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Stoughton 300 Anniversary Committee Yr. 2023

Joanne Callanan: Committee Chair, David Allen Lambert: Vice Committee Chair,
Dr. Patricia Randolph: Committee Secretary

Meeting Minutes

Tuesday, July 24, 2023, 7:00-8:30pm
Stoughton Public Library, Community Rm.

Attendance: David Allen Lambert Joanne Callanan, Dr. Patricia Randolph, Amanda Bettle, Paul Carpinella, George Dolinsky, Kellie Laguerre, Peggy Sewcyk, Dianne Dolan, Cynthia Walsh, Debra Roberts, Select Board Chair

- 1) Meeting called to order
 - Pledge of Allegiance
 - Group Norms Read
 - Reading and acceptance of June 20th minutes. Accepted as permanent record.
- 2) **Anniversary Logo Update:** Joanne announced Logo designer, Samantha Rego submitted her resignation due to her job commitment to attend a college program to become a certified town clerk. Samantha looks forward to participating on a sub-committee at a later time.
 - Dr. Randolph introduced HL Imprints Graphic Design & Photography to the committee. Dr. Randolph shared first-hand knowledge of the superb quality of HL Imprint's work on projects she has viewed.
 - Dr. Randolph will contact the Select Board secretary and the Stoughton Recreation Department director to see if they have a graphic design & photography company they've utilized in the past. If not, the committee will contact HL Imprints to begin the logo design process.
- 3) **Social Media Committee Update by Kellie:** The Gmail account has been created by Kellie as well as the 300 anniversary Google email account. A Kanva account was also created. The posting, adding and deleting of anniversary committee information to any of these new accounts sites will be restricted to the committee secretary, Dr. Randolph or committee chair person, Joanne Callanan. Kellie will provide training information to both Dr. Randolph and Joanne prior to the August meeting in order to access the new accounts.
- 4) **Treasurer / Finance Committee Update by George:** George discussed how he will be accountable and responsible for maintaining the financial records of incoming funds generate by the anniversary committee. Once the logo is established and anniversary funds start coming, finances will be allocation for promotional products such as letterhead, jersey, etc.
- 5) **Stoughton Schools/Y & NA Committee Update by Dr. Randolph:** The next meeting with Stoughton Superintendent Dr. Baeta is scheduled for August 1st at 10AM. Joanne, Peggy and Dr. Randolph will attend. Topics for the meeting will be **A)** T-shirt logo contest **B)** historical essay contest **C)** student award ceremony **d)** walk-a-thon and **e)** family Zumba. Kellie expressed the importance of including the special education students and the Special Education Parent Advisory Council (SEPAC). Dr. Randolph agreed they would be included.

- 6) **Special Events Update from Joanne:** **A) Parade:** Joanne will be meeting with the Stoughton Recreation Department and Public Works early August to discuss particulars concerning the anniversary parade and utilizing Glen Echo Park for the picnic. Committee members suggested various vendor food trucks be invited to participate in the park event as well as providing entertainment. Food truck and entertainment will be discussed in upcoming meetings. **B) Gala:** Joanne had the initial meeting with BC Tent & Awning and shared the rental catalog and price list with the committee. BC tents has an extensive collection of elegant tents and every accessories for outside events. She also spoke to the manager at Cedar Hill Golf Course to enquire about holding the Gala on the grounds. The manager expressed that the golf course has hosted successful tent events for business and having the Gala there would be good.
- 7) **Special Events Update from Kellie:** *Golf Tournament* - Kellie reported the golf tournament will not be planned until 2024.
- 8) **Debra Roberts / Select Board Chair:** Debra shared her suggestion for the anniversary:
A) Commented on how important it is to include business and companies in all areas of Stoughton as well as on the borders of Stoughton, north, south east and west.
B) She suggested the committee devise a Time Capsule for the 300 anniversary. Committee members discussed this idea earlier in the year and will revisited it. **C)** Suggested committee begin to chronicle meetings and activities leading up to the 2026 anniversary by keeping a photo record of committee members. **D)** Debra expressed that parade participants and floats should be grand and memorable. A parade people will talk about for years to come. **E)** Remember to utilize the town calendar to publish upcoming anniversary events and activities. Give early previews of what Stoughton residents and neighboring towns can expect when the 300 Anniversary arrives in 2026.
- 9) **Next Meeting Dates:** Meetings are held on Monday evenings.
- August 28th/Stoughton Library, Community Rm.
 - September 18th/ Fitzpatrick Rm. Stoughton Town Hall
 - October 2nd “ “ “
 - Nov 20th “ “ “
 - Dec 4th “ “ “

***** SPECIAL NOTE from Committee Chair, Joanne Callanan*****

I want to thank every committee member for your team work and commitment to serving on the 300 Anniversary Committee. In addition and for future reference, any committee members scheduling initial meetings or appointments with vendors, companies, stores, sponsors, town officials, banks, venues, etc. is expected to notify and include your Committee Chair, in your initial meetings. In light of this, please contact me in advance in order for your meeting date to be put on my calendar. Thank you ahead of time for your cooperation and I look forward to our future work together.