

Public Ceremonies and Celebrations Committee
Minutes
March 28, 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 28, 2016

ATTENDANCE: Kathleen Stone (Chair), John Arena III, Robert Norton, Trish Ng, Tom Valle, Erin Logan
Guest: Roy Lynn

Call to Order: The meeting was called to order at 6:32 PM. – A quorum being present.

1. Minutes from 3/21/16 amended and approved by unanimous vote.
2. Old Business
 - a. Bills
 - i. No invoices presented.
3. Looking Ahead to Spring 2016
 - a. Meriam's Corner
 - i. The checklist was reviewed.
 - ii. The committee walkthrough was successfully held on March 26th
 - iii. Final script will be distributed by the end of the week.
 - b. Patriots Day
 - i. Committee updated the checklist and touched base on individual assignments.
 - ii. Trish will reserve Hunt Gym for the collation.
 - iii. Kathy will call Mike Benn to clarify "Communications" item on the checklist.
 - iv. John is gathering Division Commanders/Volunteers.
 - v. John will contact a Minister for the Bridge Ceremony
 - vi. Erin will contact the Chamber of Commerce regarding Main Street closing for the parade.
 - vii. The committee discussed the length of the bridge ceremony and the amount of time the parade participants have to wait on the opposite side of the bridge – a matter that will be further reviewed.
 - viii. Committee walkthrough will be Sunday, April 10th at 11:30 am at Hunt Gym.
 - c. Dawn Salute
 - i. The checklist was presented and tasks were assigned to committee members.
 - ii. John will contact Rev. Tony Buquor (clergy)
 - iii. Rob will update the script and Emcee.
4. New Business
 - a. Parade Marshall
 - i. Col. Roy Lynn introduced himself to the committee.
 - ii. The committee discussed parade specifics and marshal responsibilities.
 - iii. Rob will take Col. Lynn for a walkthrough prior to Meriam's Corner and Patriots Day
 - b. Equipment
 - i. The new podium (portable music stand) is being delivered this week.
 - ii. Tom tested the speakers, radios, and microphones.
 - iii. Trish will order armbands for division commanders and parade support staff (for marchers) on Patriots Day.
5. Public Comment: None
6. Next meeting will be held on 4/4/16 at 6 pm in the Harvey Wheeler Community Center.
7. Meeting adjourned at 8:15 pm

Minutes Respectfully Submitted,
John Arena, III - Member