

Tercentennial Planning Committee Minutes

January 5, 2017

Attendees

Members: Joel Glass, Marge Devine, Candice Powers, Maria Kuhn, Jeannie Madden,
Staff: Nathan Poore, Erin Cadigan, Melissa Tryon
Council Liaison: Caleb Hemphill

1. Approval of Minutes from November 29 and December 15 Meetings

The minutes were approved as written.

2. Review Refined Schedule

The committee reviewed and discussed whether to amend the schedule of events. They liked the idea of a kick-off during Very Merry Falmouth in 2017. Erin will survey participating organizations for guidance on scheduling the volunteer fair. Candace and Maria met with the athletic director about scheduling a hockey game for the kick-off. Erin will meet with local churches about an event around Martin Luther King Day, and will look into a joint event with the Chamber in April. They discussed whether to hold Old Home Days over Memorial Day Weekend or whether to pick another weekend. There was much discussion about possible dates, and the pros and cons of each. In recognition of the fact that several members of the committee were unable to be at the meeting, a final decision on scheduling this event was tabled until the next meeting. The committee agreed to work with Dave Gagnon on the alumni picnic, to keep an incorporation event on November 11, and to finish off at Very Merry Falmouth 2018.

3. Set up sub-committees

Since the Town has a staff person to run Very Merry Falmouth, the committee would only need a liaison instead of a full sub-committee for that event and the History sub-committee is already established. Erin suggested the following sub-committees: Outreach and Engagement; Old Home Days; Incorporation Day; Fundraising and Development; and Volunteer Recruitment. She asked everyone to review them and decide which one(s) they would like to be on.

4. Update on website and “launch”

Erin said the launch of the website is delayed because we have not yet received the style guide from Words@Work. We should have the guide by January 13, and the web designer will start work after that. She handed out a mock-up of the website design.

5. Grants Program

Erin handed out a draft of the grant program guidelines and application to help outside organizations host 300th events, and said there are several questions remaining on how to approve grants, eligibility, grant amounts, etc.

6. Other Business

Marge wanted to review the mission statement. She has done some work on it, and will have a draft for the committee to consider at the next meeting. Erin handed out a list of the goals and a workplan for the committee for the next 6 months.

7. Next meeting Date

- February 2 , 2017

8. Adjourn

The meeting adjourned at 4:20 pm.

Minutes prepared by,
Melissa Tryon