



Meeting minutes for Portsmouth 375th Anniversary Steering Committee
Thursday, April 18, 2013
5 pm – Portsmouth Public Library

Attendees: Doug Smith- Chair, Debra Correia - Secretary, Roberta Stevens – Events Chair, Joan Eline – Events Committee, Gary Gump – Co-Chair, Carolyn Magnus – Finance Committee, Emil Cipolla – Events Committee, Bob Hamilton- Events Committee, George Wardwell – Parade Chair, Rich Talipsky – Publicity/Marketing Chair, Jane Roggero – Fundraising, Lori Clarke, Gloria Schmidt, Amber Wagner, Michael Pike,

Updates from committees:

- April 9th – Lecture – Portsmouth 100 Years Ago
 - Was standing Room only.
- April 20th – Planting of the Corn
 - Noon - 222 Middle Rd
- April 21th – Kite Festival Earth Day – Glen Park
 - 12:30pm - Navy Brass Quintet to Entertain
 - 2:00pm – Form the “We Love Portsmouth Heart”
 - will take place on the baseball diamond
 - shape will be marked by cones, chalk and/or spray paint
 - Girl Scouts have 30 extra kites
 - Table will be set-up so they can give kites away
 - Needs:
 - Public Works:
 - Will provide 2 or 3 barrels
 - Pick-up trash if bags are: small & tied off
 - Recycle Bins
 - Lori to provide
 - Jim will bring recyclables to transfer station
 - Jan to provide garbage bags & paper towels
 - Banners
 - Across table
 - East Main/Glen Rd- ? can sign go up Sat
 - Folding Chairs (5) for Band
 - Committee pins w/ribbon
 - Monitor for bouncy house
 - Other: garbage bags & paper towels – Jan, TP, bullhorn – Doug, chalk & spray paint – Roberta, bungee cords, folding table – Lori, PA system – Carolyn, Banner - Gary
 - Soil testing, jewelry vendors, free seeds
 - Maplewood Farms bringing herbs – sharing 10% earnings- will have 3-6’ tables
 - Garden Club – will have 2 tables: 1-6’ & 1-8’
 - Story telling/Music
 - Grill Master, Dell’s Lemonade
 - Bouncy House – committee having difficulty reaching – need to confirm attendance
 - Bathrooms & trash will need hourly checks
- May 21 – Lecture – “Transportation in Portsmouth”
 - 6:30pm – Portsmouth Library

- Aug 31 – Parade
 - “Save the Date” flyer has been generated
 - Parade Request Form – ready to go out once address list is complete
 - Parade Request Form, Invitation to Participate Letter and Waiver of Liability- will be mailed out together
 - Participate Letter needs application deadline date – committee to decide at next mtg 4/20
 - Upon receipt of participation applications - Letter of Confirmation & Parade Safety Rules will go out and the parade line-up to be decided.
 - Will need volunteers to:
 - Assist w/line-up
 - Parking
 - Pick-up garbage
 - More tasks TBA
 - Parade Permit Requests form have been submitted to Police Dept on April 16th
 - Grand Marshall - Louis Escobar has accepted
 - Next meeting: April 20th – VFW hall 10am
- Sept 1st – Family Picnic
 - Time Schedule (approximate)
 - 10:00-11:30am – set-up
 - 11:30am – Park Opens
 - 12:00pm – 1:30pm – Navy Band - Official Open w/National Anthem,
• other patriot songs –followed by their choice of music/song.
 - 12:00pm – 2:00pm – Chicken Meals are served (health reasons they can not be out
• any longer) Looking into secondary
• food vendor
 - 1:30pm – 3:30pm Blue Grass Band
 - 3:30pm – 4:30pm – Square Dance – ½ hr demo, ½ hr guest participate
 - 4:30pm – 6:00 pm - Blue Grass Band
 - 6:00pm – start shutting down and clean-up
 - Fire Dept
 - Fire Chief agrees to have fire trucks there – for approx. 4 hrs
 - We will have scheduled “training” for kids – Stop, Drop & Roll
 - Review Smoke Detectors
 - Home Fire Safety Plan
 - Schedule times for “show & tell” of fire truck and Q&A for adult & children
 - Fire Dept will give Water Hose Demo and allow people to use the fire hose
 - Fire Dept will bring hats and stuff for the kids
 - Police Dept
 - ? police dog demo
 - Stranger Danger Awareness
 - Activities & Events
 - Dunk Tank
 - Bouncy house
 - Face Painting
 - Mini tracker pull – need participant form, waiver of liability, etc
 - Pony rides
 - Tug of war
 - Games
 - Raffles
 - Cotton Candy sales
 - Popcorn sales
 - Licenses
 - Peddler: Needed to sell 375th merchandise
 - Food Vender: Cotton candy, popcorn, chicken meal

- Tasks for volunteers
 - Trash
 - Parking
 - Bathroom duty
 - Games monitors
 - Other
 - A list of needs is being prepared (TP, utensils, etc)
 - Next meeting: April 22nd – Portsmouth Library
 - Contacts
 - TYC – Greg Jones – meeting to take place week of April 22nd
 - Herrewshoff (Richard Feeny) to discuss June/July regatta
 - Kathy Abbass – Ft Butts – meeting on Friday
 - Town Council Updates
 - April 22nd
 - May 13
 - List of delegates
 - Town Proclamation for Portsmouth, England
 - Travel dates: May 17-22
 - All fees are the responsibility of the traveler
 - VIP Visitor Update
 - ? What is the SC paying for – sub-committee to discuss
 - Transportation
 - will need drivers and hosts for all events
 - should we provide town council w/ first option to drive/host followed by
 - opening up to public
 - suggest separating day by event/time-frames - allowing several people to host
 - SC will be able to focus on weekend events tasks
 - Marketing & Advertising
 - Jim Johnson will be at Kite Festival
 - Wants to know if they can publish the 375th heart picture
 - ? do we need release agreeing to a one-time print release
 - “Portsmouth This Week” is now in print
 - Web Help
 - RWI Intern working on website improvements
 - E-mail Outreach
 - Monthly e-mail
 - Publication of Events continues
 - Financial
 - Up-dates:
 - Account Balance: \$25,021.28
 - Merchandise Sales: \$943.50
 - Donation: \$141.86
 - Bills/Expenditures: \$4,960.77
 - All invoices/purchase should be pushed through Dennis – who will call in cc for all purchases
 - Sponsors: 41
 - Thank you letters: need to make sure they are going out
 - Fundraising
 - Alex & Ani – Family Picnic committee gathering costs to submit proposal for sponsorship
 - Christmas ornament: 3”round – 375 logo – colors will be red/white/blue
 - Plain Green box
 - Our cost: \$9.00/each
 - Retail: TBD
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- Sponsorship/Donation Calls
 - third follow-up calls to go out starting next week
 - list comes from tax roll & Chamber of Commerce list
 - ? was asked if we should be contacting people for a third time
- Christmas ornament: 3"round - 375 logo - colors will be red/white/blue
- Merchandise
 - Working on ordering hats, t-shirts, Frisbees

Next Meeting: May 2, 2013