

350<sup>th</sup> Anniversary Steering Committee

Business meeting Feb. 3, 2022 (zoom)

Minutes

**Present:** Stacy Bond, Pat Shearer, Sue Ross, Mary King, Joan Stoia, Steve Stoia, Brian Brault, Lindsay McCarthy, Rhoda Yucavitch, Magda Ponce-Castro, Bruce Kahn, Alex Meisner. Not present: Carol O'Brien.

**Guests, volunteers:** Judi Campbell, Mary Mayshark-Stavelly, Martha Morse, Don Campbell.

**Called to order** by Stacy Bond at 6:32 pm.

**Minutes for 1-6-2022 business meeting:** Kahn mentioned questions regarding the parade day activities which were still unanswered, Bond acknowledged the ongoing work being done to define this issue. Motion to accept the 1-6-22 minutes by Kahn, seconded by Shearer, passed unanimously. **Minutes for 1-20-2022 project meeting:** S. Stoia moved to accept, Brault seconded, passed unanimously.

**Chairs' reports:**

Bond acknowledged the good work that we are accomplishing as a committee. The 350<sup>th</sup> Chairs and Treasurer will meet with the Finance Committee on Feb. 7 regarding the 350th budget request. The 350<sup>th</sup> Facebook post about Tom White's 350<sup>th</sup> pottery that will be for sale had over 1000 views. Kahn urged the Chairs to let the FinCom know that the purchase of a sound system for our 350<sup>th</sup> year will be much less expensive than renting a system several times for events.

Brault wished Steve Stoia a successful surgery and speedy recovery.

**Communication efficiencies for meetings, notes, agenda items, sharing documents:** Bond requests that Focus Group Coordinators submit brief written notes from their groups' meetings to save time now spent in verbalizing focus group activities. Please send these and any documents for discussion to her 7 days before a scheduled meeting so Bond can distribute them to everyone. Please do the same for agenda items for a meeting. So... focus notes, documents for discussion and agenda items **in print, submitted to Bond, 7 days prior to a scheduled meeting.** Also, when emailing about 350<sup>th</sup> business please **northfield350@gmail.com**, to maintain legal record of committee business.

**Focus Group reports:** *Entertainment:* Kahn is working with Campbell on *Biography of a House #3* about the Renaissance Community's time at 88 Main Street. The second day of the event will be music of the times (60s and 70s), and day 1 is a library-sponsored showing of a documentary about Brotherhood of the Spirit. Campbell said that there could be a low-cost entry fee for adults to the music event, and a venue is needed. Kahn inquired what timeframe Entertainment has to fill on Saturday, Parade Day (3:00-8:00?), as they will be organizing a band



concert and other activities leading up to 8:00 fireworks. Discussion of who should be in touch with the Army National Guard Band to inquire if they can perform after the parade took place. Bob Henry of the Parade Committee, who also is a Colonel in the National Guard Reserves, is in contact already because of the parade arrangements according to Ponce-Castro. She will gather early information and disseminate it as she hears from Henry, and the Entertainment group can take it from there.

*Community Engagement:* J. Stoia said that the mailer is in the hands of the printer and should be received by the Northfield public in early March. As a means of stirring up interest and harvesting email addresses, 2 or 3 Tom White pottery creations will be raffled off to folks who enter by email. This shows signs of great success. Research of prospects for solicitations is ongoing. For residents who want to support 350<sup>th</sup> efforts there are support levels from \$25 up. S. Stoia said that regional fundraising is important because of our limited number of local businesses and the large number of area businesses who provide goods and services (and thus make money) in Northfield.

*Parade:* Ponce-Castro and group are working closely with the Chief of Police and the Superintendent of the Highway Department regarding the route. Work on the start place, end place, viewing stand and how long the parade will be is under discussion, with the Parade Focus Group expressing their desires and our Highway and Police officials defining what is possible and where. The parade will likely start at 1:00 and it is impossible to know exactly how long it will last at this early stage. Ponce-Castro also said that the Senior Center welcomes direct information and invites focus group Coordinators to speak to seniors about plans for the 350<sup>th</sup>.

*Children's/Education:* Shearer talked about a luminaria at the close of the commemorative year, a community garden, the riverboat cruise if that is a possibility under the next First Light contract and if there is a riverboat captain, old-fashioned clothes for dress-up. Suggestions given were a portable sign for use at many events, and since more than one local sign maker was mentioned, Kahn recommended that we look into the prices from each sign maker, decide on one and give that person all business for a better price. Fair and also economical. Amy Neil of town is an energetic young mother and event planner who might to be enlisted to help with children's activities and sports events.

*History:* King had submitted a full focus group report in print, and added that dates are set for Eric Gradoia's ZOOM lecture about architectural details of historic houses (May 10, 2023) and for the two Main Street guided tours: May 20 (rain date 21<sup>st</sup>) and Sept. 16 (rain date 17<sup>th</sup>). Mayshark-Stavely said that the First Parish Church would like a **contract** with the 350<sup>th</sup> for hosting a shape notes concert there. Liability issues are of interest, plus they wish to sell refreshments. Brault said that the 350<sup>th</sup> leadership team will soon begin talking about **contracts and liability issues**.

*Historical Society Museum:* Ross mentioned the society has many digitized historic photos, contact her if you would like to see/use them. Also, many artifacts are there including the Renaissance Community's rainbow sign.



**Budget update:** McCarthy said that we have spent \$800 so far. \$2000 is earmarked for Community Engagement for outreach supplies and services. Ponce-Castro asked if the \$250 for each focus group is part of that? Brault asked if we have passed a motion that each focus group have \$250 in early motion? No one knew, so King will review past minutes, find out and report back.

*Clarifying Areas of Responsibility:* regarding the question asked in last month's minutes "should each focus group clarify its responsibilities in a separate document as Community Engagement has done", both Kahn and King are satisfied that the original document of clarification is sufficient for their focus groups. Brault said that added language on responsibilities for the parade section of the document isn't needed, that there are other things happening on parade day and that the parade focus group will handle that space of time when things are happening "on the pavement". Other people brought up complicating factors: not knowing the time frame of the parade (Kahn), would any "marchers" stop before a reviewing stand to do a skit or play a song? (J. Campbell). Other issues needing work are food, security, port-o-lets, and post-parade fun events. If the Army band stays to provide a concert, are we going to feed them? Regarding the areas of responsibility document itself, Brault moved for additional text under the responsibilities of the Chair of the 350<sup>th</sup> Committee: "The Chair serves as general manager of all activities and provides direction to all 350<sup>th</sup> Anniversary Committee members and volunteers on behalf of the 350<sup>th</sup> Steering Committee". **Motion** for amendment by Brault, seconded by Ponce-Castro, approved with one abstention (S. Stoia). **A motion** to approve the amended Clarifying Areas of Responsibility document was made by Kahn, seconded by King, passed unanimously.

**Signing of contracts, formal agreements:** discussion took place about procedure. What requires a contract, who signs them, and the question by Ross about the Selectboard's role in signing contracts resulted in **tabling the topic** until receiving Town Administrator's advice.


**Website:** The website has been moved and is now hosted by Montague Webworks. McCarthy continues to design the site and input new information; the site is being reviewed and proofed. Ross is assisting with the Gallery section to provide additional historic photos. The capacity for online donations is coming, and McCarthy is coordinating with the Town to get this set up through their payment processor.

**Timeline of events:** Joan Patterson of the Northfield Churches Committee for Community Meals will talk to the others about a 350<sup>th</sup> food event -- thanks go to Ponce-Castro and Bond!

**Next meeting:** Thursday, February 17, 2022 at 6:30 ZOOM, Projects Meeting ONLY IF NEEDED.  
Thursday, March 3, 2022 at 6:30, ZOOM or town hall, Business Meeting

**Adjourned at 8:03 pm, Motion:** Kahn **Second:** Brault, unanimous approval.

Respectfully,

  
Mary King