade Route recommendation:**

1. At Plaza, take a left onto Main
2. Take a left onto Market Street
3. Take a left onto High Street
4. Take a left onto Constitutional Way
5. Cross Washington onto Green Street
6. End at Langelier Street

**b. Review Marching Band Options**

**i. Researching band availability.**

**c. Post Parade Planning Sub-Committee to provide update**

- i. Chris / Liza to work with the Somersworth Middle/High School to obtain feedback from the students on what they would like to see at the viewing area.
- ii. Liza to contact Lindsey Gagnon, Children's Festival President for collaboration.

- d. Provide an update on Parade Theme Artwork Design
  - i. Artwork in progress.
  - ii. Discussed the idea of using last year's photo 'Believe in Somersworth' Photo.

### 3. New Business

- a. Develop Fundraising Plan
  - i. Yard Sale
  - ii. Collection Jars
  - iii. Dance
  - iv. Children's Festival
  - v. 50/50 Raffle
  - vi. Meat Bingo
  - vii. Margaritas/Pizzeria Uno
- b. Develop a Sponsorship Plan
  - i. Tabled for next meeting
- c. Review/Approve Parade Forms – Tabled for next meeting
  - i. Entry form
  - ii. Sponsorship form
  - iii. Communication letter(s)
- d. Any Other Business (AOB)
  - i. The Parade Date is set for Saturday, December 6, 2014 @ 2:00pm.

### 4. Set future meeting dates

The Somersworth Christmas Parade Committee will be the 1<sup>st</sup> Monday of each Month at City Hall – Executive Conference Room.

- i. April 7<sup>th</sup> 2014 @ 6:00 pm
- ii. May 5<sup>th</sup> 2014 @ 6:00 pm
- iii. June 2<sup>nd</sup> 2014 @ 6:00 pm

### 5. Adjournment

The chair adjourned the meeting at 7:15 pm

Submitted by: Elizabeth Miller  
Committee Secretary