**March 6, 2019**

Present: Doug Phelps, Kevin Goodwin, Jen Bent, Jane Slayton, Donna Smith, Judy Perreault, Roxanne Shedd, Wood Sutton

Minutes from February 7, 2019 approved with the following amendments:

Under Power on Carr Field-Kurt Meier not Kirk, Ward Lane not Main Street

Under Activities on Carr Field-Katie and Roxanne will set up not build booths

Under Parade-there will be 3 golf carts

Under To Do-Jane is in charge of opening ceremonies not open

**Parade**

-Children at AEMS voted on New England Sports as the **theme** to the parade; the 4th of July Committee

broadened the theme to "**SPORTS**"-Wood motioned and Jen seconded. The majority was in favor.

-Committee is aiming to reach out and invite groups/organizations to make floats.

-Wood suggested increasing the cash prizes for the winners of the float contest if the committee thought it would increase participation. Donna was going to find out the exact amounts offered in 2018.

-Doug is considering making flyers advertising the parade and theme and prizes-trying to generate community involvement.

-Kearsarge Band will be driven by Jim Hanson using a Proctor bus.

-Donna will be sending out parade information to participants including this year's 'Sports" theme.

-Steve Smith and Bob Ward will be narrating the parade from the grandstand.

**Opening Ceremonies**

-Jane is still looking for a singer or two for the Opening Ceremony. Nancy Tripp will be out of town but, Margo Coolidge may do it alone. Jane is inquiring.

-Doug will contact Bob Ward about the flag.

**Parking**

-Doug is contacting Jeff Miller about parking help.

**Fundraising**

-The Free Concert is scheduled for Thursday, June 6th. The Annex building can be used for power. Jane and Jen will organize younger students to collect donations during the performances.

-Auxilliary will sell concessions.

-Roxanne is asking Meghan Barton if Auxilliary sells popcorn.

-Raffle tickets will be sold at the Town meeting on March 12, 2019.

Judy will set-up and sell from 11am-1pm

Wood from 1pm-3pm

Jen from 3pm-5pm

Alita from 5pm-7pm

-Betty has collected dozens of raffle prizes.

-Judy is donating an antique doll to the raffle.

-Byron's Septic is donating port-a-potties again.

-Lynn is creating another banner to hang and march with in the parade to thank our "GOLD CIRCLE" sponsors.

**On the Green**

-Alita will be in charge of the two children's games on the green-Duck Game and Ball Toss.

-Roxanne Braley is not doing the dunking booth this year. We are looking for someone who wants to take this over.

--Shawna is organizing tent demonstrations (yoga, exercise, karate, dance)

-Shawna is creating a vendor letter for the demonstration tent.

-Water and Cooling stations are scheduled to be set up.

-"Where are you from?" map will be set up by Doug and he will get help from someone else.

-There will be a continuously running slideshow in the Stone Chapel created by Doug depicting Andover's 4th of July past.

-Trolley Train has been confirmed by Donna.

-Doug has a tent from Bellette's to put in front of the Stone Chapel.

-Lloyd Perreault donated a 10 by 10 tent-doug will look for it.

**Activities on Carr Field**

-Kurt Meier may be able to get power to Carr Field or (if needed) Doug will get generators.

-Activites will include ball toss into milk cans and the Spinning Wheel.

-Alita will purchase glow sticks to sell.

-Jane will ask Holly Gagne about the hot air balloon.

-The committee is seeking local talent to play at Carr Field-"open mic" style.

-Doug will create a task list for people to sign up on

-Kevin is planning to set up along the fence.

**Financial Status**

-Wood shared the financial records from the past two years. We are in good standing.

-The money collected at the concert last year ($500) was unable to be found in the financial records.

**Programs and Beacon and Facebook**

-Judy is going to teach Jen how to organize the program ads and hand out lists for committee members to solicit local businesses-they will be ready for next meeting.

-Jen will contact Steve from the Beacon and work with him on the program layout.

-Jen will contact Colin Coolidge about the cover of the program.

-Dedication of program will be to Tobey Locke and Jim Henderson.

-Beacon article with parade theme will be submitted by Donna or Doug?

-Wood suggested that we personally thank local businesses for their support by mentioning the ad from the program. It was suggested that a small blurb in the Beacon reminding people to do so would be benefical.

-Doug will check with Shawna about updating Facebook posts

**Pancake Breakfast & Maybe Oxen Demo**

-Lion's breakfsat at AEMS needs help- Jim Danforth is in charge. We hope is is available to attend our next meeting.

-Jen is going to try to rally her son and his friends to help.

-Jen is going to ask Laura Powers if she wants to help as well.

-Mariah Haley has offered to feature her oxen in a demonstration behind AEMS.

-Donna is going to check into what the demonstrations will be and what kind of space they will need.

-Jen will check with Melissa Thompson about 4th of July Womens Softball behind AEMS

**TO DO LISTS:**

**Doug**-make flyers for parade including theme, cash prizes

-contact Bob Ward about flag

-contact Jeff Miller about parking help

-get someone to help set up big map on the green

-look for 10 by 10 tent from Perreaults

-create a task list for Carr Field sign-ups

-Remind Shawna about facebook posts

-invite Jim Danforth to next meeting

-Beacon article for April include parade them and thank a program sponsor?

**Roxanne**-ask meghan about Auxilliary selling popcorn

**Lynn**-continue to solicit "Gold Circle" sponsors

**Wood**-sell raffle tickets at Town Meeting from 1-3

**Judy**-set up and sell raffle tickets at Town Meeting from 11-1

-meet with Jen about programs

**Donna**-send out parade info to participants

-contact Haleys about oxen demo

-Beacon article for April include parade them and thank a program sponsor?

**Jane**-check with Margo about solo National Anthem

-get student help for June concert

-ask Holly about hot air balloon

**Shawna**-organize vendors for under the tent demos

-create and send vendor letter with Doug

-Facebook updates

**Jen**-get student help for June concert

-sell raffle tickets at Town Meeting from 3-5

-meet with Judy about programs

-contact Colin about program cover

-contact Steve about program layout

-Ask matt and Laura Powers about pancake Breakfast help

-check with Melissa Thompson about softball tournament