



Wallingford 350th Jubilee Committee

The HUBCAP, 128 Center Street, Wallingford, CT 06492

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DIRECTORS COMMITTEE MINUTES

March 28, 2018 – 5:15 p.m.

HubCap, 128 Center Street, Wallingford, CT 06492

Meeting called to order at 5:15 by Bob Devaney

Pledge of Allegiance

Review and approve 2018 Meeting schedule: 5/23, 9/26, 10/24 - Motion made by Bob Beaumont, seconded by Mary Ellen Eckels - unanimous

Public notice and FOI best practices review - Christine Mansfield and Christina Tatta reviewed posting requirements, suggested setting up dedicated email accounts

Trademark protection for Wallingford 350 brand - Christine Mansfield said the legal department is involved and handling this

Events Update:

- Lufbery Memorial Ceremony, May 5, 2018 - Joan Parisi said letters have been delivered to dignitaries. Joan Parisi said Al Terzi has been asked to be emcee. A flag will be presented to the Lufbery family. Bob Beaumont shared details of the Lufbery plaque. Bob Devaney discussed the details of the ceremony. Christine Mansfield mentioned the rain location is Town Hall.
- Parade Committee Update - John Sullivan reviewed his leadership team and directors team. Positions are still open. He presented the parade assembly and route. He briefly reviewed funding ideas. He reviewed his initial process, with immediate steps. Meetings are the 2nd and 4th Wednesday of each month, with locations TBA.
- Volunteer organization, Lori-Cooke- Marra - volunteers350@gmail.com - Reported she will coordinate volunteer groups, i.e. from civic organizations, etc. When event chairs need help, Lori will be the liaison to coordinate resource needs. She will have her own committee but will also help the event committees to get help. She will establish a spreadsheet to organize requests, availability, dates, etc. Christine asked that event Chairs attend the upcoming informational meeting, which should be held in May. Chairs can “sell”



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their event for marketing and volunteer solicitation opportunities.

Marketing & Fundraising Update & Financial Update - Christine Mansfield (on behalf of Nancy Miller):

- Current Financial Statement Review - Jim Bowes is our main resource for this. Financial statements are available on Google Drive for Directors, and our website wallingford350.org for the general public.
- Town budget funding forecast update - John Sullivan asked if anyone has met with the Mayor regarding increasing the town's financial contribution. Christine reported no formal numbers have been addressed. John Sullivan brought up the idea of corporate sponsors, and Christine said that the marketing committee is handling this.

Meeting Adjourned at 6:12 P.M. by Christine Mansfield.

Respectfully submitted,
Christina Tatta