

Kingston Days Committee Minutes

January 15, 2015

Approved

In attendance: Lynn Gainty, Charlie Snow, Gary Finerty, Holly Ouellette, Natasha Short-Little, Charlotte Boutin, Nick Kotis, Krista Cambara

Not in attendance: Rick Korn, Charlotte Vinciguerra, Carol, Briggs, Judy Olje, Scott Halik, George Korn, Barbara Kuznicki and Nancy Griffin

Meeting called to order at 7:12PM

November minutes were discussed, motion made by Charlie to accept and 2nd by Holly, minor changes made to minutes, all in favor Minutes were approved and sent to Kingston Admin for posting on town web site.

Treasurer's report reviewed, treasurers' detail and books transferred from Robin to Charlotte Boutin. Income, revenue and fund balance were discussed.

Email was sent to Carol Briggs to ask her to order tents, Charlotte will issue PO to Marshalls and Lynn will contact Cindy at Town Hall about sending \$500 deposit check.

Nancy is ahead of her game in finding entertainment and vendors. Trying to get TJ Wheeler to come back.

Barbara wants to work autonomously on the Program. Due dates need to be met and we must have improved communication. She cannot work solely with volunteers and will need a committee member to interact with her. Might need to have the Committee sends out letter to advertisers, still working out details on who will be assigned tasks on program generation. Programs must be delivered 3 weeks before Kingston Days, no later than July 27. Krista will keep a list of to-do and deadlines. Lynn/Gary to review final book before going to print with feedback from the entire committee. Advertising letter to go out by March and start follow up calls start in May, we will need to automate how the logos, pictures and content get to Barbara if she decides to continue.

Duties:

Natasha public relations for Facebook page and web page. There are many errors that need to be fixed. Nancy has entertainment under control.

Holly will do parade, Holly mentioned that there are requests for pony rides or something of that nature. Natasha mentioned a mechanical bull may suffice.

We can try to contact some of the church groups to do confirmation or youth group projects and help us out volunteering. Lynn mentioned boy and girl scouts as well.

Joe has car show and Charlie has the Motorcycle show.

We need to get in touch with town road agent for mowing grass prior to Kingston Days and for the fireworks, and demonstrations. Lions club will do breakfast and Scott will do lunch. Rick is taking care of Taste of Rockingham and Fire Department will again do lobster feed.

Rick will still gather items to raffle off, but does not want to continue at the booth. More volunteers will be needed for raffle tent.

Charlotte Vinciguerra will still do vendors and Kathy Kelly will gather crafters, Lynn sent an updated

form to Kathy to send to crafters. Ruth is still doing the flea market. Judy needs a tent ordered to show the souvenirs and clothing.

We need to find someone to take care of electricity, Kingston Electric maybe, Lynn to check with Joe? Charlotte B. to go through PO's and find out what we order by month and time frames for organization.

Charlotte V needs to get in touch with Robin to make sure we have vendor contacts and submit the Tax ID #'s to the state.

Need to arrange for State police dogs at least a few months ahead of our date. We will also need to get a fireworks permit and make sure get it in time from the state fire Marshall. Almost missed deadline last year.

In June, we will invite fire, police, and highway crews to go over procedures and plan. Lynn will order the dumpsters from Waster Management, contact is Pete LaChapelle. We also need to order porta potties and tents. We are keeping the same size tents. Gary commented that when we order the tents, we also order dance floor and risers. Carol is ordering those. Russell is going to announce again. When we order speakers and mic, we need to tell them to stay for the raffle. Lynn will talk to Nick about taking over the high striker.

Charlie mentioned that we need to get additional signs. Some of the signs were missing last year, banner from Salem Sign. Charlotte to check for PO from Salem sign for banners and ribbons.

Gary mentioned we may change the date for the fireworks. If we change date to Saturday, we do not have a rain date. If we keep date for Friday more people show and we make more money. Charlie mentioned that we added more entertainment on Friday to attract more people. Balloon is on the list to plan. Nick mentioned that we could get carnival entertainment for the little ones. This may require more space, which will move into Ruth's space. Need to order the ATM ahead of time.

We need to start planning 325 celebration, get Lynne Merrill to come to meeting to help us start planning and go over agenda.

Lynn asked that we should see if we can use the open space in the Kingston State park for extra space such as parking. Need to reach out to the state to find out if this area can be used, will need parking attendants.

Motion to adjourn from Charlie and 2nd from Holly, motion carries and we adjourned at 8:16. Next meeting is scheduled for Feb 19th 7pm at the Town Library.