



Town of Wallingford ☐ Connecticut

Wallingford 350th Parade Committee

Regular Meeting Minutes

April 25, 2018

6:30 PM

East Wallingford Volunteer Fire Department

Call to order:

Parade Committee chair John Sullivan called the meeting to order at 6:32 PM.

Attendees:

Bill Celata, Gary Casanova, John Rozz Hrehowsik, Jonathan Chappell, Dawn Lindauer, Dawn Tatro, Colin Benard, Greg Whitehouse, John Sullivan, Jonathan Judd,

Approve March 28, 2018 Minutes:

Motion: Bill Celata; Second: Jonathan Chappell; Motion: Passed

Discussion Items:

- 1) **Financial Director:** Jonathan Chappell gave a brief recap of the budget that was proposed by Mayor Dickinson.
A budget for the Parade Committee will need to be put together, with high-level estimates of the major expenses (buses, major entertainment, others)
- 2) **Secretary Report:** Jonathan Judd noted the new process for posting minutes & agendas directly on the Wallingford Jubilee's website parade committee folder. Also, notifications will be made via email to Wallingford Town Clerk, Program Planning, WPAA, and an entry on the Record Journal calendar.
- 3) **Fundraising Director:** Dawn Lindauer mentioned that Christine Mansfield offered Hubcap as a potential back-up meeting location.
- 4) **Parade Director:** Colin Bernard spoke with Monica from the New Haven St Patrick's Day Parade, they spoke for 4+ hours regarding the various items such as

Wallingford 350th Jubilee Parade Committee

Headquarters: 128 Center St, Wallingford, CT 06492 ☐ (203) 284-1807

• *Mailing Address:* c/o 350th Parade Committee, Town Hall, 45 South Main Street, Wallingford, CT

• www.wallingford350.com ☐ Email: wallingford350paradecomm@gmail.com



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potential marching units, and contacting the various marchers.

Parade Cloud is a parade management software that keeps track of units, allows for sorting, storing unit contact information, unit modes of travel, noise types, costs & income, and generates emails to send applications & forms to proposed marching units. There is a one-time flat-fee of \$249.

Parade Cloud has individual settings, read-only setting for some users. The Administrator should be either Colin or Monica.

John met with a young web developer named Roman to put together a Parade Website.

Motion to approve \$249 to Purchase License for Parade Cloud:

Motion: Dawn Lindauer; Second: Gary Casanova; Motion: Passed

- 5) **History Director:** Greg Whitehouse was not present so no report given.
- 6) **Entertainment Director:** Johnny Rozz Hrehowsik has many contacts in the entertainment area. There is a possibility for bands to appear on floats, at the parks, and other points along the routes.
- 7) **Logistics Director:** Bill Celata will set up an area for food trucks to set up for the marching units after the parade marshalling area. The food trucks could be set up near the soccer fields, or possibly in the front circle – the Pond Hill side is available. Lyman Hall will need to be divided into designated zones.
Zone One: Buses will enter Lyman Hall from Wharton Brook Drive.
Zone Two: Food Trucks
Zone Three: Arriving Units
Bill noted the buses will be invoiced at the current Board of Education bid rate.
The portolets will also be invoiced at the current Park & Rec rates.
The spectator shuttle parking lots and routes need to be finalized, potential parking lots need to be identified.

Motion to accept John Rozz as Entertainment Director

Motion: Jonathan Judd; Second; Bill Celata; Motion: Passed

Motion to accept Dawn Tatro as Marching Band & Fife and Drum Director

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Motion: Jonathan Judd; Second: Jonathan Chappell; Motion: Passed

Parade Committee Open Positions:

Float Director

Division Leaders (up to 48 openings)

Next Parade Committee Meeting:

May 9, 2018

East Wallingford Volunteer Fire Department

6:30 PM

Adjournment:

A motion to adjourn at 8:21 PM.

Motion: Jonathan Judd; Second: Jonathan Chappell; Motion: passed

Minutes submitted by Jonathan C Judd, Secretary.

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