



Meeting minutes for Portsmouth 375<sup>th</sup> Anniversary Steering Committee  
Thursday, May 2, 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- E vents Committee, Rich Talipsky – Publicity/Marketing Chair, Jane Roggero – Fundraising. Lori Clarke, Gloria Schmidt, Amber Wagner, Michael Pike, Carlton Johnson – VFW Post 5090, Emile Cipolla,

**Updates from committees:**

- April 21<sup>th</sup> – Kite Festival Earth Day – Glen Park
  - Great Success
- April 26<sup>th</sup> – Greenvale
  - 375<sup>th</sup> Wine sold out
  - Abbey Rhode entertained
- May 4<sup>th</sup> – Touch a Truck
  - 10am – 12pm, Glen Park
  - Sponsored by Portsmouth Library
- May 4<sup>th</sup> – Founders Brook Clean-up
  - 10am-12pm
  - Sponsored by Portsmouth Garden Club & Girls Scouts
- May 4<sup>th</sup> – Tour of Fort Butts
  - 12pm, Talk at Portsmouth Town Hall
  - 1:30pm, Tour
- May 4<sup>th</sup> – Tea for Ladies of All Ages, the Birthday Par-Tea
  - 2pm – 4pm, Glen Manor House
  - Sponsored by the Friends of Glen Manor House
- May 21 – Lecture – “Transportation in Portsmouth”
  - 6:30pm – Town Hall
- May 17-22 – Delegates Travel to UK
  - Travelers will be responsible for own costs
  - Travelers: Liz Pedro, Andrew Kelly, John Klimm, Rich Talipsky, Gary Gump, Bob Hamilton, Doug Smith
  - UK has arranged for informal dinner & attendance to a council meeting
  - Lord Mayors from several other countries are expected
- May 25<sup>th</sup> – Pancake Breakfast
  - Sponsored by Portsmouth VFW & Boy Scouts
  - \$7 - all you can eat
- Events
  - Founders Brook
    - Work continues on having a sign put up as well having area cleaned for a parking lot
  - Parade Float
    - Joan has submitted 4<sup>th</sup> application to Bristol parade committee
  - Clam Boil – July 23<sup>rd</sup>
    - Portsmouth Portuguese American Club
      - Will to share ½ profit
    - 1pm – clam cakes
    - 3pm – boil

- Suggestions for activities from 1pm – 3pm
      - 50/50
      - Face painting
      - Trivia Pursuit – give 375 hat as prize
      - Free – Music, Band, back ground music
    - Talent Show – Fall - Suggested
    - July 20<sup>th</sup> – “Portsmouth Family Reunion: Our Early Families”
      - Registration Required (150 limit)
      - Sponsored by Portsmouth Historical Society and Portsmouth Library
      - Boxed lunch and materials provided
      - Gloria has period clothing for those interested in dressing up
    - August 29<sup>th</sup> – Reception
      - Glen Manor House
      - 5pm-7pm
      - Heavy hors d’oeuvres
      - This is a fundraiser
      - Looking for harpist
      - Sub-committee mtg for Reception & Family Picnic – May 5<sup>th</sup> – 5:15, Ports Library
  - Finance
    - 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
    - Dennis & Debra will track thank you letters
  - Fundraising
    - Sponsorship/Donation Calls
      - Suggested: Tasting of Portsmouth Week October
        - Approx. 25 restaurants in Ports
        - Asking restaurants to offer gift cards/discounts
        - 50/50
        - 375<sup>th</sup> will assist by providing publicity
    - Merchandise
      - Hats- khaki – order processing
      - T-shirts – white adult –done
      - T-shirts – children’s – held-up
      - Christmas ornaments – in production – should be complete w/in 4 weeks
      - Compact Copies – keep printing w/yellowish back ground – will continue to work on
      - Frisbees – SC agrees to order 1,000
        - Our price: between .72 - .82/ea
        - We will sell for \$2.00
        - Still looking into a few companies
        - SC would like: item color Red, White, Blue w/color logo
        - Quotes to be gathered.
  - IT
    - Updated website
    - Intern integrated the Goggle calendar
    - Monthly emails continue to go out
    - Facebook – week of 4/18 reached 2,760 with 423 Likes
    - Video Media – Earth Day video to be uploaded soon
    - Print Media - ProJo – Summer Event Insert, Newport Daily News, Portsmouth Times
  - Other
    - Faith Community Liaison

- SC approved: Rev Pike
- Photos
  - What to do with them?
    - Sell?
    - Suggestions
      - Placemats
      - Note cards
- Sponsorship vs. Donation vs. Other
  - Question came up on what would cars and other tangible items be considered?
  - SC suggested the following:
    - Sponsor: Monies given for a specific event
    - Donor: Cash given - but not for a specific event (by level of amount)
    - Contributor: In-kind donation – Tangible item given/provided with or without a specific event in mind.

**Next Meeting: May 16, 2013**