

Minutes for SQ250 Full Committee

Date: January 4, 2011

Present: Meredith Wait; Peter Smith; Catherine Irwin; Tara Lowe; Lori Robertson; Ed Dunleavy; Cheryl Roberts; Mike Austin; Sue Kennedy; Elise Baach

Meredith began by saying meeting was to be brief and was intended to keep people in the loop. Several people had notified Meredith that they couldn't attend.

Legacy Committee - Peter Smith:

Peter Smith handed out a one-page sheet of current thinking of Legacy Committee.

- Peter noted that the "Christmas in Shepherdstown" committee was handling the opening events.
- Gary Heichel has agreed to head the "legacy" aspects of the Committees work
- The theme of the closing ceremonies will be "Coming Home"

Budget Committee - Catherine Irwin:

Catherine reported the Budget for event is still in draft; a more complete budget will need more information. A discussion was held about the importance of not "under-funding" this event. Even though a final budget has not been presented to the Town, the Town Finance Committee has agreed to \$2500 seed money for SQ250. The Council will entertain a further request in March when the census results are released.

The Budget Committee has adopted policies about reimbursement for expenses spent on event.

Marketing – Tara Lowe

Press release to be published in Chronicle this coming Friday (January 7). Since there were no proposals submitted for the logo, a stipend of \$500 will be offered for the best design. The deadline for the logo is the end of January.

Meredith also mentioned that the Good News March edition will feature an article on SQ250. Meredith and Jim will be putting together a 1200 word article. Randy and Tara will work out details for publication.

Tara commented on the great response that has been received on "I [heart] Shepherdstown on Facebook. This will be a good resource for finding volunteers.

Community Outreach – Elise Baach for Randy Tremba:

A summary of the mission and process of the outreach to clusters was distributed. Once

these letters go out, the next project will be to physically hand-deliver letters to town residents.

Misc.

- Dave responded to questions that had been asked at the December 7 meeting:
 - Private gifts to town for the event are tax-deductible.
 - It does not appear possible to put a sculpture outside or inside the new Town Hall
 - Although it's too early to commit. There is room in the new Town Hall for artwork or wall-hangings.

- Meredith suggested that the volunteer coordinators should be placed under the Community Outreach Committee. Does Randy object?

- Meredith also needs administrative support, such as taking minutes at Steering Committee and Full Committee meetings. We will also need someone to write thank you notes to volunteers. Overall, direct and marshal information properly.

- It was suggested that the blue 3-ring binders be updated. Several outdated pieces could be taken out and replaced with handouts from tonight.

- The full committee will meet once a month – at least for the time being – the first Tuesday of the month. The next meeting will be February 1, 2011.

Next Committee Meetings:

Community Outreach	Jan 8
Christmas in Shepherdstown	Jan 11
Legacy Committee	Jan 18