

Kingston Days Committee

Meeting Minutes – 3/21/19 – 7pm DRAFT

Approved:

As amended

Attendees:

Charlotte Boutin, Carol Carbonneau, Charlie Snow, Reecca Moreno, Alyssa Prmo, Deb Sobcazk, Kim Donahue, Lynn Gainty, Holly Ouellette, Joe Schmittlein, Charlie Snow, Charlotte Vinciguerra

Meeting called to order – 7:00pm, adjourned at 8:30pm

Lynn Updates:

- License place updates – 1, 560 plates sold.
- Paid for tents, flags and bunting. Holly got children goodie bag stuff.
- Made deposit with Philharmonic.
- Bus quote – no more than \$10k and covers both weekends. Only use bus on the weekend, not weekdays. From Bakie to Swasey Parking Lot and High School. Permits done with chief of police.
- Laser light show is down to \$8k (from \$20k). ½ hour show with historic info on display as well as credit to the sponsors. Leslie and Bob working on the historic info.
- Heidi flags did the banner and bunting and she is going to make up smaller banners for large donors such as Until and Go Local. Both to be in program book as sponsors and will be on banner as well.
- July 27th – August 4th is the event. Charlie asks when the signs will go up and Lynn stated around 4th of July.
- Discussion about signs and best way to do dates.
 - **TAKEAWAY: Charlie and Lynn will take it off line.**
- Three parking companies have been contacted by Lynn. Awaiting quotes.
- Lynn provided Rebecca with an example to follow when completing POS.
- Seventh Settlement can't attend our event, and Lynn has reached out Smutty Nose Brewery – Sarah Young is Lynn's contact.
- Lynn shared with us we have quote from 4 design forms on historical book. They won't be designed for Kingston Days. We will have samples and mail book orders to folks, so they aren't carrying a heavy book around the event.
- Lynn has finished crafter letter for Cathy and the letter has been emailed out. Letter is on the website as well.
- April 8th – Lynn meets with the selectmen about abutters at Magnusson's field. Selectman, fireman, highway and police have approved already.
- Waiting on Mark on the carnival to find out what nights he will be there. We are waiting on details, but they will be there the first 2 nights.
- The car show will take place last week of July. Reaching out to see if anyone wants to participate in the parade. Parade committee has great participation.

Carol Update:

- Her letter for the vendors about the raffle was shared and wants the ok on the letter. Raffle is on the first Sunday (28th)
- It was recommended she add the date about the drawing to the letter along with the time (4:30-5pm).
- Will also add Kingston Days logo to the top of the letter.
- Wine tasting will have a flyer for the program book. aksnewsfs@gmail.com Angela Wills is the address provided to Carol by Lynn
- Carol will take the liquor class next month for the 1-day license class.
 - **TAKEAWAY: Lynn and Carol to discuss more off line about need and what license will cover.**

- Per Lynn, Carol will have 2 oil changes from NTB Tire in Plaistow for raffle and she just needs to design a receipt to go pick them up
- Per Lynn, Carol will have 4 oil changes from Sullivan Tire in Plaistow will give 4 oil changes. Needs to create receipt/acknowledgement of the raffle item and go pick them up.
 - **TAKEAWAY: Carol to pick up raffle items above.**

Holly update:

- Has items to stuff the chowder cups for the children
- We won't keep items up on stage this year as they are small cups this year.
- Yard sale forms mailed last week.
- Working on parade letters inviting selectman. Needs to list of Selectman in other towns and searches websites.
- Holly informed Carol that Mayer Tree is donating \$500 for the raffle

Joe update:

- Website bill is due
 - **TAKEAWAY: Remind Lynn about website fee**
- Joe needs admin rights to the post to Facebook page.
 - **TAKEAWAY: Lynn or Natasha to provide Jim with Admin rights to the Facebook page**

Deb from NE Mobile Audio:

- Tech will be there on normal time on Friday (3-5pm).
- Mon-Thurs (nothing starts before 5pm).
- Sound for only the 1 main parade on Saturday (but not at children's parade)
- Viewing stand and bleachers front of town hall will need audio
- Nick will be our contact this day for setup and oversee the sounds
- Deb mentioned that prior year the way announcement worked wasn't ideal. When changeover occurred, it was difficult.
 - **TAKEAWAY: Rebecca and Lynn to work on announcements**
 - **TAKEAWAY: Rebecca will list the need for an announcer on the volunteer site.**
- Needs list of entertainers and phone number so they can reach out plus emails and times. Formal schedule, who it is, and contact information.
 - **TAKEAWAY: Rebecca will provide an updated schedule will be provided to provide contact information and any breaks in between on schedule**
- Exchanged info with Carol as there may be some raffle ideas she has for us.

Rebecca Update:

Per Lynn, No schedule before 10am on Sundays due to church service. Rebecca will make update.

- Last Sunday after church service – possibly the talent show?
- If open slot – Charlie knows someone (Ardi) that might want to play. Rebecca will reach out to Charlie if we need to fill a slot for entertainment.
- Gabe is possible for Sunday
- 27th and 28th – had \$5k budget
- Monday to following Sunday – Rebecca would like to know her budget for the time after first weekend? Up to \$12,900 right now. That is for the 325th only. Per Lynn and Rebecca, they are fine and within budget with the current entertainment schedule
- Philharmonic is booked and will cost \$1,500 but not part of this budget
- Still need to coordinate the talent show.

Charlie Updates:

- Bingo – need to work out the details still
 - TAKEAWAY: Charlie will get update on bingo for Lynn. Preferred the 27th and 28th if possible.

Charlotte B update:

- Charlotte asked if we will still be having pizza for the 25th set up. Lynn advised yes and that we should order the same amount as we had prior year.

Charlotte V. Update:

- Spoke to bus company again. Lynn spoke to First Student today to get quote.
 - TAKEAWAY: Charlotte to provide quote from company she has contacted.
- Bungy person would like to come back. Not sure when he could fit into schedule. Still looking into this right now.
- Food trucks – Charlotte hasn't sent out applications yet but will. She has a list of food trucks.
 - TAKEAWAY: Send out applications to the vendors.
- Electricity per Lynn – food trucks self-contained and should not have an issue. JR is the only vendor that uses more power. Per Tom we could have 50 on the plains without issue
- Insurance clause and potable form has been provided to Charlotte.
- If JR comes on weekend – he can stay during week at no charge.
- Charlotte will give Joe forms for vendor and non-vendor forms (actually on google docs) on website.

Alyssa Update:

- May 4th there is a food truck festival. She will send info in the event anyone would like to attend.
- Are we interested in a fried dough person during the week? Yes and we have a vendor in Danville that might be interested. Space at no charge during the week.

Remainder of meeting spent writing out and stuffing envelopes.