



Meeting minutes for Portsmouth 375th Anniversary Steering Committee
Thursday, March 21, 2013
5 pm – Portsmouth Public Library

Updates from committees:

- March 7th – Compact Ceremony
 - Estimated 180 attendees
 - Video has been posted
- March 7th – Lecture – Founding of Portsmouth
 - Estimated 50+ attended
 - Due to exceeded demand second lecture was held on March 13th
- March 30th – Easter Egg Hunt
 - Friends of The Brown House
 - 1:00pm Sharp
 - Pony rides begin @12:15pm
 - Story Tellers
 - Admission – free but donation accepted
 - Publicity to go out
- April 7th – Art Guild “Town and Country” Art Show
 - Publicity to go out
- April 9th – Lecture - Portsmouth 100 Years Ago -by Jim Garman
 - 6:30pm - Town Hall
 - Anticipated 140+ attendees
- April 21st – Kite Festival At Glen Park
 - Bouncy House - \$100
 - Attempting to get Pete’s ice cream & Dell’s lemonade
 - Requested donations from local nursery/daycare centers
 - Insurance and fee waivers have been secured
 - Navy Band Brass Quintet to perform
 - SC Volunteers needed to help
 - Need to get publicity
- July 26 – PawSox – Portsmouth Night
 - POC – Rotary
 - Details being worked out
 - Will need publicity
 - ?HS band to participate
 - ?have someone throw the 1st pitch
 - ?local talent to sign anthem
 - Red Area box seats – additional option
 - \$500
 - 50 people
 - BBQ 5-7pm – additional option
 - \$27each ticket
- July 27-28 – Indian PowWow
 - Poc – Rotary
 - Details being worked out

- Aug 29 – Gala Reception
 - Glen Manor House
 - POC – Dennis Chandler
 - Sub-committee
 - Debra Correia
 - Roberta Stevens
 - Jennie Southwick
 - Sub-committee working on specifics
 - Catering
 - Music
 - ? Color Guards/or the such
 - Tickets & price
 - Facility Capacity – 200 guests
- Aug 30 – Greenvale 375th Wine Tasting
 - Details being worked on
- Aug 31 – Parade
 - Start location – PHS
 - Start time – AM – TBD
 - April 7 - “Walk the Route”
 - 3pm – meet at PHS parking lot
 - Shuttle will transport participant from parade end back to PHS
 - Preparing:
 - Participant Invitation Letter
 - Participant Request Form
 - Parade Rules & Confirmation of Request
 - Liability Waiver
 - Blocking Traffic/Closing Rds – still working out details
 - Paper work to be submitted to state
 - Reviewing stand – near Scampi’s restaurant
 - Parade volunteers needed
- Aug 31 – Cannon Exchange
 - Time: TBD
- Aug 31 - Polo Match
 - Glen Polo Center
 - Time: TBD
- Sept 1 – Ecumenical Service
 - Founders Brook
 - Rev Hanson ?
 - Specifics TBD
- Sept 1 – Portsmouth 375th Family Day
 - Location: Glen Park
 - POC – Debra Correia
 - Sub-committee:
 - Joan Eline
 - Roberta Stevens
 - Meal
 - Supplied by Cabral’s Gourmet Chicken – Bristol, RI
 - Our cost: ?\$8.00 / Our selling price: ? \$12.00
 - Includes:
 - ½ Chicken
 - Cole slaw
 - 1 Corn on the Cob
 - 1 Biscuit
 - Slice of watermelon
 - 1 drink (soda)

- Supplies Needed
 - Plates
 - Utensils
 - Eating
 - Serving
 - Napkins
 - Cups
 - Gloves
 - Aprons
 - Hand Sanitizer
 - Other – TBD
- Entertainment
 - Main Music – Blue Grass Band
 - Secondary Entertainment (during band's break)
 - Square Dancing
- Activities/Other
 - Tracker Pull
 - Games – TBD
 - Frisbee Toss
 - Dunk Tank
 - Bouncy House
 - Need something for all age groups
 - Raffles
 - Baskets full of local donated good
 - Gumball Guess
 - Bake Sale
 - Local volunteers sell their goods – proceeds to 375
 - Vendors
 - Craft Tables etc
 - Novelty
 - Vendor – Novelties
 - Pony Rides
- Services Needed
 - Electrical – available in several ground locations
 - ? extension cords
 - ? power surge protectors
- Water – available
- Trash
 - Need clean-up/maintenance volunteers
 - Trash bags
 - Haul away
- Bathroom facilities – available
 - Need clean-up/maintenance volunteers
- Volunteers Needed
- Publicity Needed
- Tickets
- Safety Services
 - Fire Dept
 - Fire & Medical
- Police
 - Crowd/Parking Control
- Additional information forthcoming

- Town Council Updates
 - March 25th – SC activities update will be submitted to the Council
 - Gardner Seveney will submit request for J. Garman as official town historian
 - April 22nd – SC activities update to be submitted
 - Recommended list of UK delegates to be submitted
 - May 13th – Town Proclamation for Portsmouth, England
- Portsmouth RI delegation to UK
 - Official party delegation to be determined by Town Council President
 - Each participant will be responsible for absorbing the cost of their individual travel.
 - Travel dates: May 17-22
 - For more information and/or to join the travel: contact Doug ASAP.
- Contacts & More
 - March 12th – Business Expo
 - Networking opportunity
 - Harbor Cruise/America’s Cup possible ticket donation for raffle
 - Navy Band
 - Due to budget cuts – band can only travel w/in 50 mile radius
- VIP Visitor Update
 - Reception Committee working details
 - Aug 28- Sept 2nd
 - Lord Mayor – Mrs Lynne Stagg
 - Lady Mayoress – Mrs Anne Taulbut
 - Sister Cities Proposal
 - Meeting w/Discover RI Director
 - Aug 29
 - Day: Island tour for Lord Mayor
 - Eve: 375th Reception – Glen Manor
 - Aug 30
 - Day – NCCC
 - Eve: Wine Tasting - Greenvale
 - Aug 31
 - Day: Parade
 - Eve: Cocktails - ?Carnegie
 - Sept 1
 - AM – ? Free-time
 - Day – Family Picnic
 - Eve – Farewell Dinner
- Marketing & Advertising
 - NCCC Business Expo
 - March 12 – after Action Discussion
 - Web Help
 - Roger Williams University Intern (? Nico)
 - April 2nd – May 1st
 - Rich & Nico will meet at the Library
 - E-mail Outreach
 - Katherine to send out Monthly e-mail
 - Facebook
 - Decrease in participants
 - March 3rd – 9th = 5, 660
 - March 9th – 15th = 2,224
 - Hats & T-shirts
 - Re-order is needed
 - Kaki – hats instead of the denim

- Additional Promo items suggested
 - Freebies
 - Kids colorful T-shirt (? Higher price/will they sell)
 - Golf shirts (?price/will they sell)
 - Re-print of the Portsmouth Compact
 - Printed on parchment paper
 - Numbered copies
 - ? would they sell for \$37.50
 - Historical Society will be re-printing old post cards
 - Financial
 - Merchandise Sales/Donation
 - \$145
 - Soup Event Revenue
 - \$910.50
 - Bills/Expenditures
 - ?
 - Current Balance
 - \$24,696.78
 - New Initiatives
 - The Portsmouth History Project
 - Portsmouth Public Library is main focal point
 - Publicity to begin April 1st
 - Portsmouth Historical Society
 - Assist in capturing old photos, documents, artifacts
 - Additional Thoughts & Information
 - Need more Sponsors!!
 - Navy Band – Ready and willing to participate – just need to assign an event
 - Second Polar Plunge – suggested for September
 - Pass the baton – suggested
 - From Portsmouth to Newport
 - Pass the baton – suggested
 - Need to order

SC Meeting Guests Attendees: Johna Spencer, Dan Keating – Polo Center, Eric Johnson – Rotary, Adam Thayer – Sayer, Regan, and Thayer, Ashely Kuzmanko – Boys Town

Next Meeting: April 4, 2013