Patriotic and Special Events Commission post Veterans Day After Actions mtg MINUTES, Nov 10, at 12 Noontime

Attendees: Dave Kaplan, Joe Colavito, Pat Parry, Collen Harkey, Steve Fischer, Hubert Delaney,

The objective is to point out what worked, what did not, what could we do better or different. This is not to criticize anyone or group. In preparation to the meeting, please think about the pros and cons and any new ideas to enhance this event.

Agenda:

Planning: Deficient of volunteers/ Close Atlantic St/ Booklet due dates for ample time for corrections-additions-printing/onsite practice/ run of show briefing & practice/ Clear line of vision of flagpole/ Speakers raised/ Volunteers to usher people in /Longer parade

Advertisement / media: Radio/ website/Stam Advocate/Prepped messages/ longer timeline prior to event to advertise/ position of advertisements

Social Media: Plan 2 month lead time

Setup: 150 seats was good /Stephanie from the Lutheran Church would like to volunteer/ Give aways location determined

Execution: **CERT team did an EXCELLENT JOB! /**Bring CERT into planning/ Notify Condos/ 10 day and 3 days ahead of event

Post parade, pre-ceremony: Power not on the Showmobile

Park setup and execution: **Bugler and Joe singing – AWESOME!**

Flow of program: Good

Park: Trolley location – communication issue- signs needed/ 5-6 people took trolley/

Speakers: Need guest speaker

Presentations: Wreath presentation

Cleanup: Left 'Grand Marshal ' sign on jeep

Random thoughts / ideas: Add a float contest /booklet and P.H. booklets electronically reviewed. / Greenwich Pipe band did a great adjustment to play Amazing Grace / Army nad loved ther were no turns in the route / good amount of people watching and attending the park event / suggest 25 CERT personnel

Meeting stopped at:_____1:10PM_____

All - I will not be carried over in the new Administration, so a new Point of Contact will be needed for the Patriotic and Special Events Commission. Thank you for your assistance, guidance and patience. MMc