

Scarborough 350th Anniversary Committee
Steering Committee Meeting
Tuesday, November 13, 2007
7:00 PM, Council Chamber A

1. Call to Order

The meeting was called to order at 7:09pm. Present were Annalee Rosenblatt ,Alan Cardinal, Sylvia Most, Johnna Dionne, Dale Temm, Debbie Jones, Brian Dell'Olio, Margaret Dyer, Susan Snow, Lisa Downing, Susan Higgins, Gerry Pomerleau, Sue Hamilton, Art Dillon and Judi Clancy.

2. Secretary's Report

The minutes of the October 9, 2007 meeting were accepted as written.

3. Treasurer's Report

Alan Cardinal reported that the Town is now handling the bookkeeping tasks for the Friends. Deposits are now made directly to the town and they will be issuing all payments. They will provide reports to us but we have not yet received one.

4. Procedure Update

Annalee Rosenblatt reviewed the procedures for receiving reimbursements for out of pocket expenses. Sample reimbursement forms were handed out. Annalee requested that when using the form for expenses be sure to indicate what the expense relates to; parade, map, etc. All expense reimbursement forms must have receipts attached and what they relate to on them as well. Annalee discussed the relationship that we have with the town. The town will be signing all contracts but we will be negotiating the terms of the contracts. The town will review contracts for insurance and legal purposes only.

5. Map Update

Annalee updated the status of map sales at the polls on election day. All ten were sold and orders were taken. Orders need to be placed in blocks of ten. Thirty maps were ordered for the Book Launch Party. After gauging the interest in the maps from the Book Launch party how map sales will be done will be reevaluated. A discussion about the

possibility of using the large map as a part of a sponsorship package was discussed. Judi is to look into this further as a possibility. We were reminded that the artist is requesting that we maintain a reasonable price for the map.

6. Committee Reports

a. Launch Party

Sylvia requested that we take the Launch Party report on the agenda out of order as Susan Higgins could not stay for the complete meeting. Susan reported that Coos Canyon is lined up to perform. Sylvia asked for volunteers to man the book sale table; give away to contributors and limited edition tables. We need six people to man tables. The 5 – 6:30 PM time frame is expected to be the busiest. A volunteer sign-up sheet was passed around. The authors will have name tags at the event. It was questioned whether limited edition purchasers had received an invitation to the party because Judi had received an inquiry. Judi offered to email purchasers for whom we had email addresses; Dale offered to call the remainder.

a. 350th Celebration Village

i. Village update

Lisa Downing reported that she has made many contacts with in the community including Scarborough Historical Society; Friends of Scarborough Marsh; Boy Scouts; Scarborough Fish and Game; Library; Garden Club. She is looking for demonstrators of various skills and crafts. Brian gave her Mark Matteau's name to follow up for letter press. Lisa reported that Bob Norrell has joined the Celebration Village sub-committee. He is a Scarborough resident as well as being a Native American. He has made a variety of contacts relative to a Pow Wow. He has procured a teepee for the Village as well as a birch bark canoe.

ii. Entertainment update

Johnna Dionne reported that the entertainment portion of the celebration is coming together. The sub-committee has gathered a list of potential acts and is now doing research and obtaining information on them.

Johnna reported that the committee is working with the parade committee to see if there are any musical acts that could be in both the parade and the celebration village, such as the gym dandies.

c. Parade

Dale Temm reported that Margaret Dyer had been in touch with Hood regarding their blimp. If it is still in service next summer we are on its list. Dale has been in touch with Barbara Hough, former Clam Festival Parade Director, who has agreed to help with

our parade line-up. Dale will be meeting with her in a couple of weeks. Margaret has also been in touch with the Pentagon regarding a fly-over for the parade. Gerry Pomerleau suggested we contact Mix and Mingle square dancers which has been done.

d. Triathlon

Judi reported that Tri-Maine has submitted a proposal for the sprint triathlon. The swim will take place at Scarborough Beach. Harvey Rosenfeld has received permission from the owners of Scarborough Beach for the swim. The bike portion will exit Scarborough Beach parking lot, head towards Cape Elizabeth and return through the Pleasant Hill area transitioning to the run portion near Memorial Park. The run is an out and back course mostly on the Eastern Trail. Harvey is scheduled to meet with Bruce Gulifer, the Eastern Trail representative, to check on this portion of the race. The triathlon still needs approvals but they are well underway.

e. Pole Banner update

Judi reported that SEDCO has the issue under control. Julie Bassett checked with the new owner of Sign-O-Rama to reconfirm the previous owner's price quote. The price range initially quoted is still in effect.

f. All Class Reunion

Brian Dell'Olio reported that one sure event that the All Class Reunion is planning is a tour of the high school. He also reported that he and Linda Lambert, his co-chair, will be meeting with Judi later this week to go over some ground rules for proceeding with their planning.

5. Planner Comments

a. Sponsorships

Judi Clancy reported that we have two confirmed sponsors; Norway Savings Bank at \$5000 as a parade sponsor and Piper Shores at \$1500 as a general sponsor. Sylvia inquired about Saco and Biddeford Savings Bank. Judi has prepared a sponsor packet for them that Annalee agreed to deliver.

Judi reported that Cabela's has hired a new manager which will allow us to make a request for sponsorship as soon as that person arrives. Gene Beaudoin has gotten a quote for pole banners along Haigis Parkway which he will present to the new Cabela's manager upon arrival.

Judi reported that she will be meeting with Martha Davoli at Maine Medical Center to talk about the possibility of MMC doing the printing project for our program.

Judi and Annalee met with LL Bean about sponsorship possibilities. They will be recontacting them the week after Thanksgiving. LL Bean wants to have their Bean Boot in the parade.

b. Web Site

Judi reported that the web site is live and asked if everyone present had visited it. Most people present indicated that they had. Judi requested people to be vigilant about necessary updates and errors. The web site is only good if it remains current.

c. Miscellaneous

Judi reviewed some of the accomplishments of the last six months including a published book, a historical art map, a new web site, energized subcommittees and some sponsors on board. Sylvia suggested that we give ourselves a round of applause.

7. Next Meetings

Subcommittee meeting dates were listed.

The next meeting of the 350th Committee will be held on December 11, 2007 at 7 PM.

There being no further business, there was a motion to adjourn at 9 PM.