



## Wallingford 350<sup>th</sup> Jubilee Committee

The HUBCAP, 128 Center Street, Wallingford, CT 06492

Telephone: 203~284~1807

Email: Wallingford350@gmail.com

Web site: www.wallingford350.org

# MINUTES

## REGULAR MEETING - STEERING COMMITTEE

September 26, 2018 – 4:15 p.m.

HubCap, 28 Center Street, Wallingford, CT 06492

Attendees: Bob Beaumont, Jerry Farrell Jr., Liz Landow, Christine Mansfield, Bob Devaney.

Steering Committee approval Wallingford Center Inc.'s management of the Jubilee Store's operation,, inventory and distribution, POS and retail storefront strategies, resourcing, and merchandising, and Park and Recreation's new online website functionality and credit card payments POS system for Jubilee sales, merchandising and payments.

Marketing Committee announced the completion of the Wallingford Jubilee logo trademark with the Town Law department.

The Steering Committee approved the Record Journal proposal to market, publicize and commemorate the Jubilee events including daily Moments publishing, monthly town historical coverage, commemorative magazine and media sponsorship.

Parade Committee met September 19th. Active planning is underway for parade route, security and operation logistics, entertainment, floats and fundraising.

Steering Committee approved Fireworks Committee proposal for Lufbery Park location, Masonicare sponsorship, Park and Recreation contract, rain date, safety/ logistics proposals with Police, Fire and Fire Marshal chiefs, Park and Recreation, Public Celebrations and vendor. The committee will coordinate a shell test in June, 2019.

Youth Day, Senior Day, and History Day committees will report event proposals at the Directors meeting.

Volunteer Committee announced a Public Information session: October 16th with press announcements sent to the Record Journal.

All committee chairs submitted preliminary budgets to the finance chair for review. Budget preview. Volunteers are asked to support the Jubilee booth at Celebrate Wallingford Booth- October 6 & 7th, with a sign-up genius set-up. The next meeting is October 24th for Steering.

Respectfully submitted,

Christine Mansfield