

250th Semi-Quincentennial Celebration Committee

Meeting Minutes for meeting held on Thursday, January 6, 2022, Hubbard Memorial Library

1. Establish of Quorum/ Roll Call

Committee members in attendance: Linda (Chapman) Collette, Paul Chrzan, Robert Burek, Elaine Hodgman, Kathleen (Hurley) Ouimette, Derek DeBarge

Additional invitees: Grace Barone (ERC5), and Carla Alves (Country Bank), Lori Ferreira Hanson

Call to order, pledge of allegiance.

The meeting was called to order at 5:32 pm by Committee Chair Linda Collette

2. Approval of minutes from meeting of December 9 , 2021. Kathy Ouimette made motion to accept, Elaine Hodgman seconded, all in favor, motion passed.

3. Old Business

- a. Logo design, Joe Banas added in the Library building into the original design. All members approved.
- b. Revised Mission statement was read by Elaine Hodgman, the group offered some feedback and suggestions, revisions were made. Motion to accept the Mission Statement was made by Robert Burek, seconded by Bruce Durand, all in favor, motion was passed.
- c. We are still looking to recruit new members to the committee, specifically an accountant and an attorney, as well as a couple more willing to become board members.
- d. Date and location of our first open Town Hall Meeting has been set for Monday, February 28, 2022, at 6:00 p.m. at the Ludlow High School Auditorium. Guest speakers and presentations are in process.
- e. Kathy Ouimette and Walter Craven will continue to work together on a web design and social media pages and will share with committee members at next meeting(s).
- f. Kathy Ouimette is working with Kim Collins at town hall to set up a meeting to discuss how to access our account, how we are to go about paying for items, etc. At this meeting will be Treasurer Elaine Hodgman, Chairman Linda Collette, and Vice-Chairman Kathy Ouimette.

4. New Business

- a. Paul Chrzan suggested creating donation cards so that people, businesses, etc. could make monetary donations to the 250th Committee to support events. These donation cards would be presented at Town Hall meetings, as well as other town events. A "donate now" button was also suggested to be on our website.
- b. A suggestion was made to ask Matt Tibbetts to assist in obtaining a 501 (c) (3).
- c. Carla Alves and Grace Barone spoke about choosing/seeking a local bank to set up an account for anyone wishing to make contributions to our committee. By setting up an account with a bank, they would track all deposits, cash all checks, etc. making it less work for our treasurer as well as the bank assisting with the 250th.
- d. Derek DeBarge mentioned speaking to and meeting with Kim Collins at town hall to set up a Gifts and Grants account with our town treasurer. We'll need to discuss if we need a 990 filing with the state and anything else we may need or would be helpful. Kathy, Linda, Elaine and Derek will meet with Kim Collins as soon as we can to discuss.
- e. Town Robo calls – We will ask the Board of Selectman if we may utilize the towns robo call to advertise the open Town Hall Meeting on 2-28-22. Linda Collette and Kathy Ouimette have

begun to create what will be said on this call. It will be about 2-3 minutes long and will be finalized and presented at our next meeting.

- f. Advertising for the Town Hall Meeting - The ERC5 will assist in promoting our Town Hall Meeting! They will post on their social media pages. We will need to reach out to our local newspapers, The Register, The Reminder, Ludlow social media pages, etc. Anyone who has contacts with radio and any other means of advertising should let fellow committee members know asap. We also need to let area businesses know about this meeting and encourage the to attend. We will need all hands on deck to get the word out.
 - g. Linda will continue to prepare a schedule for the Town Hall Meeting, and create a hand out for the event, citing guest speakers, breakout session, etc.
 - h. Kathy Ouimette has spoken with Dr. William (Bill) Koscher and he has agreed to assist our committee with speaking about our town's history, and possibly preparing and presenting a PowerPoint presentation at our Town Hall Meeting!
 - i. Birthday cake – Kathy Ouimette has contacted the last town who used Westfield's large birthday cake that was used on their town common for the grand birthday party event. Westfield had built the gigantic cake and then graciously given it to other towns to use for their events. There is another town that has "dibs" on it, however we don't know as of yet when they plan to use it, but we do know it is in 2024. Hopefully it will not be needed in June of 2024! Kathy will follow up on the date it will be used for the town that currently has it. As a back up plan, we can use the cake that our Boy's and Girl's Club had made for their 70th birthday a few years ago. If we use this cake, will definitely need to add a layer or two to it to make it much larger! Where we will put this cake for all to view is still up for discussion.
5. Motion to adjourn meeting was made 7:55pm, by Kathy Ouimette and was 2nd by Robert Burek.
- Next Committee meeting is scheduled on January 20, 2022, at Hubbard Memorial Library at 5:30p.m.

250th Committee minutes respectfully submitted by Linda Collette