

Middlebury Bicentennial Committee

(Unapproved) Minutes of Meeting held on December 7, 2006,
Shepardson Community Center

Present: Chairman Robert Desmarais,
Members Terry McAuliffe, Ronald Vitarelli
Absent: Member Raymond Pietrorazio

1. CALL TO ORDER- Meeting called to order by Chairman Robert Desmarais at 7:02 p.m.
2. MINUTES: The minutes of the November 9th meeting were approved with corrections.
The minutes of the October 5th meeting were unavailable.
3. Dennis Small distributed a financial package that reported the bank balances, checks written and received, and the outcome of the Kickoff Party.
4. Jill Regan-Baltrush and Kelly Ecsedy reported on the Winter Festival. They asked the committee members to help setup the festival equipment on Saturday January 27th, 2007 and this help was agreed.
 - They are waiting to see if the Lions Club can operate the grill.
 - They appealed to the committee to coordinate “helpers” so that they don’t speak to someone who has already been contacted.
 - They asked about donor acknowledgement and were told that donors would be acknowledged in the Voices January 2007 insert.
 - Police coverage has been set.
 - The original horse and carriage vendor will be used.
 - The horses will go twice around the green.
 - They asked about 4’x8’ signs for advertising and were told to see the Fire Department for guidance since the Fire Department does this frequently.
 - Ron Vitarelli will provide a cash box.
 - For electrical boxes they were instructed to work with Ray Pietrorazio.
5. Bob Desmarais reported that the Ecumenical Service would be held at 7:30PM on Thursday February 1st, 2007. There would be no cost.
6. Commemorative items were discussed as not being available and not being promoted. Ron Vitarelli and Bob Desmarais agreed to get the missing items (T-Shirts and Sweat shirts) over to Park & Rec and to provide signs to attract customers. Terry McAuliffe reported that photo publicity releases were sent to all the newspapers and that some have appeared already with more to come.
7. Terry McAuliffe distributed the updated Video budget which included payments to date and final costs for some items. The approximate fund raising target is about \$25,000 and this number is now expected to be fairly accurate.

8. Arlene McAuliffe distributed the updated Drama Performance budget for “Chauncey Judd: The Stolen Boy”. This performance has a production cost of \$6,000 and a public safety cost of about \$1,500 for a total of about \$7,500. There is expected to be \$4,000 revenue from ticket sales requiring a net Fund Raising requirement of \$3,500. Arlene distributed a detailed “backgrounder” for the performance which will be used for publicity and fund raising.

9. A letter from the Internal Revenue Service was received that acknowledged that the application for Non-Profit 501 (3) (c) status was being processed. The check for \$750 has been cashed.

10. Bob Desmarais presented the following meeting schedule for 2007 which Terry McAuliffe will send to the Town Clerk and Selectmen’s offices.

Thursday January 12, 2007	Thursday July 12, 2007 **
Thursday ,February 8 2007 *	Thursday August 2, 2007
Thursday Mar 1, 2007	Thursday September 6, 2007
Thursday April 5, 2007	Thursday October 4, 2007
Thursday May 3, 2007	Thursday November 1, 2007
Thursday June 7, 2007	Thursday December 6, 2007

* due to conflict with scheduled event.

** due to Independence Day Holiday.

The schedule was UNANIMOUSLY APPROVED by the committee co-chairs in attendance.

11. Ron Vitarelli proposed arranging for committee chairs to appear on Selma Frohn’s Public Access Cable TV Show. He will continue to make arrangements and notify the committee.

12. Jill Regan-Baltrush mentioned Radio advertising and agreed to work with friends in the business who can help arrange this for the Winter Festival.

13. Bob Desmarais went over the list of events which he said has remained unchanged. He is working with Jaimie Cura of Voices to develop a final list of events with dates, times, cost of attending, and food availability.

14. Robin Fenn urged the committee to push harder on the commemorative items because he found that they were not publicized well and were not readily available. The ornaments and wine glasses could be great holiday gifts – but must be available.

15. Bob Rafford reviewed the Historical Society photo contest which is now underway. He is placing additional signs to generate additional interest.

The meeting adjourned at 8:12PM.

Respectfully submitted,

Terry McAuliffe
December 17, 2006