

PEMBROKE AND ALLENSTOWN OLD HOME DAY COMMITTEE

Minutes of Meeting - October 5, 2009

(Adopted)

Call to Order: 6:45 p.m.

Attendance: Jocelyn and Dana Carlucci, Ann Viar, Lisa Gilbert, Sue Johnson, Ron Lafond, Fred Kline, Larry Young, Stacy Sheldon, Bruce Kudrick, Vincent "Doc" Greco, Lee and Stephanie Cheney, Joyce Welch.

In Chairman, Steve Fowler's absence, Jocelyn Carlucci Chaired the meeting.

Treasurer's Report: Ron Lafond reported:

Checkbook balance:	\$ 3,309.39
CD balance:	<u>13,120.84</u>
Total:	\$16,430.23

Because of rain and the subsequent cancellation of Londonderry High School Band, Alvirne High School Band, and Amoskeag Strummers, the Committee had a surplus of money.

Income and Expense Report attached.

Motion: Dana Carlucci moved to approve the Treasurer's Report. Seconded by Fred Kline. Unanimously approved.

COMMITTEE REPORTS:

Town Funds: Fred Kline reported that the Town agreed to sponsor the Alvirne High School Band in the last OHD parade. Since they canceled because of the rain, the Town would not be donating the money to the Old Home Day Committee.

Antique Cars: Doc Greco made the following suggestions:

1. Eliminate "classes" of cars ("antique or classic")
2. Eliminate trophies since trophies are typically reserved for car shows and not for parades participation
3. Continue giving dash plaques to participants
4. Tell participants, at time of registration (and place in writing) that there will be NO THROWING OF CANDY FROM ANY VEHICLES;
5. Prepare labels for pre-registered cars;
6. Designate 2 people to check antique cars into parade and hand out dash plaques.

Youth Program: Ann Viar reported:

1. 110 round of games were played
2. No new prizes are needed for 2010
3. Need 3 folding tables for next year
4. Do not place a concession using a generator near the children's area
5. Needs 8 volunteers in 2-hour shift rotations

6. Suggested offering spin art in children's area
7. Pre-marking spots with masking tape was very helpful

Semi-Quincentennial Committee/Softball Game: Fred Kline suggested that the Friday night softball game be organized for next OHD. The committee agreed.

Jason Hurley of Main Street won the Semi-Q raffle. The winning bid for the Nascar tickets was \$40.

Photo/Printer/Graphic Artist: Sue Johnson asked that the final draft of the OHD program be given to her much sooner.

Fred Kline said he would give the CD of the OHD parade and field photos to the OHD Committee.

Joyce Welch said that Mrs. Bailey won the Town aerial photo and wrote a thank you card to the Committee.

Concessions: Joyce Welch said that the concessions went well. She will organize a folder outlining her responsibilities in case she is not available in the future.

Pat Fowler called the Keech Family (463-8386) to inquire about offering Bean Hole Beans at OHD. They said that they only do it for the Deerfield Fair.

Ms. Welch said that: (1) there were 15 food vendors; (2) Associated Grocers of New England would like to move their concession to a new location such as across from the bleachers; and (3) She needs a radio on Friday night and Saturday morning until after the parade.

Suggestions:

1. Remove basketball hoops for the day
2. Place a few vendors in the parking area in front of the basketball hoops (see attached diagram)
3. Have a Committee member at the field on Friday night and Saturday morning to direct vendors
4. Find someone to sell corn on the cob, blooming onions, and donuts.

Fireworks: Bruce Kudrick said that the fireworks went well.

Stage: Suggestions:

1. Repair one wing next year and 2nd wing the following year
2. Create a roof over the stage
3. Build a new stage which would extend from the pavilion.

Parking: Lee reported that the Amoskeag Rowing Club's property worked out fine for parking except that the ground was uneven. For the future, he would prefer not renting the light towers from Hooksett Tool Rentals. He was not happy with the condition of past towers.

Suggestions:

1. Always have a committee member at Field on Saturday morning to park cars.
2. Handicapped parking should be located where the antique cars typically park
3. Additional parking signs are needed
4. Have a police officer at the first intersection in the field
5. No more than 4-5 parking attendants
6. Cones should be picked up with a trailer on Friday morning -- not just a pickup truck.
7. Need approximately 450 cones
8. Only have adults pick up cones on Friday unless permission slips from parents of high school volunteers are received
9. Designate someone responsible for placing the cones in the appropriate locations
10. A light tower should be placed at the tarred intersection where the flower bed is located
11. Need a total of 6 light towers
12. Create a map outlining the location of each light tower.

Maintenance: Suggestions:

1. Get an estimate to raise the electrical outlet, located on the point, above the ground
2. Get an estimate to place lighting in pavilion
3. Have lights shining on porta toilets (spot light on roof near toilets)
4. Possibly have push lights that run on batteries installed in each porta toilet
5. Sleeve and run water line under tar road to Mr. Wheeler's horses.

Parade/Floats: Suggestions:

1. The person in charge of the floats must, prior to line-up on Valley Street, must inspect all floats to ensure safety, walkie-talkies, adult-to-child ratio, and verify that there is an adult spotter
2. On Valley Street, the responsible person should contact the person in charge of the parade once all floats are in line
3. Change float paperwork in such a way to make it memorable to: NOT THROW CANDY IN PARADE. Place pictures or use colored paper so it stands out
4. For safety, require a "stable" item be placed on the float for all standing riders to hold onto or require that all riders be seated on float;
5. Do not allow walkers in front of a large tractor-trailer truck
6. Indicate on float paperwork that float judging is based on theme, originality, and creativity
7. ABSOLUTELY no walking on float
8. ABSOLUTELY nothing can be thrown between float and audience.

Volunteers: Designate someone to recruit volunteers at least 2 months before school closes (April), coordinate volunteers, and record volunteer hours.

Fund Development: An e-mail from Laura Scott included the following suggestions:

1. Update mailing list for donations
2. Advertise more about the event and the need for donations
3. Send thank-you notes to all contributors
4. Fund development person should be responsible for the mailing, picking up, and tracking all donations

5. Create sponsorships for events and advertise more frequently the names of the sponsoring businesses.

Publicity: Suggestions:

1. Designate someone in charge of all publicity – we have Jocelyn
2. Advertise free parking, free admission, free door prize, free entertainment and free fireworks.

General Suggestions:

1. Require that minutes be received by all members in advance of the meeting for proofreading and reviewing
2. Create a Master Folder consisting of all past OHD minutes
3. Create a Master Checklist of duties that must be accomplished prior to OHD such as ordering porta-toilets, fireworks, making arrangements to procure parking cones, etc. to ensure that all duties are accomplished
4. Create a priority list of duties that must be done on Friday, Saturday, and Sunday consisting of timelines such as: The box trailer must be at the field by Friday ____ AM, the master keys must be placed _____ by Friday ____AM.
5. Arrange to have more headsets available for walkie-talkies.
6. Arrange walkie-talkies for all members for all day Friday and Saturday.
7. Have checks for entertainment at OHD booth by Saturday morning.
8. Place someone in front of the OHD booth to invite people to sign up for the free door prize.
9. Have more garbage cans in the antique car area.
10. Have more garbage cans on Main Street between Front Street and Union Street (ask the Town to place them when the cones are put out by Highway Dept.)
11. Place cigarette cans in antique car and petting zoo areas.
12. Place rope between the cones along downtown Main Street.
13. Do not allow any animals at OHD.
14. Have Ron LaFond periodically during Saturday collect the money from the Fun Passes
15. Purchase an E-Z Up for the OHD booth.
16. Have a knox box at the circuit breaker box to hold keys and have a knox box on ladies room door to hold key to restroom.
17. Delegate someone to collect Selectmen's float judging sheets and calculate winners.
18. Designate someone to distribute clipboards and appropriate papers to OHD members at parade and field. Must be distributed by Friday night.
19. Create a map of the entire field area for general use by the Committee
20. Create a map of all vendor, crafters, and children's game locations. To be completed no later than Friday AM.
21. Always have 2 Committee members at the field on Saturday morning to help with vendors and other general questions.

MOTION: Dana moved to adjourn. Seconded by Jocelyn. Unanimously approved.

Adjourned: 10:00 pm

Reported by: Jocelyn Carlucci