

# **SOUTH WINDSOR 175<sup>th</sup> ANNIVERSARY COMMITTEE**

## **TOWN OF SOUTH WINDSOR**

**Minutes**

**Page 1**

**March 5, 2020**

---

### **South Windsor Town Hall – Caucus Room**

#### **1. Call Meeting to Order**

The meeting was called to order at 7:14 p.m.

#### **2. Roll Call**

Members Present: Brianna Dillman, Chairperson  
Brenda Koboski, Vice-Chairperson  
Josh Johnson  
Natalie O'Brien  
Madhu Reddy

Members Absent: Gavin Zhu

Others Present: Councilor Janice Snyder, Town Council

#### **3. Public Input**

None

#### **4. Old Business**

##### **a. Logo Contest Winner**

Brenda informed the Committee that she had attended the Town Council Meeting on Monday, March 2, 2020, and presented Mihika Joshi with a check for winning the logo contest. Mihika then presented the check to the South Windsor Food and Fuel Bank.

##### **b. Facebook Administration**

Brianna stated that she would re-send the invite to Committee members so those who want to have the ability to put items on Facebook can. Brianna then told the Committee members that items can be set up to be posted on certain dates and times.

## **MINUTES**

### **South Windsor 175<sup>th</sup> Anniversary Committee**

**March 5, 2020**

**Page 2**

#### **ITEM:**

#### **5. Discussion Items**

a. Contacts and Communications – update file on Google Drive

Brianna notified Committee members that Brenda had created a list of contacts on the Google Drive so the list should be updated as each member communicates with their contacts.

b. List of Major Sponsorships

i. Committee member proposals

- Tiered sponsorship
- Volunteer packages
- Discounted price to the Gala
- Official t-shirts
- Name in a press release
- Naming certain areas of the festival

c. Event Planning

i. Master List of Planned Events

Josh suggested that a dunk tank be brought into the festival. Brenda recommended that a list of events be drafted, so when asking for sponsorships, a business can look at the events and decide if they would like to sponsor one of the events. Some businesses may want to donate products rather than funds. It was also felt that the events need to have tasks associated with them.

ii. Assignment of team leaders for each event

St. Patrick's Day Parade (3/14/20) – Brianna said she would take care of the banner and t-shirts/sweat shirts for those who will be marching.

Town Council Briefing (3/16/20) – The whole Committee should be attending the Town Council Meeting. Handouts will be given to the Council with the different events and dates of the events.

**(Discussion Continued on Next Page)**

## MINUTES

### South Windsor 175<sup>th</sup> Anniversary Committee

March 5, 2020

Page 3

#### ITEM:

#### 5. Discussion Items (*Continued*)

##### c. Event Planning (*Continued*)

##### ii. Assignment of team leaders for each event (*Continued*)

Committee members discussed the naming of the festival.

Josh made a motion to name the event being held on August 8, 2020, South Windsor 175<sup>th</sup> Jubilee. Brianna seconded the motion, and it was approved unanimously.

Founder's Day (5/7/20) – Brenda and Josh will work on items for this event. A copy of the 1845 petition (having South Windsor be its own Town) will be at the event. The petition was signed by the founding fathers, and the Committee would like to have descendants at this event. Gary Pitcock has gifted a book that can be displayed at the event, and the Committee will have a plaque made up. Josh will contact Discount Trophy regarding the plaque. This event will also consist of a small reception at the end. Any flyers or invitation will be made by Brianna.

Souvenirs, giveaways, collector items (5/7/20) – Brianna and Madhu will take care of this item.

Memorial Day Parade (5/25/20) – Brenda - This parade will include a banner, volunteers to walk, and souvenir giveaways with the date of the Jubilee or a sign with the date of the Jubilee.

Kickoff Jubilee (8/7/20) – Request Ray to help with fireworks, get a quote, and find someone to sponsor the fireworks.

Photo Contest (8/7/20) – Brianna and Natalie– exhibit entries at the festival.

South Windsor 175<sup>th</sup> Jubilee (8/8/20) – Josh will contact restaurants for food, and food trucks, and Natalie will make contacts for entertainment. Large sponsorships that should be contacted are Mitchell Fuel, Imperial Oil, Environmental Services, Coca-Cola, Evergreen Walk, Lowes, Target Nu-Way, ESI, Mr. Charbonneau, Admiral Moving, and Woodcock. The Little League should be contacted regarding the Vintage Baseball. Entertainment venues such as any dance

**MINUTES**  
**South Windsor 175<sup>th</sup> Anniversary Committee**  
**March 5, 2020**  
**Page 4**

**ITEM:**

**5. Discussion Items (Continued)**

d. Event Planning

iii. Assignment of team leaders for each event

studios, South Windsor Community Chorus, South Windsor Community Band, South Windsor schools, and a bounce house should be contacted. Madhu will contact real estate companies. This event will be discussed in more detail at the next meeting. Ray will be contacted to discuss the layout of the area.

Heritage Day Parade (10/4/20) – Brenda – parade down Main Street. It needs to be decided how long the parade route should be. This will be the main parade for the 175<sup>th</sup> celebration.

Gala (10/24/20) – Committee members discussed where this event could be located. Natalie will call the Society Room in Hartford. Councilor Snyder will find out about the new hotel that is being built in South Windsor.

Committee members gave their consensus to have Brianna purchase design software for \$109.00.

**6. New Business**

None

**7. Next Meeting**

The next meeting will be held on Thursday, March 12, 2020, at 6:30 p.m. in the Caucus Room.

**8. Adjournment**

At 9:10 p.m., Brianna made a motion to adjourn the meeting. Josh seconded the motion, and it was approved unanimously.

Respectfully submitted,

---

Deborah W. Reid  
Council Clerk