

Public Ceremonies and Celebrations Committee
Minutes
March 14, 2016

Pursuant to a notice duly filed with the Town Clerk of Concord, a meeting of the Public Ceremonies and Celebrations Committee was held at the Harvey Wheeler Building, 1276 Main Street, on March 14, 2016

ATTENDANCE: Kathleen Stone (Chair), John Arena III, Robert Norton, Trish Ng, Tom Valle
Guests: Erin Logan, Bob and Janet Lawson

Call to Order: The meeting was called to order at 6:34 PM. – A quorum being present.

1. Minutes from 3/7/16 amended and approved by unanimous vote.
2. Old Business/Open Items
 - a. Membership
 - i. Erin Logan will be appointed to the committee on March 14th
 - b. Bills
 - i. Invoice for two committee jackets (\$158.00) approved by unanimous vote.
 - c. Misc. Open Items
 - i. Trish suggested that we evaluate and possibly edit the committee's charter to have better control of future parade participants, in an effort to preserve the traditions of the ceremonies. This is something the committee would undertake after the bulk of ceremonies are completed.
 - ii. John and Kathy will keep records of all invoices for 2015-2016.
 - iii. Rob will look into a practical and more portable podium, perhaps a music stand.
3. Looking Ahead to 2015-2016
 - a. Honored Citizen Ceremony
 - i. The committee discussed final preparations and reviewed the updated checklist.
 - ii. Committee will meet on Sunday at the Town House at 12noon to set up prior to the ceremony and also on Saturday 3/19 at 9 am at the Town House for a walk-through.
 - iii. Tom and Rob are searching for a photographer for the event.
 - b. Meriam's Corner
 - i. Checklist for 2016 was presented and tasks were delegated amongst the committee
 - ii. Kathy will find out about the British and Colonial Primary Accounts.
 - iii. John will work on updating the honored citizen banner.
 - iv. John will check with Tish Hopkins regarding flags at the event.
 - c. Patriot's Day
 - i. Checklist for 2016 was presented, and the committee began to discuss the itemized tasks.
4. Public Comment
 - a. American Promise
 - i. Bob and Janet Lawson attended the meeting to discuss American Promise marching in the Patriot's Day Parade.
 - ii. They felt confident that the group would abide by the committee's parade regulations and conduct.
 - iii. Motion by Tom, seconded by John, to permit American Promise to march in the Patriot's Day Parade in 2016 contingent that their participation is subject to a yearly review and that they follow proposed parade guidelines. – approved by unanimous vote.
5. Next meeting will be Monday, March 21st at 6:30 pm at the Harvey Wheeler Community Center.
6. Meeting adjourned at 8:20 PM.

Minutes Respectfully Submitted,
John Arena, III - Member