



Meeting minutes for Portsmouth 375th Anniversary Steering Committee
Thursday, May 16, 2013
5 pm – Portsmouth Public Library

Attendees: Rich Talipsky, Debra Correia, Doug Smith, Nancy Wilson, Gary Gump, Emil Cipolla, Carlton Johnson, George Wardwell, Mike Paglierani, Bob Hamilton, Rev Mike Pike, Carolyn Magnus, Roberta Stevens, Joan Eline, Lori, Rose Escobar

Updates from committees:

- May 18th – Restoration Celebration/Official 375th Wine premiere
 - 1-4pm Greenvale Vineyard
- May 21st – Lecture – ‘Transportation’
 - 6:30pm – Town Hall
 - May 24th – Wreath Laying - Portsmouth Garden Club
 - 10am Legion Park
- May 25th – 10am – Pancake breakfast – VFW – 7:30am – 9:30am, \$7.00 – Parade mtg at 10am
- May 27th – Memorial Day Service
 - 9am Portsmouth VFW
- June 2nd – Wind Energy Then and Now Tour
 - 2pm - Begins at Sherman Windmill at Prescott Farm – then to Ports. Abbey
 - Authentic RKI Johnny cakes will be served
- June 23th – Clam Boil
 - Portsmouth Portuguese American Club
 - Clements willing to sell tickets
 - Need 375th merchandise to sell
- July 4th – Bristol Parade
 - Participation request - we are waiting for confirmation of approval
 - Girl Scouts will be creating float
 - Need storage inside facility
- July 4th – Fireworks
 - Sponsors needed to support event
- Aug 29 – Reception – No Update Provided
- Aug 31 – Parade
 - May 13th – Parade request approved by Town Council
 - State of RI has not approved parade yet
 - Parade letters and forms have been printed – estimated drop date is May 20th
 - Parade viewing area will be at Portsmouth Park, Turnpike Ave
 - Area to be roped off to preserve area fro VIPs
 - T-shirts to be ordered for parade staff
 - May 25th - 10am - Next Parade mtg , Portsmouth VFW
- Sept 1 – Ecumenical Service
 - Founders Brook
 - Date & time (Not Sunday)
 - Rev Pike is working on
- Sept 1 – Portsmouth 375th Family Day
 - May 9th – Glen Park Committee approved application
 - License applications submitted: Peddler, Victualler, Entertainment, Business Application
 - Entertainment
 - Four Bridges Blue Grass Band - Main musical entertainment

- Navy Band
 - Noon – Kick off Picnic w/national anthem & flag raising
 - Flag raising – working w/Grace Kinnenum & VFW
 - ? bugler – raising/lowering of colors
- Secondary Entertainment (during band's break)
 - Square Dancing – demo & participants
- Tracker Pull – Cancelled – due to insurance issues
- Helicopter Demonstration
- Newport Artillery – Cannon Demonstration
- Activities/Other
 - Pony Rides
 - Pony's To Go
 - will share 10% of earnings
 - Clowns N Stuff
 - willing to pay up to \$300 for space
 - face painting
 - 2 character costumes to entertain attendees
 - Free pictures – down loaded from 375th website
 - RI Rental – donation request – need status update of application
 - Frisbee Toss – (need status update of order)
 - Dunk Tank
 - Bouncy House
 - Cotton candy machine & accessories
 - Popcorn Machine & accessories
- Vendor Tables (Crafts, etc)
 - Tables will be \$50/10x10 space
 - Participant Request Form being created
 - Participants will be to provide copy of Peddler & Business Licenses
 - 1 inquiry of interest so far
- Food
 - Cabral's chicken – tickets to be sold
 - Vendors for non-ticket/after hour purchase – possibilities include:
 - Possibilities: West Main Pizza (hot dogs/hamburgers cart)
 - Emery's catering – (food cart)
 - Just Hot Dogs
 - Grill Master
 - Del's
- Maintenance Services
 - Water – available
 - Electrical – available in several ground locations
 - ? extension cords
 - ? power surge protectors
 - Trash
 - Need clean-up/maintenance volunteers
 - Trash bags
 - Haul away
 - Bathroom facilities – available
 - Need clean-up/maintenance volunteers
- Volunteers Needed
- Publicity Needed
- Tickets – To be created
- Safety Services
 - Fire Dept will be on site – provide demos & answer guest questions
 - Fire & Medical
 - Police
 - Crowd/Parking Control

- Founder's Brook Project
 - Restoration Grant will fund clean-up of park, parking lot, & signage
 - Stone seating – several benches have been commissioned
 - 375th will tag event, provide support, & publicity
- Town Council Updates
 - May 13th – received Town Proclamation for Portsmouth, England
- Portsmouth RI delegation to UK
 - Friday May 17
 - 6: 00 PM: Depart for Logan and London
 - Saturday May 18
 - AM: Arrive London-Heathrow airport
 - 12:00: Arrive Portsmouth - Hotel Ibis
 - PM : Meet Portsmouth Contacts and Council International liaison Hugh Mason at local pub
 - Sunday May 19
 - AM: Invitation to Portsmouth Cathedral for services (COE) and lunch afterwards
 - PM: informal meeting with current Lord Mayor (Cllr Jonas) and Lord Mayor select (Cllr Stagg) and Councillor Hugh Mason at the Still and West public house for some traditional British fish and chips and light refreshment
 - Monday May 20 (Attend annual meeting of the City Council at the Guildhall)
 - AM: Lord Mayor making ceremony.
 - PM: Annual Council meetings including greetings from Germany, France and Japan sister-city delegates
 - 4:00 PM Portsmouth RI delegates adjourn to Lord Mayors Parlour for reception and greetings/presentation to the Portsmouth City Council Leaders, and other members of Portsmouth City Council.
 - 7:30 PM: Lord Mayors Banquet Room reception and Lord Mayors Celebration Dinner
 - Tuesday May 21
 - 10:00 AM – 4:00 PM visit local sites (Best of Portsmouth tour courtesy City of Portsmouth)
 - Wednesday May 22
 - AM: depart for London Heathrow and Boston
 - PM Arrive Logan (BOS); 8:00 PM (approx) Arrive Portsmouth
- Marketing & Advertising
 - E-mail Outreach
 - Katherine to send out Monthly e-mail
 - Facebook/Twitter
 - Week of 5/13 – Reached 600, 429 Likes
 - Local Video Media/YouTube
 - Event video continue to be added
 - Promotional Items
 - Hats, T-shirts, Frisbees, Ornaments
 - No Updated Provided
 - Re-print of the Portsmouth Compact
 - Design being created – finalization & production after May 23rd
 - Publicity
 - Generic 2 min PSA running now
 - Specific PSAs can be done
- Financial – No Update Provided
- New Initiatives - No Update Provided
- Additional Thoughts & Information
 - Still need suggestions on what to do with Heart Photo

Next Meeting: May 30th