

375th SC Meeting Agenda

- Chair Report
 - Nomination/Vote for Secretary
 - SC Guidelines discussion and vote
- Vice Chair Reports
- Open Discussion
- Next meeting: 18 October



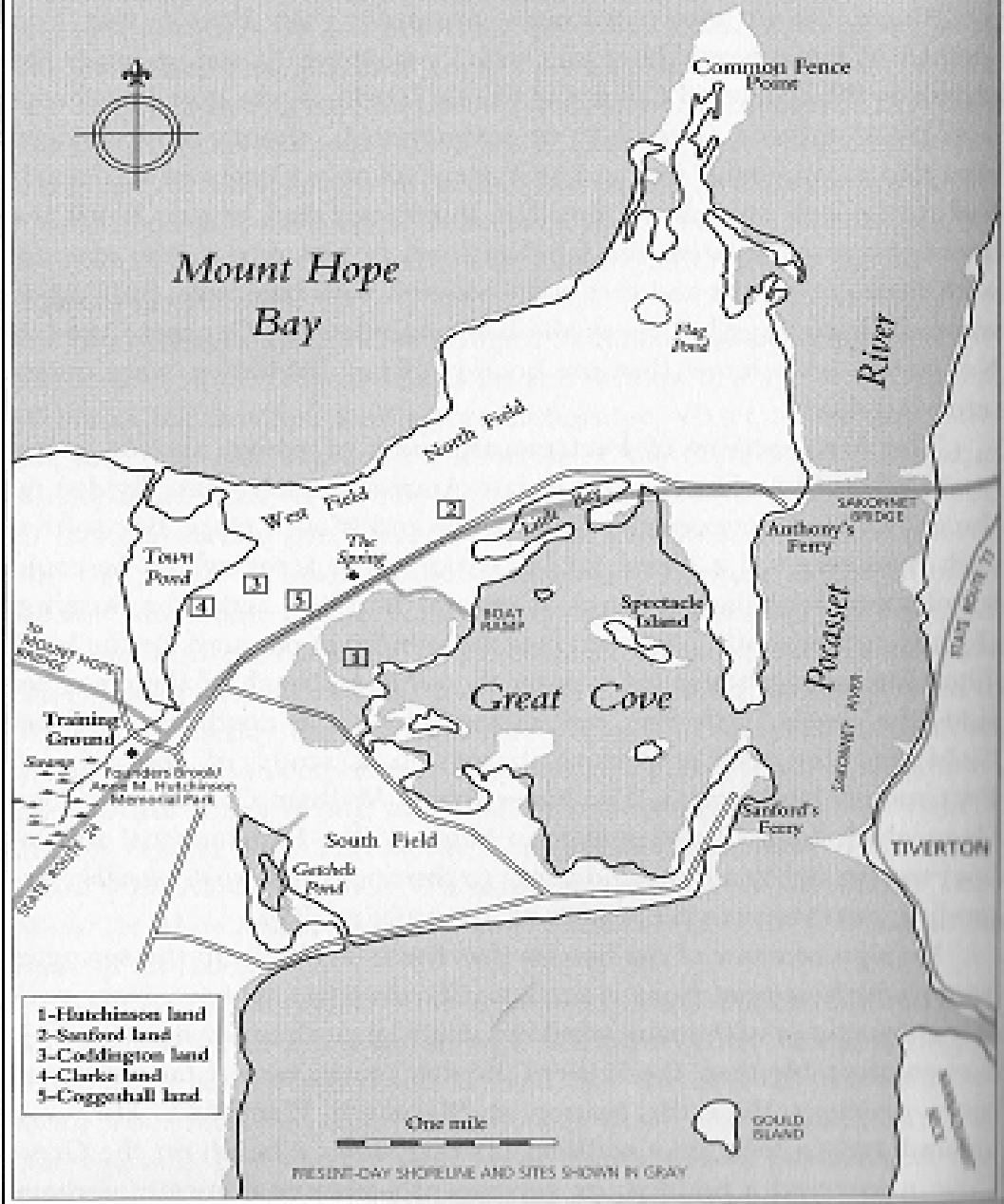
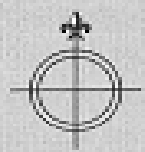
Chair Actions

- SC Secretary
 - Debra Correia
 - Will also work with Events
 - Other nominations/discussion?
 - Vote
- SC Guidelines
 - Provides some guidance on functions and administrative procedures
 - Discussion
 - Vote

Chair Report

- Contacts
 - Newport Arty Company re reenactments
 - Tiverton Historical Society
 - Congressman Cicilline
- Discussions with Schools re 28 September 2013 Parade
- 375th Discussions on Portsmouth this Week
 - Who would like to be interviewed?
 - Other publicity possibilities?

Portsmouth, Rhode Island, 1639



- 1-Hutchinson land
- 2-Sanford land
- 3-Coddington land
- 4-Clarke land
- 5-Coggeshall land

One mile

PRESENT-DAY SHORELINE AND SITES SHOWN IN GRAY

Portsmouth 375th Steering Committee Finance Vice Chair - Report

4 October 2012

Molly Donohue Magee – Vice Chair - Finance
Carolyn Magnus – Deputy Vice Chair - Finance

Portsmouth 375th Financial Status

- Checking Account set up at Bank of Newport
 - Subsidiary account to Portsmouth Library Account
 - Signature authority: Molly Magee and Carolyn Magnus
 - Awaiting receipt of checks
 - Debit card in process
 - Checking Account Balance: \$3625
 - Outstanding Liabilities
 - \$70 for Post Office Box
 - ~\$600 Bumper stickers with logo (1000)
 - ~\$500 Sponsorship Donation forms, letters and mailing
 - ~150 Banner
 - **Effective Balance: ~\$2305**

Revenue to Date

Supporters Contributions

Contributions

Colonists (\$1000)

Jim and Dottie Garman

Founders (\$375)

Gary and Janice Gump

Bob Hamilton

Ray and Linda Keller

Molly and Donald Magee

Doug and Nancy Smith

Rich Talipsky

Newport County Chamber of Commerce

In Kind Contribution

Thomas Roskelly – Portsmouth 375th Brand and Logo Creation

www.roskelly.com

Other

Preliminary Assessment of Liability Insurance for events

- Tenant Users Liability Insurance Protection (TULIP) is insurance uniquely designed to provide short term liability insurance coverage for tenants of facilities or venues for events which cannot be covered under their current insurance or for which they have no other coverage.
- Typical facilities or venues needing TULIP coverage include stadiums, arenas, convention centers, religious institutions, performing arts centers and schools.
- For notional comparison below are some estimated costs for the TULIP insurance using the Portsmouth town code:
 - Art Festival - 2 days long - 300 people per day; with liquor; with exhibitors selling and not selling and with food concessions: ~\$1500; without the liquor ~\$1250.
 - Concert with no liquor - 500 people - ~\$200
 - Parade with 1000 spectators - no liquor - ~\$400
- Key determinants for cost are: liquor, number of people, number of days, exhibitors.
- The cost of insurance is a reasonable cost which we should be able to cover without any problems in those instances that require it.

FUNDRAISING!

288 White T-shirts

15 advertisers – local businesses or individuals \$125.00 each

Text or logo to be printed on back of tee in one color

Cost of production covered by advertisers

Retail Cost \$15.00

Sponsorship Letters – approximately 500 printed

To be mailed/distributed

Volunteers Needed

mailing preparation / call backs

People needed to stuff envelopes and apply labels ?

The follow-up with call or visit to Portsmouth Businesses – Oct 8th – Oct 19th

Publicity and Advertising 10/4/12



- ***Local Media***

- Newport Daily News
 - Feature Article 10/1, Meeting Announcements
- Sakonnet Times - Several Posts
- PBN - Article 10/1
- Portsmouth Patch – disappointing
- Portsmouth Plunge – Bob H sent out PR for volunteers

- ***Electronic Media***

- Web Site, Facebook (112 Likes, weekly reach 125)
- Twitter
- eMail – compiling list

- ***Word of Hand/Eye/Mouth***

- Bumper Stickers (ordered?)

- Tee Shirts (plan in progress)

- Banners?

- Coins and Ornaments (getting quote)

Events with Firm Dates

- Jan to Dec T Portsmouth Arts Guild—Fri, Sat and Sunday, various art events
- Jan. 1 H “Polar Plunge”
- Mar to Nov H Historical Lectures by Jim Garman
- May 26 T Exhibit at Ports. Historical Society
- Jul 4 T Fireworks at Escobar Farm
- Jul 15 T Genealogy and Researching Portsmouth’s Early Residents
- Jul 17 H Portsmouth Resources—What We Have and How to Find It
- Jul 20 H Portsmouth Family Reunion
- Oct 20 T Harvest Social at Ports. Historical Society
- H = 375 host event
- T = Tag to event with appropriate signage i.e. “In Celebration of Portsmouth’s 375th Anniversary

Jim Garman
Historical Society
Glen Manor
SC
PAG

JANUARY						
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375th and Related Events

Additional Events Working

Emil Cippola

-
- **# 34 - Polo Club - *'ETC has meet with Dan Keating, Polo Club Pres. Dan receptive to 2 matches in Aug (Anne H) & Sept (UK)***
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- **# 36 - Update Ports. History Book ' *ETC has contacted Arcadia Publishing for an update to 1995 Devin book. A new author still needed***
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- **# 37 - Tour Glen Manor House & Vineyards - *ETC has contacted La Bella Musica string quartet for possible concert / art show at GMH***
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- **# 47 - First Portsmouth Decade - *'ETC contacted Cindy Killavey, Ports Comm Theater. She is formulating an idea / script'***

Event Needs

- **We need to get the word out that we have many *potential* events**
- **But we need people to come forward and take ownership and run with them.**
- **The original list, with additions since, were suggested ideas, not all will actually happen.**
- **HOW DO WE GET THE WORD OUT?**

Other VC/Liaisons

- Parade
- Technology
- Schools
- Town
- Business

Open Discussion

- Dates, dates, dates...
- Other?



PORTSMOUTH
Proud Heritage
Bright Future

www.PORTSMOUTHRI375.COM

Volunteers Needed!

- Volunteers needed to:
 - Conduct/support events
 - Assist the Steering Cte functions (Eg. Parade, etc.)
 - Help your local Groups participate in the 375th
- Please sign in on the volunteer lists to:
 - Get 375th Cte emails
 - Work with a 375th Vice Chairs
 - Join the 375th team
- Next SC meeting – Thursday, 18 October 5 PM