



Town of Wallingford ♦ Connecticut

**Wallingford 350th
Parade Committee**

Regular Meeting Minutes

June 27, 2018

6:33 PM

East Wallingford Volunteer Fire Department, Kondracki Lane

Call to order:

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

Attendees:

Dawn Lindauer, John Sullivan, Jonathan Judd, Colin Bedard, Jonathan Chappell, Larry Zabrowski, Dawn Tatro, Sharon Whitehouse, Greg Whitehouse, Tim Gallogley

Pledge of Allegiance.

Approve June 13, 2018 Minutes:

Motion: Bill Celata; **Second:** Dawn Lindauer; **Motion: Passed**

Public Comment:

None.

Discussion Items:

- 1) **Chair Report:** John Sullivan noted that the Town gave approval for mailing a newsletter flyer for the Parade with announcements, news and other information. John created several new Gmail addresses for Parade Committee members. John read out the main topics and points of the *Wallingford 350th Jubilee Parade Information and Application* form. Dawn Tatro suggested a Hold Harmless Agreement be drafted. Payment to marching units should be made immediately after the parade, not paid in advance. August will require John Sullivan to appear before the Town Council to give a progress and stays report.

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.org ♦ Email: wallingford350paradecomm@gmail.com



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- 2) **Financial Director:** Jonathan Chappell gave a brief recap of the finances, he reiterated that he is driving the sponsorship to offset taxpayer expenditures. Jonathan requested that parade committee members reach out to possible sponsors.
- 3) **Fundraising Director:** Dawn Lindauer reported there no change from the \$900 in donations received. The 350th Jubilee Parade committee is still visiting Town Hall on a weekly basis.

Dawn shared the spreadsheet with all of the donations received up to date, there is a draft of the thank you letters that will be mailed out.

The sponsorship form now has a checkbox to allow for anonymous donations. The Wallingford Electric Division can insert a flyer that could be mailed to all electric division customers.
- 4) **Parade Director:** Colin Bernard is still working with the website developer. Parade Could is up and running.

Constant Contact through August and July, the Letter of Intent will need to be fine-tuned before sending out.
- 5) **Musical Director:** Dawn Tatro is part of a Fife and Drum organization and gave a recap of how the process of receiving applications and filling out applications is done. The payment disbursement methods, fulfillment methods, amount of payment to each of the marching units is up for discussion.
- 6) **Logistics Director:** Bill Celata had the shuttle routes planned and the parking lots identified. Bill will also be meeting with Lt DeMaio to talk about some of the logistics.

South Main and Center will be the location for the primary reviewing stand. Electric service will be able to be provided from one of the utility poles, there is 20 Amp service there, the power for the summertime concerts series can be used as well. Several nearby cities have viewing bleachers that could be borrowed or rented or where they get them from.

Bill has put together sub-groups (First Aid, Hydration, and others) to offload some of his tasks.

Bill is considering the area behind the cafeteria near the gym for the Command Center Post. The Food trucks will be nearby. The Check-In area will be the ticket booth.

Motorola radios will be available, the HAM radio team will be available as well.

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- 7) **Float Directors:** Larry will give a report next meeting. Jonathan sent some information and sample parade float rules and regulations.

Round Table:

Next Parade Committee Meeting:

July 11, 2018

East Wallingford Volunteer Fire Department

6:30 PM

Adjournment:

A motion to adjourn at 7:41 PM was made.

Motion: Jonathan Judd; **Second:** Jonathan Chappell **Motion:** Passed

Minutes submitted by Jonathan C Judd, Secretary.

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