375TH CELEBRATION COMMITTEE MEETING

September 25, 2019          Room # 7      5:00 p.m.      Town Hall

I. Open Meeting- New Volunteers for Committee

II. Approval of Minutes from 9/10/19 – Distributed Electronically

III. 375th Celebration Committee Reports

   a. Decals/Letters to Donors - Decals Available for Committee
   b. Mtg with P&R/Cricket/375th – Partnership Opportunities
   c. Gala Meeting – 9/19/19
   d. Waterfront Day – Next Meeting 10/5/19 – MYC at 9:00 a.m.
   e. November 2019 – Special Town Meeting- Distribution of Information
   f. December 6, 2019 – Chamber Shopping Night MBTS – Sale of Puzzles/Calendars at MHM
      i. Volunteers 2 or 3

IV. Bonfire Issues

   a. FOMT – Letters (3)
   b. Bonfire Site(s) – Selection Process
   c. Public Safety Concerns/Solutions
   d. Conservation Concerns
   e. Decision on Bonfire for Schedule

V. Old Business

   a. Update on Manchester Film Festival
      i. Dates/Sites
      ii. Movies to be Shown
      iii. Licensing Fees – Amounts based on movies selected (Approx $600 for 2 movies)
   b. Update on Sip, Shop and Stroll/Grand Finale Event
      December 2020
   c. Other Updates as necessary

VI. Fund Raising Activities

   a. Town Quilt Puzzles
      i. New Order
      ii. Sales Promotion with Cricket/375th Social Media
   b. 375th Celebration Calendar
      i. Printing and Distribution Schedule
      ii. Sales Promotion with Cricket/375th Social Media
   c. Commemorative Plate for 375th Celebration
d. Town Wide Fund-Raising Mailing Planning – Letter

Cherrie Lamphear

VII. Sponsorships for Activities
   a. Sheet from 9/10/19 Meeting – Amended
   b. List of Possible Sponsors – Distribute
   c. Who to make the ask?
   d. What you can say/Cannot Say!! – Think whole celebration!!

VIII. 375th Anniversary Polo Shirts
   a. Cost $20.00 for Committee members
   b. Name and Size to Sonja

IX. Next Meetings
   a. Wednesday, October 16th 5:00 p.m. Town Hall – No Room Assigned Yet
      i. General Meeting- 30 minutes then 1-hour breakouts for January, February and
         March Events - Bonfire, Family Fun Event, Story Telling and ECC Gala
      ii. Select Next Date – Avoid Fall Town Meeting - Date?
      iii. Possible Dates - Tuesday, Nov. 12th, Wednesday, Nov. 13th or Thursday, Nov
           14th

X. Topics Not Known to Chair 48 Hours Prior to Meeting

XI. Adjourn Meeting

Filed in the Office of the Town Clerk
Manchester-by-the-Sea
Massachusetts
Date: September 19, 2019 Time: 3:50 AM

[Signature] Assistant Town Clerk