

Kingston 325th Celebration Committee

November 17, 2018 – Minutes
Meeting at Kingston Town Hall

Approved: _____

A. ATTENDEES:

Lynn Gainty	Dave Grenon	Kathi Kelly	
Holly Ouellette	Kim Donahue	Joe Schmittlein	Samantha Hough-Snow

B. HANDOUTS PROVIDED

- Parade committee meeting minutes dated
- Agenda and minutes from 09-18-18
- Marshall Rental Center Quote dated 11/05/18 for tent rental
- Sample of 300th celebration agenda

C. ITEMS DISCUSSED:

1. Call to Order – 9:03am

2. **Minutes:**

October minutes will need to be approved in December due to limited attendance at today's meeting

3. **Tents:**

- a. Decided that we would use raffle tent and increase by 10 feet and put souvenirs in with the raffles. Credit card processing in there as well.
- b. One tent is 30x60 is for seating/eating
- c. Second tent is 30x60 is bingo and beer/wine tent (likely in same spot as last year)
- d. Third tent is 20x30 is the raffle
- e. Fourth tent is 50x110 is entertainment

4. **Calendar of Events:**

1. Kingston 325th celebration is July 27 – August 4th. Fri, Sat and Sun so we will not have a grand opening ceremony for the 325th.
2. Kingston Days staying the same as always been – following weekend is the 325th
3. Fanelli (runs the carnival rides). Saturday through Sunday in the first plan section (band stand patch).
TAKEAWAY: Need to determine if he will run rides the entire week?
4. Bingo tent is moving in lower left corner of section #2 on the plains.
5. Entertainment tent and food tend will be top of #2 in the Midway section (keeping in mind that the entertainment tent is longer)
6. Raffle and food eating will stay in the middle
7. Crafters will not be at the 325th birthday celebration – just at Kingston days
8. No flea on second weekend
9. Canon and militia will be in section #3 and #4 and camp out (on the Saturday)
10. Sat and Sun e will have the pancake breakfast from Lions club and they will do luncheon until 2 or 3
11. Children's parade on the first Saturday at 9:30
12. Per Lynn we are getting permits for Sanborn, Bakie and Highschool for parking
13. Carol brought example of Timberlane Arts advertisement in the Carriage Town News reviewed.
Recommended we do something similar. Suggested we expand to Eagle Tribune – the website as well.
14. Fundraising – Ridgewood association. Kathi thought was to send letter to see if they would be willing to send us a \$10 donation? To expand to other associations as well to help raise money. Samantha suggested that maybe we contact associations and she is willing to be part of the fundraising team once one is formed.

TAKEAWAY: Need quote from buses to take folks around from parking lots

TAKEAWAY: We need a musically inclined person to join our committee and help plan for entertainment
Need big name band for Friday 08/01

TAKEAWAY: Kim to try to recreate sheet from the 1994 celebration to show event by day

TAKEAWAY: Lynn - 2019 layout of the plains and to illustrate which events will be at which areas on the plains

TAKEAWAY: Carol to contact Kingston Insurance to determine if they will allow parking in their lot on 27th and 28th and 3rd and 4th

TAKEAWAY: Samantha will send Kathi the file from the 325th fundraiser

5. Parade update:

- Dave provided update. They have a new member, Terry Hardy, who just moved into town – 6th member of committee. (See handout for full update)
- 8-9 folks have expressed interest in the parade based on newspaper article
- Budget for parade hasn't been cut. Seems to have been a misunderstanding around this. Right now, Lynn stated the budget is \$52k. We may need additional security than we had in the past.
- Lynn thought parade committee would be doing their mailing from town hall vs them sponsoring on their own.
- PO Box now available for parade committee (PO Box 142)
- Crafters can also use this same mailbox
- Kfem13@gmail.com is another parade

TAKEAWAY: Dave bring back to his committee the mailing being done from the town hall.

6. License plates:

- The design in blue was selected.
- \$10 to make plate and need to determine sales price. Originally suggested \$50 but some folks felt that was too high. Now proposing \$32.50 to align with the 325th celebration.
- Available for sale as soon as plate made
- 325 plates will be made to start

TAKEAWAY – Ask Tami B. and Selectman's office to sell them for us at town hall

7. Other:

- The website address is: www.kingstonnh325thcelebration.com
- Website has not been made public yet and would not be found in search engines

ACTION ITEMS (New and Open):

Assigned date	Status	Owner	Description of task
11/17/18		Lynn and Joe	Schedule time with Joe to discuss website
11/17/18		Kathi	<u>Contact Kingston Insurance about using their lot for parking</u>
11/17/18		Lynn	<u>Quote from bus company</u>
11/17/18		Lynn and Kathi	Finish and lockdown schedule of events, times and where they will be located
11/17/18		Lynn and Dave	To discuss beer tent and determine how to have beer both weekends
11/17/18		Carol and Dave	To take alcohol server class together as it requires a recertification annually
11/17/18		Dave	Dave to bring back to his parade committee the mailing being done from the town hall.

11/17/18	Complete	Kim	Kim to create a draft of the celebration calendar provided tonight for the 2019 calendar.
11/17/18		Lynn	Ask Tami B. and Selectman's office to sell them for us at town
11/17/18		Kim	Update calendar in google docs to remove Friday night from the celebration (July 26 th), move spaghetti dinner to the Thursday, move wine tasting and beer to the August 3 rd also.
11/17/18		Samantha	Samantha will work on fundraising letter
10/24/18		Carol	Email videos (or link) to laser show example from vendor in Rochester. Carol will also arrange a site visit to vendor to firm up quote. She will also speak with Jessica to see if we need this person to DJ as well.
10/24/18		Lynn	Lynn to share google doc parade list with Lesley and the group.
10/24/18		Lynn	Lynn will email Heidi the artwork and the flag size(s) she is looking for to allow for the quote. Banner in main tent, banner in town hall, banner at fire station
10/24/18		Charlotte V.	Charlotte V will own the follow up on the tents and research options and borrowing tents.
10/24/18		Lynn	Lynn to define exactly how many portable toilets we need to allow for the quote.
10/24/18		Lesley	Determine budget needed for dog sled event and if chairs, tables, portable toilets are needed. Also, secondary event.
10/24/18		Lynn/Lesley	Get together to draft letters to selectmen
09/18/18		Lynn/Kim	Add to calendar. Dan Doyle naturalization ceremony that Saturday afternoon. August 3 rd .
09/18/18		Joe	Once parade form, rules and regulations, Joe will post to website with hyperlinks as appropriate, send to Joe, they have been approved.
09/18/18		Mark/Gordon	Have parade leaders from Plaistow and Exeter join a subcommittee member to learn how they handled rules and regulations and try to leverage their knowledge
09/18/18	In progress	Lynn/Dennis	Selectman approval for license plates once we receive quote and decide to move forward, need to ask approval of Tammy and DMV