



Meeting minutes for Portsmouth 375<sup>th</sup> Anniversary Steering Committee  
Thursday, February 21, 2013  
5 pm – Portsmouth Public Library

**Updates from committees:**

- July 28<sup>th</sup> – Portsmouth Abby site is open
  - ? Indian Pow-Wow – if we tag – would save us from license cost, etc – POC Bob
- PawSox - will donate \$5 from each ticket sold
- Mar 7<sup>th</sup> – Noon to 1pm - Recognition of signing of the Portsmouth Compact
  - Looking for 375<sup>th</sup> volunteers to seat guests
  - Custom Coffee House to bring over coffee and finger food
  - Newport Artillery to stand as honor guards
  - Open to public – Release to go out
  - Will be videoed and photographed
- Monday – 375<sup>th</sup> SC update to be presented to Town Counsel
  - “Portsmouth History Project”
    - Need publicity requesting pictures, documents, artifacts to display
    - ? signed release for items
    - Digitalize items – need to research local digitizing companies & RWU program
- Lord Mayor Visit
  - Need hospitality team – Emile - POC
    - B&B
    - Gifts – for in hotel room & classy gift to take home ex: painting/photo of Portsmouth
    - Dinners
    - Tours
    - What does SC pay for ?
- Reception Gala- Aug 29<sup>th</sup> - Dennis - POC
- Family Day – Aug 31<sup>th</sup>
- Melville – Walking Tour – Feb 23<sup>rd</sup>
  - High boots recommended
- March 3<sup>rd</sup> – Portsmouth Art Guild
- April 21- ?Kite festival
  - Glen park
  - ? reschedule “heart” gathering
  - Peddlers Permit – to sell items
  - Entertainment license – if over 500 attendees
- Author of American Jezebel – Oct. 25<sup>th</sup>
- Aquidneck Land Trust would like to help 375<sup>th</sup>
- Soup & Salad Event- Cancelled due to weather
  - Funds:
    - \$110 - Committee Donations - 6 donations SC
      - minus \$20 purchase of rolls
      - minus \$89 cost of printing tickets
      - non-perishable items have been/will be returned for refund

- \$800 – Direct ticket sales
      - 3 ticket refund options
        - 1. Consider it a donation
        - 2. Keep ticket – exchange it for glass of wine @ Greenvale on May 18
        - 3. Full refund – turn ticket in at library table (staffed by 375<sup>th</sup> member)
    - ?TBA – PayPal – on-line sales
  - Food: 14 people volunteered to make soup
    - 10 SC members
    - 4 volunteers + 3 spouses - Thank you letters have been mailed
    - Salad & butter donated to fire dept
  - Positives from event:
    - Publicity- front page of Newport paper day before event helped boost sales at Coffee shop and Liquor store
    - Pay pal account
    - Good will from us to community
    - Telephone calls from us to friends, church, & stores help spread the word to community
    - Sub-committee meetings useful and although hard work - good feelings
    - Location choice had good central location, parking lot for heart and in door large space for food service
    - Use of committee members to contribute food saved money vs. hiring a chef.
    - Supplies bought by sub-committee meant easy return for full refund.
    - Committee members making soup gave it away to friends and/or donated to local organization.
    - Reschedule of the fun event – the heart can be re- done thus salvaging part of the event and adding more publicity and good will
  - Negatives from event:
    - Poor pre-publicity
      - Newport only day before final sales- never in community calendar; Sakonnet Times and Newport Times per- publicity but one state headline in somewhat negate Lunch sales ending
    - Location
      - unaware of constraints until very late in process–very limited electricity 2 working plus
      - needed their maintenance man to turn on gas
      - required we be there to turn off gas
      - we needed key for lock-up at event closing
      - key return required.
      - A realization that site uses an unmanned ans. machine so calling about cancellation unproductive.
      - No one was at site to post cancellation sign.
      - Too many moving parts- heart, skate pass, and food, memorabilia sales components
      - Uncertainty of magnitude of weather until morning of event – so food bought, people engaged and purchasers need to know
    - Communication to our own primary web site way too late to be useful to public, who in fact checked there for cancelation.
    - Wording on back of ticket saying skating pass should not have been there. It was interrupted that was the actual pass when in fact we planned on giving a different pass at event for actual attendees so ticket could be kept as souvenir and rink could collect and keep track of another pass for number used.
    - Did not realize difficulty in getting certain supplies – i.e. Soupspoons, 8 oz coffee cups, 10 oz 12 bowls, red plastic tablecloths on short notice at this particular time of year. Multiple trips to many stores to find correct items. And then return the for refund.
- Parade Committee
  - Parade Participant Application and Letter of invite are in final drafts

- Student Project Ideas
  - Tile mural
  - Comic map of town
  - Would have to start project in April
  - Time capsule
  - Community Art History Projects
- Flags - \$180 – cost seems high ? debating on spending this amount
- Current Account Balance: \$20,289.32

**Next Meeting: March 7, 2013**