

Fourth of July Committee Meeting Minutes 11-22-2022

Attendees: Kim Ayers*, Deb Polatchek*, Cerise Boston*

* Board/Steering Committee Members

Call To Order

Kim called the meeting called to order at 6:32pm.

Approval Of Minutes

Cerise moved to approved Nov. 17, 2022 meeting minutes. Kim Seconded. The motion was unanimously approved.

Recruitment of New Members

A volunteer for treasurer has been found.

Ideas on how to recruit volunteers for both the board and the general committee were discussed.

It was decided that the group would

- Reach out to all past volunteers
- Post on Amherst Town Page that we are looking for volunteers
- Reach out other town organizations. Junior Woman's Club & Newcomers Club were mentioned as particularly promising sources of volunteers
- Ask neighbors, ask friends
- High school and middle school club advisors especially for help the days of the event

Any committee volunteer is welcome to apply for an open position on the Board/Steering committee. The Fourth of July Committee Board and BOS strongly consider past volunteer experience to determine which interested party/parties to appoint to the Board/Steering Committee. In order of importance these include:

- 4th of July Event experience
- Town committee or board volunteer experience
- Other volunteer work

The Amherst Board of Selectmen (BOS) makes the final decision as to who gets appointed.

On December 8th the committee will hold a recruiting meeting at the Amherst Town Library offering interested folks the opportunity to learn more about the various volunteer opportunities. A flyer inviting folks to learn more about the 4th of July Committee will be created to post around town and on social media.

New Business

1. Transition of responsibilities

The team will set up a meeting with Peter Giannakopoulos formalize the transition of documents including but not limited to: contact information for performance groups, local organizations, finances, gmail accounts, google drive, storage shed, past donors, etc.

Tasks will be split between the existing 3 Board members.

2. Temporary division of responsibilities

Until new members join the board the current members agreed to the following split of responsibilities:

Chair: Kim Ayers. Responsibilities include preparing and posting the agenda, running the meetings, heading up the 3rd of July activities

Vice Chair: Deb Polatchek. Responsibilities include correspondence and administrative tasks, heading up the activities on the green.

Recording secretary: Cerise Boston. Responsibilities include taking meeting minutes, heading up the parade activities

Treasurer: Tom Darnall

All members agreed to support each other across the multitude of activities required in running the event. Duties may be allocated differently as additional members join.

3. Meeting with Town Administrator

The Steering Committee/Board will schedule a meeting with Town Administrator Dean Shankle to go over rules governing town boards, procedure to requesting an increase in town funding and other questions. Best times for the team are Friday afternoons in January.

4. Budget overrun

The 2022 activities were approximately \$2,000 over budget despite an increase in donations from multiple businesses in town. Incurred costs associated with the event increased substantially. One of the biggest changes was a \$2,000 increase in the cost of fireworks. The Steering Committee will determine which paid acts in the parade should be cut. A stronger push to get local organizations and businesses to enter floats could potentially offset any gaps in the parade line up.

5. Standard Monthly Meeting Date and Location

The committee will seek to book each monthly meeting for the 3rd or 4th Thursday evening at the Town Hall or Library, depending on availability. Meetings currently scheduled Buck Meadow will be cancelled.

6. Fundraising

The group discussed the possibility of holding multiple fundraising events throughout the year. But due to the lack of volunteers to staff any events the idea was tabled for now.

The group will reach out to all past sponsors in January and start approaching potential new sponsors shortly thereafter.

7. Reading of the Declaration of Independence

Cerise will take care of finding kids to read the Declaration of Independence again for 2023.

Adjournment

Kim motioned to adjourn the meeting at 8:02pm. Cerise seconded. The motion passed.