



East Windsor 250th Anniversary Committee
December 1, 2016
East Windsor Historical Society

The December 1, 2016 planning meeting for the 250th Anniversary Celebration of East Windsor met at the Osborn House of the East Windsor Historical Society.

The meeting was called to order at 7:00 pm.

Attendance:

Present: *Paul Anderson, John Burnham, Ceil Donahue, Dan Donahue, Tim Easter, Laura Harney, Andy Hoffman, *Peg Hoffman, Michael Hunt, *Diane Lajoie, Bob Maynard, Ian Neill, *Tom Talamini, Debbie Talamini, *Rebecca Talamini.

Absent: *Jason Bowsza, *Scott Morgan, *Bill Thim, *Lynne Tracy-Thim

*indicates steering committee members

Minutes Reading: The minutes from the November 3, 2016 meeting were not available in time for the November 17th meeting. The minutes for both the November 3rd and November 11th meetings were reviewed at the December 1st meeting.

Paul Anderson made a motion to approve the November 3, 2016 minutes; Tom Talamini seconded the motion. The motion passed.

Paul Anderson made a motion to approve the November 17, 2016 minutes; Tom Talamini seconded the motion. The motion passed.

COMMUNICATIONS:

We introduced ourselves at the start of the meeting.

Ian Neill joined our meeting for the first time. He has been an East Windsor resident for five years.

COMMITTEE REPORTS:

250th Logo: The logo is finished and distributed. Use it in good health.

Logo subcommittee-*Paul Anderson, Kirk Montstream, and *Rebecca Talamini.

Time Capsule: The Time Capsule has nothing new to report this week. The old time capsule is about 5 feet long and 24 inches round. The Time Capsule committee will get us a price range for time capsules so we can add it to our budget, and begin proposals for unearthing and opening the time capsule. One suggestion for a new time machine was to bury a cement cemetery vault with a container inside it, leaving a spot for future time capsules to be buried.

Time Capsule Committee: *Jason Bowsza, John Burnham, Tim Easter, Kirk Montstream, Chuck Riggott, and *Bill Thim.

Fundraising Committee: Andy Hoffman drafted a fundraising letter. We are going to look into bulk mailing to send the letter; we can get the mailing list from the town. Do we need to get a bulk mailing permit? Allied Printing in the industrial park can create and mail the letters for a fee. If we are going to send a fundraising letter through the mail, it should include a brief write up of a significant event in town history. We could also include a postcard asking for people's names and information (address, email, etc); perhaps we could offer the chance to win a \$100 gift card to those who return the card.

We reviewed a list of suggested organizations to receive excessive funds once the 250th celebration is over. We decided to eliminate organizations that are funded by the town. We are going to look into the details of the items on our short list:

- Five Corner Cupboard
- Pauline's Stock Pot
- The East Windsor Historical Society
- The Trolley Museum
- The Safe Grad Program
- The Veteran's Commission/Programs

Fundraising Committee: *Jason Bowsza, John Burnham, Laura Harney, Andy Hoffman, and Kirk Montstream. Point people: John Burnham and Laura Harney

Planning Committee: The first event we would like to do is the Slogan Contest open to high school students. Debbie Talamini is working with the Leo club to get news of the contest to the students. Once the slogan is chosen, we will invite the younger grades to create posters using the theme of the slogan. The slogan contest will be open to all East Windsor high-school-aged kids; the prizes will be a one-time scholarship: \$250 for first, \$100 each for second and third. The winners will be selected by a team of affiliates made up of a combination of members of the EW250 steering committee and the East Windsor Historical Society board. The selection team will choose the winner in February. We will have two submission boxes: one in the selectman's office and one at the high school.

Diane Lajoie made a motion to approve \$450 for the Slogan Contest scholarships. Paul Anderson seconded the motion. The motion passed.

We will use all of the posters submitted to post throughout town. We may laminate some of them and sell sets of EW slogan posters as placemats. Since we will not have a contest for the posters what should we call our request for poster submissions? Laura Harney looked into what we need to do to use the Reservoir Park for the Brews, Blues, and BBQ event. It would require approval by the police commission, parks and recreation, and the board of selectman.

We still need more volunteers. This is going to be a very involved committee. If anyone wants to help organize one or more events, please email the 250th committee at EW250@eastwindsorct.com. We may need to create subcommittees for some of our larger projects, such as the Masquerade Ball.

Planning Committee: Laura Harney, *Diane Lajoie, Debbie Talamini, and *Lynn Tracy-Thim. {Point Person: Lynn Tracy-Thim}

Promotion and Merchandise Committee: The 250th committee approved \$3000 for the Promotion and Merchandise Committee to spend on the first items to be ordered. The Promotion and Merchandise Committee spent \$2,904.72 on the following:

- 200 grocery tote bags
- 500 5" car magnets
- 300 11" mugs
- 48 sweatshirts (6 medium, 18 large, 18 extra-large, 6 2x)

We will get the items around Christmas. The sweatshirts will be on sale at the January 1, 2017 hike. The prices will be set as follows:

- Car magnets (cost \$1.37 each) will be sold for \$5 each
- Mugs (cost \$1.50 each) will be sold for \$5 each.
- Tote Bags (cost \$6 each) will be sold for \$8 each.
- Sweatshirts (cost \$12-\$15 each) will be sold for \$20 each.

President Talamini has offered her basement as a storage place for the merchandise when it arrives, since we will need easy access to the items to deliver them to local merchants or bring them to events. We will invite local merchants to sell our promotional items, but the EW250 committee will control the price, so the items are the same price no matter where they are found.

Promotion & Merchandise Committee: Ceil Donahue, Dan Donahue, Scott Grizey, *Peg Hoffman, and *Rebecca Talamini

Parade and Picnic Committee: Nothing new to report this week.

Committee: Laura Haney, *Diane Lajoie and *Rebecca Talamini

Social Media Committee: Our Facebook page is going strong; Rebecca continues to post and share town events. Keep sharing our Facebook page with your friends: <https://www.facebook.com/EastWindsor250/>.

We will look into forming a Go Fund Me Page to accept donations to the 250th Social Media Committee: *Diane Lajoie, Bob Maynard, and *Rebecca Talamini

Print Advertising Committee: Nothing new to report this week.

Print Advertising Committee: *Paul Anderson and *Peg Hoffman

Advertising and Press Committee: We might want to create and distribute periodic newsletters about EW history and coming events.

The advertising and press committee will be responsible for releasing press releases to the local newspapers and radio stations. Our goal is to bring people from all over to visit East Windsor and see what we have to offer. The Advertising and Press Committee will also invite local reporters to cover our events throughout the year. We still need to establish an Advertising and Press Committee.

OTHER BUSINESS:

Balance Sheet: Rebecca Talamini will set up a balance sheet for the incoming and outgoing money.

Budget		Actual
\$10,000		\$10,000
<u>3,000</u>	Promo/Mrch Nov 2016	<u>2,904.72</u>
\$7,000		\$7,095.28
<u>450</u>	Slogan Scholarship Dec 2016	
\$6,550		
<u>250</u>	Masquerade Ball Deposit Jan 2017	
\$6300		

2017 Meeting Schedule: Paul Anderson made a motion to approve the 2017 meeting dates as proposed. Peg Hoffman seconded the motion. Motion passed.

Food Truck Fest: Ceil Donahue contacted the U.S. Food Truck Fest; they are interested in working with us to set up our event. The first step is to find a suitable date. June would be a good time of year; we are starting with two dates in June (16th or 23rd). Ceil will work with this company to see if they have any fees we will have to pay. The health permit fees for the Northern Central CT Health District are \$100 per truck, paid by the trucks themselves. The Food Truck Fest will be rain or shine, so we will need a 30' x 45' tent; the tent would be \$745 installed by Taylor Rental. We will also need tables and chairs. John Burnham suggested that we hold the Food Truck event at Scout Hall; the trucks can park around the ball fields; customer's can park in the lot. The hall has restrooms, tables, and chairs. We would not need to rent a tent, port-a-potties, tables, or chairs. Ceil will check on Scout Hall's availability and the 2018 soccer schedule.

Paul Anderson made a motion to adjourn. Andy Hoffman seconded the motion.
The meeting adjourned at 8:25 pm.

Respectfully submitted,
Diane Lajoie