



Town of Wallingford ♦ Connecticut

Wallingford 350th Parade Committee

Regular Meeting Minutes

March 28, 2018

6:30 PM

East Wallingford Volunteer Fire Department

Call to order:

Parade Committee chair John Sullivan called the meeting to order at 6:33 PM.

Attendees:

Bill Celata, Jonathan Judd, Jim Seichter, Jim Pyskaty, Jonathan Chappell, Dawn Lindauer, Larry Russo, Colin Benard, Greg Whitehouse, John Sullivan, Dave DeVito

Approve March 14, 2018 Minutes:

Motion: Larry Russo; Second: Jonathan Judd; Motion: Passed

Discussion Items:

- 1) **Financial Director:** Jonathan Chappell gave a brief recap of the meeting he attended with Mayor Dickenson and John Sullivan.
The parade will be considered a total cost, meaning all costs must be come from either the Town of Wallingford funds, private donations, or sponsorship, as no tickets will be sold, and little revenue is expected in the form of merchandising or sales.
- 2) **Secretary Report:** Jonathan Judd will be taking minutes, recording attendees, and filing reports with the Town Clerk office and the Wallingford Jubilee committee on a regular basis.
- 3) **Fundraising Director:** Dawn Lindauer will be the Fundraising director and will be the liaison between the parade Committee and the Jubilee Celebration team. The primary function will be to ensure that any parade-specific donations or

Wallingford 350th Jubilee Parade Committee

Headquarters: 128 Center St, Wallingford, CT 06492 ☐ (203) 284-1807

• *Mailing Address:* c/o 350th Parade Committee, Town Hall, 45 South Main Street, Wallingford, CT

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sponsorship activities are properly earmarked for the parade and not comingled with any non-parade activities.

Dawn will also make sure that all parade-specific donation requests, forms, paperwork, and transactions are cleared through the Jubilee team and meet public and municipal compliance regulations as specified by the office of the Wallingford Town Comptroller.

- 4) **Parade Director:** Colin Bernard mentioned several specific examples of how the committee should approach the various marching groups and units, how long in advance notice needs to be given and what to expect in terms of response time and expected marchers per unit.
- 5) **History Director:** Greg Whitehouse noted that the parade divisions will focus on a specific part of Wallingford's history, with era-specific themes to highlight and celebrate Wallingford's past.
- 6) **Logistics Director:** Bill Celata arranged for a large, 3' x 6' paper map of the parade route area and suggested that the various locations be marked, such as hydration stations, First Aid tents, barricaded roads, marshalling areas, parking lots, viewing stands, temporary bleachers, and other designated areas.
Organizing the Lyman Hall parking lot and the North Main Street side roads will be one of the most important tasks, Dave DeVito is a retired state police officer and will be assisting Bill with these tasks.

Parade Committee Open Positions:

Band Coordinator

Live Performance Director

Sound Director

Float Director

Division Leaders (48)

Transportation Director

Next Parade Committee Meeting:

April 11, 2018

Wallingford 350th Jubilee Parade Committee

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Agenda Items:

- 1) Put together the parade timeline and milestone dates for funding, arranging the divisions and marching unit slots, deadlines for paperwork and forms, working backward from June 20, 2020.
- 2) Identify the marching band coordinators at Lyman Hall and Sheehan high schools.
- 3) Discuss the possibilities for a dedicated website for the parade for fundraising, applications for marching units, posting rules and regulations, and publicity.

Adjournment:

A motion to adjourn at 8:17 PM.

Motion: Jonathan Judd; Second: Jonathan Chappell; Motion: passed

Minutes submitted by Jonathan C Judd, Secretary.

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