



Town of Wallingford ♦ Connecticut

Wallingford 350th Parade Committee

Regular Meeting Minutes

May 9, 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, Anthony DeMaio, Jonathan Chappell, Dawn Lindauer, Dawn Tatro, Rick Tatro, Ginger DeLancey, Dan O'Mara, Colin Benard, Jim Pyskaty, John Sullivan, Jonathan Judd, John Hrehowsik,

Approve April 25, 2018 Minutes with correction: Greg Whitehouse did not attend the April 25, 2018 meeting.

Motion: Dawn Lindauer; Second: Jonathan Chappell; Motion: Passed

Discussion Items:

- 1) **Chair Report:** John Sullivan is requesting a bid exemption for some of the parade committee expenses as there is a tight deadline. John also suggested that all parks, field and locations should be reserved with reservation forms filled out in advance. The 2018-19 Wallingford Budget was approved and the Parade Committee has a balance of \$45,000 effective July 1, 2018. John anticipated an additional allotment in 2019.
- 2) **Financial Director:** Jonathan Chappell noted that insurance policy for the Parade committee is still to be determined with the Town Attorney. Any donations will be used to offset the town funds where possible. Any overages will be returned to the town.

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

• www.wallingford350.com ♦ Email: wallingford350paradecomm@gmail.com



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Jonathan shared his first draft of the budget with the Parade Committee. There are eleven categories for the major expenses (buses, sanitation, major entertainment, among others). A brief discussion was undertaken with regards to at what point the committee will formally motion to accept the budget, but at this point no funds are in the account nor are any costs finalized.

- 3) **Secretary Report:** Jonathan Judd suggested a diagram that could be used to denote the parade route, parking lot shuttles, hydration stops, first aid locations and such.
- 4) **Fundraising Director:** Dawn Lindauer is meeting with the 350th Jubilee team to coordinate fundraising activities.

Johnny Hrehowsik suggested that a smaller sponsorship level could be needed for the local business owners who want to participate.

Colin Bernard asked about donations that might be given to both the 350th Jubilee and the Parade and a process will need to be put in place. There might be targeted sponsorship areas.

Jim Pyskaty asked about individuals making donations, they would need to consult with accountants or tax professionals as for deductibility, the Parade Committee is not a 501c3.

Sponsorship form version B was voted on and selected.

- 5) **Parade Director:** Colin Bernard gave a very detailed report. There are multiple resources and contacts he knows of at New Haven area parades. Constant Contact is another tool that Colin is using. Letters of Intent will be mailed out in June to evaluate interest from the military and marching units.
- 6) **History Director:** Greg Whitehouse was not present so no report given.
- 7) **Entertainment Director:** Johnny Rozz Hrehowsik has the Facebook page up and running. John is checking the old bicycles, antique riders, and pedal cars. [facebook.com/WallingfordJubilee350Parade](https://www.facebook.com/WallingfordJubilee350Parade)
- 8) **Logistics Director:** Bill Celata spoke with the North Haven Fairground with regards to spillover parking on Poole Avenue next to the Senior Center. North Colony Road in Wallingford has a large commercial parking lot that could be available and put into use on parade day, other locations are available.

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Ham Radio club can be used at various station along the way to coordinate with communications command post.

- 9) **Security Report:** Lieutenant Anthony DeMaio will request a new parade route map from Town Engineer. Lieutenant DeMaio will also request an understanding of the security plan that local police departments use for other large parades in the New Haven area.

Parade Committee Open Positions:

Float Director

Division Leaders (up to 48 openings)

Next Parade Committee Meeting:

May 23, 2018

East Wallingford Volunteer Fire Department

6:30 PM

Adjournment:

A motion to adjourn at 8:21 PM.

Motion: Jonathan Judd; Second: Dawn Lindauer; Motion: passed

Minutes submitted by Jonathan C Judd, Secretary.

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